

Family Based Care (Kinship Care)

Investment Specification

Version: 1

Date: Effective 14 November 2022

Acknowledgement of the Traditional Owners

The Department of Children, Youth Justice and Multicultural Affairs acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country. We respect self-determination of our First Nations peoples and recognise the cultural and spiritual connection Aboriginal and Torres Strait Islander peoples have with land, winds, sky, and waters. We pay our respect to Elders both past and present and value their contribution in empowering communities to develop their own futures.

Use of terms

This investment specification uses 'Aboriginal and Torres Strait Islander peoples' and 'First Nations peoples' as collective terms to reflect the cultures and identities of Aboriginal peoples and Torres Strait Islander peoples.

However, it is recognised that Aboriginal peoples and Torres Strait Islander peoples have their own rich and unique languages, customs, beliefs, cultural practices, and traditions.

Table of Contents

1. Introduction	4
2. Funding Intent	5
2.1 Context	6
2.1.1 Department Strategic Plan	6
2.1.2 Statement of Commitment	6
2.1.3 Our Way: a Generational Strategy for Aboriginal and Torres Strait Islander Children and Families	6
3. Program logic	7
4. Service delivery overview	8
4.1 Description of service type	8
5. Service delivery requirements for all services	9
5.1 General information for all services	9
6. Service delivery requirements for specific Service Users	11
6.1 Children and young people under 18, requiring kinship care arrangements and/or enhanced family connections (U2261)	
6.2 Prospective kinship carer household (U6000)	12
6.3 Approved kinship carer household (U6001)	12
7. Service delivery requirements for specific service types	13
7.1 Connecting Kin (T210)	13
7.1.1 Requirements – Connecting Kin	13
7.1.2 Considerations – Connecting Kin	14
7.2 Equipping Kin (T211)	14
7.2.1 Requirements – Equipping Kin	15
7.2.2 Considerations – Equipping Kin	15
7.3 Supporting Kin (T212)	15
7.3.1 Requirements – Supporting Kin	15
7.3.2 Considerations – Supporting Kin	17
8. Service modes	17
8.1 Connecting Kin (T210)	17
8.2 Equipping Kin (T211) and Supporting Kin (T212)	17
9. Deliverables and performance measures	18
10. Contact information	25
11. Other funding and supporting documents	25

1. Introduction

In line with the strategic intent of the Department of Children, Youth Justice and Multicultural Affairs (the department), Family Based Care has been designated as a funding area for the purpose of guiding investment in non-government organisations (NGOs).

Family Based Care service provision is provided across two key programs:

- Kinship Care
- Foster Care

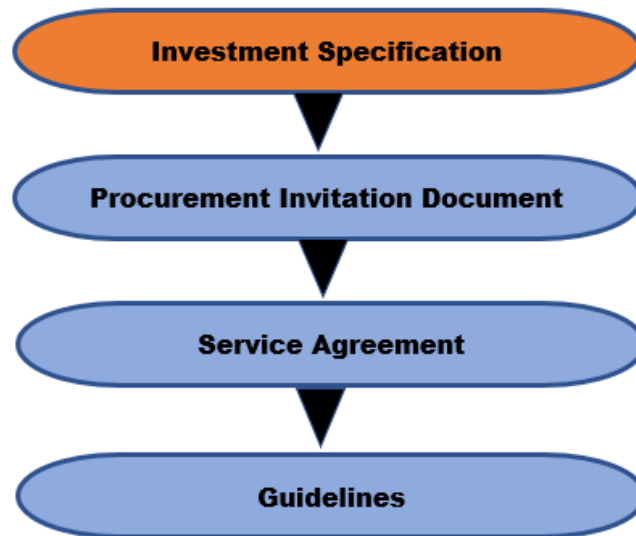
This version of the investment specification is concerned with Kinship Care services only. The investment specification includes the service users and service types required to establish and support family members as prospective, provisional or approved kinship carers for children and young people subject to the Chief Executive's custody or guardianship under the [Child Protection Act 1999](#) (the Act).

Future versions of this investment specification will be expanded to include service user and service types specific to foster care.

The department may update this investment specification in response to evidence and changing needs of service users or to support a different combination of responses.

Investment specifications form part of the department's hierarchy of funding documents. Refer to Section 11 for more information and links to other associated documents found on the department's website.

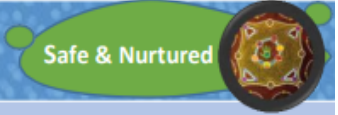




Figure 1 – Funding document hierarchy



The department's funding documents underpin the business relationship between the department and the funding recipient. The investment specification should therefore be read in conjunction with the procurement invitation document, the Service Agreement, and any relevant guidelines that form part of the Service Agreement.

2. Funding Intent

Service delivery funded through this investment specification is designed to fund activities that will lead to the outcomes identified in the Program Logic in section 3, including that children and young people in custody or guardianship of the Chief Executive under the Act experience outcomes consistent with the [Queensland Care Services Outcomes Framework](#):

<p>Domain:</p>  <p>Aspiration: <i>Children and young people feel nurtured and cared for in safe and stable environments, free from abuse, neglect, violence, and threat</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> ❖ Protected from abuse, neglect, and exposure to violence ❖ Nurtured and cared for ❖ Living in stable and predictable environments 	<p>Domain:</p>  <p>Aspiration: <i>Children and young people feel a strong sense of identity and belonging, have stable and long lasting relationships with family and friends and are connected to culture and community</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> ❖ Positively connected to family, culture, and community ❖ Feel a sense of identity and belonging 	<p>Domain:</p>  <p>Aspiration: <i>Children and young people learn and develop to their full potential</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> ❖ Attend and engage in education ❖ Meeting developmental milestones ❖ Engage in, and benefit from, recreational activities ❖ Developing independence and life skills 	<p>Domain:</p>  <p>Aspiration: <i>Children and young people make healthy lifestyle choices and access health care services</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> ❖ Physically healthy ❖ Emotionally and mentally healthy ❖ Leading an active and healthy lifestyle 	<p>Domain:</p>  <p>Aspiration: <i>Children and young people have strong social and interpersonal skills and feel confident to pursue life goals and manage challenges</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> ❖ Feel confident and have social skills ❖ Possess coping skills and an ability to manage adversity
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Funded service types also support the department to achieve the principles of the Act, individual case plans goals for children and young people who are subject to custody or guardianship of the Chief Executive under the Act, placement agreements made with approved carers and the timely assessment and approval of carers. When considering:

- **Principles** refer to Chapter 1 Part 2 Division 1, Purpose of Act, and principles for its administration, in the Act.
- **Case planning requirements** refer to Chapter 2 Part 3A Case Planning in the Act and in the case planning key step of [Support a child in care procedure](#) in the Child Safety Practice Manual.
- **Placement agreements with approved carers** refer to Section 84 Agreements to Provide Care for Children in the Act and in the Support a Care Arrangement key step of [Provide and review care procedure](#) in the Child Safety Practice Manual.
- **Carer assessment and approval requirements** refer to Chapter 4 Regulation of Care and in the Respond to Prospective Carers and the Assess and Approve Carers key steps of [Provide and review care procedure](#) in the Child Safety Practice Manual.

2.1 Context

2.1.1 Department Strategic Plan

The vision of the department's [Strategic Plan](#) is for Queensland's children, young people, and families to be safe, thriving, and empowered in their culture and communities. This investment specification will support the department's Strategic Plan to:

- improve outcomes for vulnerable children and young people in or at risk of entering the child protection system;
- reduce the proportion of children in residential care; and
- increase the proportion of children in kinship care.

2.1.2 Statement of Commitment

The [Statement of Commitment](#) between the Department of Children, Youth Justice and Multicultural Affairs and the Foster and Kinship Carers of Queensland has been developed in collaboration with Queensland Foster and Kinship Care, PeakCare Queensland and the Queensland Aboriginal and Torres Strait Islander Child Protection Peak.

The statement of commitment reflects the shared commitment and partnership with foster and kinship carers for the benefit of children and young people in care. The statement also acknowledges the unique role foster and kinship carers have as volunteers in this partnership and promotes their critical role as part of a child or young person's safety and support network that includes kinship care services funded in this investment specification.

2.1.3 Our Way: A Generational Strategy for Aboriginal and Torres Strait Islander Children and Families

[Our Way: a generational strategy for Aboriginal and Torres Strait Islander children and families 2017-2037](#) represents a partnership between the Queensland Government and Family Matters Queensland to fundamentally change the way child and family services respond to Aboriginal and Torres Strait Islander children and families experiencing vulnerability. Our Way is built on a joint commitment to eliminate the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system by 2037 and close the gap in life outcomes for Aboriginal and Torres Strait Islander children and families.

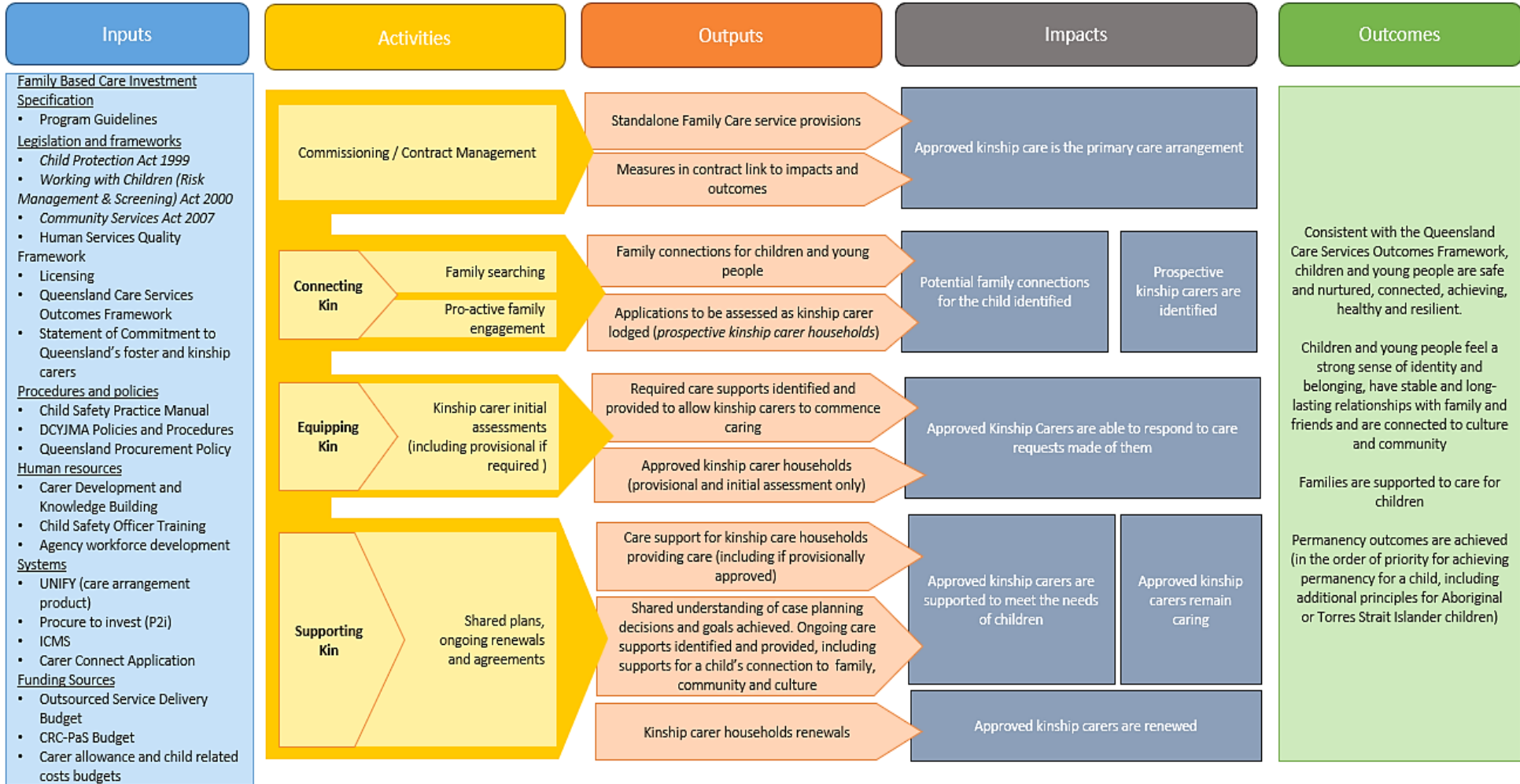
The *Child Protection Act 1999* provides for the delegation of the Chief Executive's powers and functions in relation to an Aboriginal or Torres Strait Islander child who is either in need of protection or at risk of becoming in need of protection, to an Aboriginal or Torres Strait Islander Chief Executive Officer (CEO) of an Aboriginal or Torres Strait Islander entity (a 'prescribed delegate') (Chapter 4 Part 2A). For the purposes of this document, the making, receiving, and undertaking of delegations under this part are referred to as delegated authority. Delegated authority is an additional tool to improve outcomes for Aboriginal and Torres Strait Islander children and families, in or at risk of entering the child protection system.

As a result, current decision making exercised by the Chief Executive under the Act and described in this investment specification, is sometimes exercised by a 'prescribed delegate' under section 148BB of the *Child Protection Act 1999*. Delegated authority arrangements are made with respect to the circumstances of each child through an instrument of delegation, which outlines the functions and powers transferred to the CEO. This information must be documented on a child's record within the Integrated Client Management System (ICMS).

Delegated authority is being co-designed and implemented in a staged approach due to the complexity of decision making within the child protection system. Aboriginal and Torres Strait Islander entities providing delegated authority responses will have local procedures in place outlining how they are working with the department.

3. Program Logic

Program Aim: To have children/young people in need of protection, connected with and cared for by family



4. Service Delivery Overview

In Queensland, the department retains case management responsibility for children and young people placed in the custody or guardianship of the Chief Executive under the Act, including care arrangement decisions and the approval, cancellation, or suspension decisions for carers (including provisionally approved carers and approved foster and kinship carers).

The implementation of delegated authority may involve the shifting of case management responsibilities to a 'prescribed delegate' in accordance with Chapter 4 Part 2A of the Act.

When children and young people are placed in the care of provisionally approved carers, or approved kinship carers, the carer is responsible for making day-to-day decisions and, depending on the order type, may need to seek approval for more significant decisions from the department or the child's parents.

Kinship Care services engage with and provide support to prospective carers, provisionally approved carers, and approved kinship carer households in accordance with placement agreements and case plans. This includes assisting the department to locate prospective kinship carer households and enhance family connections for children and young people under 18 years requiring family-based care.

Kinship Care services work with the department as part of a child or young person's safety and support network, which includes their approved carers, to provide available supports and share information to meet the needs of children and young people while placed in care. The views and wishes of the child or young person are important considerations for the safety and support network.

NGOs and government partners deliver services that engage /find, upskill, and support carers to:

- Obtain and maintain their carer approval, including fulfilling training and assessment requirements (including blue card approvals).
- Respond to the care arrangement requests for children and young people in need of protection.
- Provide family-based care arrangements consistent with the statement of standards and understand their responsibilities and obligations when holding the authority to care for a child under the Act.
- Make day-to-day care decisions aligned with the child/ young person's case plan and supported by the carer's placement agreement.
- Positively contribute to the outcomes of the child or young person's case plan, including permanency outcomes consistent with legislative principles for achieving permanency for a child or young person and the additional principles for Aboriginal and Torres Strait Islander children.

Outcomes sought from kinship care services are for:

- Children and young people in care to be safe and nurtured, connected, achieving, healthy and resilient.
- Families to be supported to care for children and young people.
- Permanency outcomes to be achieved for children and young people (in order of priority for achieving permanency for a child or young person, including additional principles for Aboriginal or Torres Strait Islander children).

4.1. Description of Service Type

An individual kinship care service may be contracted to perform one or multiple service types, each providing a discrete service response that may be required to deliver outcomes for a particular child or young person.

Service Users	Service types
Children and young people aged under 18 years requiring kinship care and/or to enhance family connections (U2261)	Connecting Kin (T210)
Prospective Kinship Carer Household (U6000)	Equipping Kin (T211)
Approved Kinship Carer Household (U6001)	Supporting Kin (T212)

5. Service Delivery Requirements for All Services

5.1 General Information for All Services

Services under the kinship care funding area will comply with the relevant statements under the heading of 'Requirements' as specified in the service agreement. Services should also have regard to the relevant best practice statements and guidance provided under the heading of 'Considerations'.

Requirements for all services are outlined in sections 5.1.1 and 5.1.3 and considerations for all services are outlined in section 5.1.2 and 5.1.4 of this investment specification. Service delivery requirements and considerations for specific service users and service types are outlined in sections 6 and 7 of this investment specification.

5.1.1 Requirements for All Services — Information and Confidentiality

All kinship care services must comply with:

- information and confidentiality provisions under Chapter 5A Part 4 of the *Child Protection Act 1999*, particularly in relation to specialist service providers¹ sharing information with each other, with other prescribed entities and with other service providers to identify, assess and respond to child protection and child wellbeing concerns; and
- [Information Privacy Principles](#) for collecting, storing, using, and disclosing personal information as indicated within the *Information Privacy Act 2009*.

5.1.2 Requirements for All Services — Output Delivery

The actual level of service outputs delivered and their alignment with the capacity for which the service is funded will be assessed regularly by departmental staff.

Where a service is unable to achieve the level of outputs for which they are funded, which might occur for a range of reasons, the service will alert the department to this matter as soon as possible. Where a service is unable to deliver outputs to the level of funded capacity agreed to in the service agreement, the department will require a practical action plan which demonstrates how the service will be able to achieve its funded capacity within a realistic timeframe. If a service consistently delivers outputs below its level of funded capacity, the department will seek to renegotiate the service's funded capacity to a more achievable level.

5.1.3 Considerations for All Services — Output Delivery

Where a service may be requested to achieve outputs to a level over the amount they are funded in response to demand, the department will alert the service to this likelihood as soon as possible. Where a service is delivering outputs in excess to the level of the funded capacity agreed to in the service agreement, the department will consider purchasing additional capacity in accordance with Individualised Placement Support business rules. If a service consistently delivers outputs above its level of funded capacity, the department will seek to renegotiate the service's funded capacity.

5.1.4 Requirements for All Services — Family Based Care (Kinship Care)

Definition of Kin

The term 'family' is used extensively throughout this document and for clarification purposes, the notion of 'family' will be aligned with the definition of kin as per the Act² (below):

Kin in relation to a child, means the following persons—

- a) a member of the child's family group who is a person of significance to the child.
- b) if the child is an Aboriginal child—a person who, under Aboriginal tradition, is regarded as kin of the child.
- c) if the child is a Torres Strait Islander child—a person who, under Islander custom, is regarded as kin of the child.
- d) another person—
 - (i) who is recognised by the child, or the child's family group, as a person of significance to the child; and
 - (ii) if the child is an Aboriginal or Torres Strait Islander child—with whom the child has a cultural connection.

¹ Specialist service providers are defined as *non-government entities funded by the Queensland or Commonwealth Government to provide services that have the primary purpose of helping children in need of protection or decreasing the likelihood of children becoming in need of protection.*

² *Child Protection Reform and Other Legislation Amendment Act 2022*

Family-Led Decision Making Principles and Values

Family led decision making is the cornerstone of intervention for all family based care service types. Family led decision making is a practice approach where family are supported to take the lead in making decisions and taking action to meet the safety, belonging and wellbeing needs of the child or young person.

Family-led decision making is based on a number of key principles and values:

- Families are the experts in their own lives. Family choice and self-determination is essential.
- Given the opportunity and the right support, families are competent and capable of developing plans and taking action to resolve danger, reduce risk and meet the care and protective needs of their children.
- Participation, collaboration, and inclusion are essential to develop and implement safe, positive, and sustainable outcomes for children.
- Holding values such as cultural integrity, fairness and curiosity at the forefront supports family-led decision making.
- Strengths based and solution focused approaches create better processes and outcomes for families and children.

Aboriginal and Torres Strait Islander Family-Led Decision Making Principles

Aboriginal and Torres Strait Islander family-led decision making includes the above principles of family-led decision making and the following additional principles:

- The process is facilitated by an Aboriginal or Torres Strait Islander person.
- The facilitator is employed by an Aboriginal and Torres Strait Islander community-controlled organisation or is a private convenor.
- The meeting is run in an Aboriginal or Torres Strait Islander way.
- There is a focus on:
 - creating a culturally safe space; and
 - mapping kinship networks.

Cultural Capability for Working with Aboriginal and Torres Strait Islander Families

In the administration of the Act, the Department is required to support the connection of Aboriginal and Torres Strait Islander children and young people with their family, kin, culture, and country.

Organisations should understand and work in accordance with the Family Matters Building Blocks and the Aboriginal and Torres Strait Islander Child Placement Principle which is relevant across the child and family service system. Additional information is available at:

- The [Family Matters Roadmap](#)
- [Aboriginal and Torres Strait Islander Child Placement Principle](#)
- SNAICC resource – [Understanding and applying the Aboriginal and Torres Strait Islander Child Placement Principle](#)

Kinship care services will:

- Act and support decision making that considers the safety, wellbeing, and best interests of a child, both through childhood and for the rest of the child's life as paramount.
- Comply with all relevant legislative requirements relating to approval of carers and care provided under the Act, including care service licensing provisions to ensure quality care consistent with:
 - The Charter of Rights of a Child in Care.
 - The Statement of Standards.
 - The Aboriginal and Torres Strait Islander Child Placement Principle.
- Act and support the rights of all service users under the Human Rights Act 2019, having special regard to the needs of approved carers as both having human rights and acting as public entities responsible for upholding the rights of children placed in their care.
- Comply with the requirements under the *Working with Children (Risk Management and Screening) Act 2000* including, but not limited to:
 - Ensuring requirements for staff, approved carers, and adult household members to hold suitable Working with Children Checks (Blue Card) are adhered to.
 - Provide supports to all approved and prospective carer household members to maximise successful outcomes for any Blue Card applications within required timeframes.
 - The development of a child and youth risk management strategy to help create a safe and supportive environment for children.
- Work with government and non-government partners to establish suitable client information sharing and referral arrangements to support a coordinated system response.
- Comply with relevant departmental policies, procedures, program descriptions and related guidelines in the provision of family based care included within the [Child Safety Practice Manual](#) and on the [Foster and Kinship Care Resources page](#) of the department's internet site.
- Be consistent with the Carer Orientation and Responsibility Guideline when:

- informing prospective carers about their obligations so they can make informed decisions; and
- supporting approved carers to comply with their obligations.

Consistent with the age and ability of the child or young person for whom family is being sought, services will consider their views and wishes. Consistent with the charter of rights for a child in care, children, and young people subject to the custody or guardianship of the Chief Executive under the Act have the right to:

- Maintain relationships with the child's family and community.
- Be consulted about, and to take part in making, decisions affecting the child's life (having regard to the child's age or ability to understand), particularly decisions about where the child is living, contact with the child's family and the child's health and schooling.
- Be given information about decisions and plans concerning the child's future and personal history, having regard to the child's age or ability to understand.
- Privacy, including for example, in relation to the child's personal information.

5.1.5 Considerations for All Services

Kinship care services should:

- Have regard to the impact of trauma on child development and families, including transgenerational and intergenerational trauma, to ensure services support healing and minimise its effects without causing additional distress.
- Deliver support in regard to age-appropriate parenting skills and approaches to support family connections and upskill prospective and approved carers consistent with the Statement of Standards.
- Provide domestic violence informed practice that identifies and responds to perpetrator patterns of behaviour, survivor strengths and the safety and welfare of adult and child victims.
- Have regard to universal and secondary services and financial supports and their respective eligibility, application, or referral pathways in order to assist service users to access required supports. Universal and secondary services include, but are not limited to, the National Disability Insurance Scheme, Additional Child Care Subsidy and Medicare.
- Provide approaches to service delivery that recognise the unique role approved carers perform as volunteers, including approaches that attract and retain volunteers engaged in caring roles.
- Support communication and advice provided to prospective carer households accessed on www.qld.gov.au/community/caring-child/foster-kinship-care and communication and advice provided to approved carer household on www.qld.gov.au/community/caring-child/foster-kinship-care/information-for-carers.
- Be responsive to the regional processes of the department's Placement and Support Unit or Placement and Support Services for managing and responding to localised service demand.

6. Service Delivery Requirements for Specific Service Users

6.1 Children and Young People Under 18 Requiring Kinship Care Arrangements and/or Enhanced Family Connections (U2261)

Definition

Children and young people aged under 18 years who are subject to the Chief Executive's custody or guardianship under the Act and who are not yet in the care of family members as approved kinship carers, or who would benefit from improved family connections.

6.1.1 Requirements — Children and Young People Under 18 Requiring Kinship Care Arrangements and/or Enhanced Family Connections

Service users are children and young people subject to the Chief Executive's custody or guardianship under the Act and where the department is actively seeking support to enhance the child's family connections and/or explore potential kinship care arrangements.

Case planning for the child or young person indicates the child or young person is not likely to leave the Chief Executive's custody or guardianship under the Act or be placed with their parents under Section 82(2) of the Act. The child or young person:

- is not currently placed with a family member in an approved care arrangement or subject to any current assessment for a prospective kinship carer or
- has limited family connections and their current care arrangement requires support in exploring and making new family connections.

6.1.2 Considerations — Children and Young People Under 18 Requiring Kinship Care Arrangements and/or Enhanced Family Connections

Consistent with the charter of rights in the Act, the child or young person is to be consulted and to take part in making decisions (having regard to their age or ability to understand) about where they live and contact with their family. The department will ensure their views are sought and considered when considering new kinship care arrangements and family connections. As part of the child's safety and support network, services may support the department's consideration.

6.2 Prospective Kinship Carer Household (U6000)

Definition

Prospective kinship carer households are households where at least one adult in that household has requested to be assessed for approval to be a kinship carer for a family member and has properly lodged an application to be assessed as a kinship carer (APA initial form) with the department. The adult/s requesting to be assessed are carer applicants.

6.2.1 Requirements — Prospective Kinship Carer Household

Service users include all members of that household, including the carer applicant and all other household members. Children and other adult household members are all persons required to be included on the [Application for Initial Approval \(Form 3A\)](#).

Carer applicants and all adult household members belonging to the prospective kinship carer household must make an application to obtain a Blue Card if they do not already hold one.

Carer applicants must keep the department updated about changes in their household or other material changes related to their application to be assessed.

Until the Application for Initial Approval is decided, the service user remains a prospective kinship carer household.

Prospective kinship carer households may be provisionally approved prior to their application being decided. If a child is placed in their care under a provisional approval, the household will also be supported by a supporting kin service. Where this occurs the carer household is both a prospective kinship carer household for the equipping kin service type and also an approved kinship carer household for the supporting kin service type.

6.2.2 Considerations — Prospective Kinship Carer Household

Service users may require support to address transgenerational, intergenerational, or shared trauma with family members they are being considered kinship carers for.

Services users may also require support to address the needs of biological children, other family members and persons living in the household in order to successfully apply to become kinship carers.

6.3 Approved Kinship Carer Household (U6001)

Definition

Approved kinship carer households are households where an adult in that household holds a provisional carer approval or an approved kinship care certificate to care for a child who is a family member and subject to the Chief Executive's custody or guardianship under the Act.

When an already approved foster carer provides care for a child who is also a family member and subject to the Chief Executive's custody or guardianship under the Act, they may be deemed to be an approved

kinship carer household. To be clear, the distinction is the existence of a family relationship between the approved carer and the child, rather than the carer certificate type held by the family member.

Approved kinship carer households include all members of that household, including the approved carers and all other household members inclusive of children and young people in care.

6.3.1 Requirements — Approved Kinship Carer Household

Approved carers are provided with the authority to care for specific children and young people and will exercise that responsibility in accordance with the carer orientation and responsibility guideline.

To meet these responsibilities and support positive outcomes for children and young people in their care, approved kinship carers will work with their supporting kin service, the department and other persons belonging to the child or young person's safety and support network.

The needs of approved kinship carer households may fluctuate and change over time. Needs may change in response to:

- The needs and age of the children and young people placed in their care under the Act.
- Case planning considerations made as part of the child or young person's safety and support network, and/or case planning decisions made by the department including planned permanency outcomes consistent with the order of priority for achieving permanency for a child and additionally for Aboriginal or Torres Strait Islander children, adherence to the Aboriginal and Torres Strait Islander Child Placement Principle.
- The needs of other children and young people, other adult household members, and those of the approved carers.

6.3.2 Considerations — Approved Kinship Carer Household

Service users may require ongoing support to address transgenerational, intergenerational, or shared trauma with those family members for which they are kinship carers.

Services users may also require support to address the needs of biological children, other family members and persons living in the household in order to successfully apply to become kinship carers.

7. Service Delivery Requirements for Specific Service Types

Note: requirements and considerations for all services are outlined in section 5 of this investment specification and are not repeated in section 7.

7.1 Connecting Kin (T210)

Connecting kin services support children and young people aged under 18 years who are subject to the Chief Executive's custody or guardianship under the Act and who are not yet in the care of family members as approved carers, or who would benefit from enhanced family connections.

Services are funded to provide case management that supports searching and engagement of family members for children and young people referred to the service.

Services are not licensed care services under the Act, and do not provide any direct support to persons providing a care arrangement.

7.1.1 Requirements – Connecting Kin

Services will case manage family tracing and engagement activities for children and young people referred to them. Services will manage these activities consistent with:

- Information and confidentiality requirements under the Act
- The *Information Privacy Act 2009*, and [Information Privacy Principles](#).

Services will:

- Identify family members through various means, such as searching departmental records or other family mapping activities and resources e.g. circles of safety and support tool.

- Engage family members via face to face or digital outreach to obtain information about familial linkages and future connection with the child/young person.
- Locate family members and their proximity to the child/ young person and other family networks
- providing family members with information about the role of the department, processes in relation to the child/ young person entering care, growing the child/young person's safety and support network and future parental contact arrangements.
- Support family members to make an informed decision about providing any level of kinship arrangement (whether primary, short break, emergency care or enhanced family connection).
- Support family members considering making application to be kinship carers by providing universal practical support activities prior to commencing the formal family care assessment process, e.g. obtaining identification documents, accessing income support, locating appropriate housing options etc. Practical support outcomes may be enhanced using brokerage funds.

Services will seek to positively engage with family members, including composing messaging and selecting the method of communication most appropriate for the sensitivity of the topic being discussed.

Services will discuss and share information about the roles and responsibilities of regulated care with family members with the support of and consistent with:

- [Family caring for family information guide](#)
- [Carer Orientation and Responsibility Guideline](#)

Services will deliver support for family connections and identification of prospective kinship carer households through the timely expenditure of brokerage funding consistent with the family based care brokerage guidelines. Expenditure will contribute to meeting, and be recorded against, the outcome "Connected" in the [Queensland Care Services Outcomes Framework](#).

Services will engage with a child or young person's safety and support network to provide information about family members seeking to be connected/interact with a child or young person in the Chief Executive's custody or guardianship under the Act.

Services will engage with the department's regional Placement Support Service/Unit when supporting a family member to submit an application to be assessed as an approved kinship carer. Services will support potential care applicants to understand and complete the following:

- [Application for Initial Approval \(Form 3A\)](#)
- [Carer Applicant Health and Wellbeing Questionnaire](#)
- In undertaking this activity, the service is responsible for ensuring:
 - The carer applicant and all adult household members have commenced a Blue Card application if they do not already hold a Blue Card.
 - The care applicant understands the assessment process and where relevant, the CSSC Manager/ prescribed delegate may request additional discretionary checks such as a [General Practitioner's Report on Carer Applicant](#). Additional checks will be undertaken with the consent of the carer applicant.
 - The care applicant understands they will be supported through the assessment process by an equipping kin service, if not being provided by the same organisation engaged with the family under the connecting kin service.

7.1.2 Considerations – Connecting Kin

Nil

7.2 Equipping Kin (T211)

Equipping kin services support family member/s who have made an initial application to be assessed as kinship carers for a relative in care. Equipping kin services support families who are new to statutory care to complete their initial carer assessment and initial orientation to statutory care.

As part of an initial application, the equipping kin service will also support provisional assessments if requested, while continuing to undertake the initial carer assessment. In such cases the initial assessment will be completed prior to the expiry of any provisional approval.

Services are funded to undertake the assessments required and provide the supports needed for family members to be approved as kinship carers.

The service is not a licensed care service under the Act and does not provide any direct care support if

children are placed in the care of the prospective carers.

7.2.1 Requirements – Equipping Kin

Services will consult the [standard carer assessment tool](#) to identify the required documents and templates to support assessments.

Services are responsible for undertaking the initial kinship carer assessments consistent with the [Kinship Carer Initial Assessment Report](#) and [Kinship Carer Initial Assessment Report Guidelines](#). In conjunction with this report and guidelines, services will undertake a [Household Safety Study](#).

Services will support prospective carers and all adult household members to obtain Blue Cards, noting applications will be underway as part of a carer's initial application for approval.

Services will undertake [Provisional Approval Assessment](#) if requested.

Services will respond to requests for additional information from CSSC Managers/prescribed delegate (decision makers for carer applications) or assessment panels if required. Where there is an identified need, such requests for additional information may relate to medical checks and referee reports. These checks and reports will be undertaken with the consent of the carer applicant/s.

Services will deliver support for initial and provisional carer applications through the timely expenditure of brokerage funding consistent with the family based care brokerage guidelines. Expenditure will contribute to meeting, and be recorded against, the outcome "Safe and Nurtured" in the [Queensland Care Services Outcomes Framework](#).

7.2.2 Considerations – Equipping Kin

In some circumstances where a prospective kinship carer is approved, the service may continue to work with the approved kinship carer household where ongoing development needs are identified and are best able to be resolved through the continuation of the equipping kin service, in coordination with the supporting kin service.

When supporting prospective kinship carer households to make new applications for Blue Cards or planning for new adult household members to arrive, with the consent of the applicant, services will consider the use of the [Consent to discuss information form](#) when supporting a carer applicant.

Should carer applicants identify they will likely access childcare services, the service will support the carer applicants to meet eligibility requirements for the commonwealth government Additional Child Care Subsidy (ACCS) by:

- Obtaining a Centrelink Customer Reference Number (CRN).
- Setting up a MyGov account and link their Centrelink CRN to this account.
- Lodging an application to apply for the Child Care Subsidy (CCS) even if their entitlement is zero
- Accessing the additional child care subsidy guide to understand process for obtaining and maintaining the subsidy.

7.3 Supporting Kin (T212)

7.3.1 Requirements – Supporting Kin

Services will support requirements by providing on-call and after hours support to service users and the department, in addition to support provided through normal business hours. Services delivered on-call and after hours may be coordinated by the department's Child Safety After Hours Service Centre.

Services will be active participants and members of the safety and support network for children and young people placed in approved kinship carer households and be active participants at placement agreement meetings and contribute to placement agreement reviews as required by the department.

Services will manage and monitor the quality of kinship care arrangements by:

- Ensuring approved carers are aware of their roles and responsibilities consistent with
 - Carer orientation and responsibility guidelines
 - [Reporting missing children guidelines](#).
- Supporting approved carers to meet their responsibilities, including assisting them to meet outcomes

sought from the child's case plan or requirements documented in the carer's placement agreement. Services will also support approved carers to meet any emergent needs of the child or young person such as health or education needs not yet identified within the child's case plan or placement agreement.

- Providing ongoing skills development to approved carers to match the observed or anticipated needs of children and young people placed in their care, including cultural capability support. Support will be consistent with the requirements for carers identified in the [Foster Care Training Guidelines](#), that includes support of kinship carers under 'continuous learning opportunities':
"For kinship carers, the ... (care agencies) will work with Child Safety to ensure any learning, development and support needs are recorded in the Placement Agreement. Progress and activity of continuous learning opportunities, including those training needs identified and yet to be provided, will be noted in a carer's subsequent renewal assessments".
- Providing ongoing support to approved carers including access to short breaks by identifying potential carers within a kinship carer's network of supports and/or expanding the safety and support network to include other potential carers to provide short-term care arrangements if required.
- Supporting appropriate members of the approved kinship carer household, including children and young people, to participate in placement agreement meetings and case plan meetings as required.
- Providing service users with counselling, when needed. Particularly following critical incidents or disruptions to care arrangements.
- Supporting approved carers to have access to and know how to utilise the Carer Connect application. The app allows approved carers to directly receive information from the department and make requests for reimbursements from the department through Child Related Costs.

Services are responsible for undertaking all:

- kinship carer renewal assessments and review (when required) for approval by the department and
- limited initial assessments, consistent with [Kinship Carer Renewal Assessment Report Guidelines](#) on "subsequent carer applications for approval as a kinship carer", when relatives of children and young people already placed with the approved kinship carer household are placed in their care.

Services will undertake assessments consistent with the [Kinship Carer Renewal Assessment Report](#) and [Kinship Carer Renewal Assessment Report Guidelines](#).

Services will ensure approved kinship carer households are able to remain caring by:

- Consulting the standard carer assessment tool to identify the required documents and templates to support required carer re-assessments.
- Ensuring kinship carers requiring renewal of their care application submit their [Application for Renewal of Approval \(Form 3B\)](#) three months prior to the expiry of their current certificate.
- Ensuring all approved carers and adult household members maintain a valid Blue Card (with the exception of provisionally approved carer households). Services will assist carers and their adult household members throughout any Blue Card application and renewal process or in response to requests for information made by Blue Card Services.

Services will deliver additional wrap around supports to maintain the quality of the kinship care arrangement and ensure ongoing approvals through the timely expenditure of brokerage funding consistent with family based care brokerage guidelines. Expenditure will contribute to meeting and be recorded against the outcomes contained in the [Queensland Care Services Outcomes Framework](#).

Services will participate in shared planning activities and work in partnership with the department around each approved carer's placement agreement, and as a member of each child's safety and support network contribute to and receive copies of each child's case plan. Placement agreements and case plans are shared by the department with both approved carers and Services.

Services will assist in meeting and identifying support needs of approved carer households, including the individual needs of children and young people placed with approved kinship carers. Meeting the support needs is a shared responsibility of the service (with brokerage funding) and the department (through additional supports listed below). Services will consider how any support can be immediately met through the timely application of brokerage funding and record this support in placement agreements and/or case plans.

Communication and participation at placement agreement meetings by services will support approved kinship carers to understand processes for consideration and applying for:

- Reimbursement through Child Related Costs.
- Additional care allowances:
 - Establishment Allowances
 - Start-up Allowance

- High Support Needs Allowance
- Complex Support Needs Allowance
- Individualised placement and support packages.

Services will provide support consistent with case plans prepared for children and young people prepared by the department. These case plans integrate outcomes from:

- The Child Strengths and Needs Assessment.
- The Child Health Passport.
- The Education Support Plan.
- The Cultural Support Plan for Aboriginal and Torres Strait Islander children and young people and, where appropriate, children and young people from culturally and linguistically diverse backgrounds.
- The Transition to Adulthood Plan for young people aged 15 to under 18 years.
- Any specialist assessments, such as those conducted by Evolve Therapeutic Services and disability services, and any behaviour support and/or treatment plans.

The participation in and completion of shared placement agreements and case plans meets the organisation's requirements for care planning processes and care plans for placement services in the Human Services Quality Framework.

7.3.2 Considerations – Supporting Kin

When supporting prospective kinship carer households to make new applications for Blue Cards or plan for new adult household members to arrive, with the consent of the applicant, the service will consider the use of the [Consent to discuss information](#) form when supporting a carer applicant.

Should a carer want to access childcare services, the service will support the carer to meet eligibility requirements for the commonwealth government Additional Child Care Subsidy (ACCS) by:

- Obtaining a Centrelink Customer Reference Number (CRN).
- Setting up a MyGov account and link their Centrelink CRN to this account.
- Lodging an application to apply for the Child Care Subsidy (CCS) even if their entitlement is zero.
- Accessing the [additional child care subsidy guide](#) to understand process for obtaining and maintaining the subsidy.

Kinship carer household may continue to support a young person over 18 years and contribute to the support identified in a young persons' transition to adulthood plan and support service case plan if required to meet outstanding case plan goals. The fortnightly carer allowance will be made available to all carers who continue to provide care arrangements to young people while 18 years old. Unless the household is also providing another care arrangement for a child or young person under 18 years of age, the household does not remain a service user, or is required to remain a service user to continue to receive the allowance for a young person remaining in their care.

8. Service Modes

Service delivery modes are the type of physical setting in which a service is provided to a client.

8.1 Connecting Kin (T210)

Services may be provided in various delivery modes (in home, mobile, and virtual) to ensure that services are delivered in the most appropriate mode to meet and engage the family of children and young people aged under 18 years requiring kinship care or enhanced family connections.

8.2 Equipping Kin (T211) and Supporting Kin (T212)

Services are provided to prospective or approved kinship care households primarily in the home of the service user. Services will also support a variety of delivery modes to meet the needs of carers including mobile and virtual supports to ensure that services, such as training and support, are delivered in the most appropriate mode to meet the needs of the service user.

9. Deliverables and Performance Measures

The following deliverables and performance measures are funded under the family based care services funding area. The service agreement will identify the relevant outputs and measures for each service outlet, the quantum to be delivered and the range of measures to be collected and reported.

COUNTING RULES, DESCRIPTORS AND REPORTING EXAMPLES: For counting rules, detailed descriptors and examples please refer to the **Kinship Care Factsheet**.

Service Users	Service Types	Outputs
U2261 - Children and young people aged under 18 years requiring kinship care and/or enhanced family connection.	T210 – Connecting Kin.	A01.2.02H Case management - number of hours provided during the reporting period.
U6000 – Prospective kinship carer household.	T211 – Equipping Kin.	A01.2.02C Case management - number of service users who received a service during the reporting period.
U6001 – Approved kinship carer household.	T212 – Supporting Kin.	A02.4.02K Out of home care placement and post-placement supervision – care arrangement nights.

❖ The reporting period for all kinship care deliverables and performance measures is quarterly.

U2261 - Children and Young People Aged Under 18 Years Requiring Kinship Care and/or Enhanced Family Connection

Relates to Item 6.2 & 7.1 of the Service Agreement		Relates to Item 6.2 of the Service Agreement			Relates to Item 7.1 of the Service Agreement	
Service User Code	Service Type Code	Output	Quantity per annum	Number of Service Users	Output Measures	
U2261	T210	A01.2.02H Case management.	Number of hours provided during the reporting period.	N/A	A01.2.02	Number of hours provided during the reporting period.

Relates to Item 7.1 of the Service Agreement			
Service User Code	Service Type Code	Throughput Measure	
U2261	T210	IS133	Number of existing service users at the beginning of the reporting period.
U2261	T210	IS133B	Number of existing service users at the beginning of the reporting period who have been receiving a service for longer than 6 months .
U2261	T210	IS255	Number of new service users.
U2261	T210	IS145	Number of service users who have exited from the service.
U2261	T210	IS117	Number of service users where brokerage was provided.
U2261	T210	IS151	Value of brokerage expenditure.
Service User Code	Service Type Code	Demographic Data	
U2261	T210	IS35	Number of service users identifying as Aboriginal and/or Torres Strait Islander.
U2261	T210	IS39	Number of service users identifying as being from Culturally and Linguistically diverse background.
Service User Code	Service Type Code	Outcome Measure	

U2261	T210	OM2.1.03 Number of service users with improved family interactions/connectedness (see fact sheet: only count family connection and only count on service user exit).	
U2261	T210	OM2.1.05 Number of service users with improved ability to access appropriate services (see fact sheet: only count service users who have had Prospective Kin service user apply to be assessed as carers and only count on service user exit).	
Service User Code	Service Type Code	Other Measures	
U2261	T210	GM16	What significant achievements or factors have impacted on the quality of service delivery during the reporting period.

U6000 - Prospective Kinship Carer Household

Relates to Item 6.2 & 7.1 of the Service Agreement		Relates to Item 6.2 of the Service Agreement			Relates to Item 7.1 of the Service Agreement	
Service User Code	Service Type Code	Output	Quantity per annum	Number of Service Users	Output Measures	
U6000	T211	A01.2.02C Case management.	Number of service users who received a service during the reporting period.	N/A	A01.2.02	Number of service users who received a service during the reporting period.

Relates to Item 7.1 of the Service Agreement			
Service User Code	Service Type Code	Throughput Measure	
U6000	T211	IS255	Number of new service users.
U6000	T211	IS133	Number of existing service users at the beginning of the reporting period.
U6000	T211	IS133A	Number of existing service users at the beginning of the reporting period who have been receiving a service for longer than 90 days .
U6000	T211	IS145	Number of service users who have exited from the service.
U6000	T211	IS145A	Number of service users who have exited from the service because they withdrew their application.
U6000	T211	IS145B	Number of service users who have exited from the service because their application was not approved.
U6000	T211	IS145C	Number of service users who have exited from the service because of Blue Card decision.
U6000	T211	IS145D	Number of service users who have exited from the service because their application was approved.
Service User Code	Service Type Code	Demographic Data	

U6000	T211	IS35	Number of service users identifying as Aboriginal and/or Torres Strait Islander.
U6000	T211	IS39	Number of service users identifying as Culturally and Linguistically diverse background.
Service User Code	Service Type Code	Other Measures	
U6000	T211	IS116	Number of children and young people where brokerage was provided.
U6000	T211	IS151A	Value of brokerage expenditure to assist children and young people to be safe and nurtured.
U6000	T211	GM16	What significant achievements or factors have impacted on the quality of service delivery during the reporting period.

U6001 - Approved Kinship Carer Household

Relates to Item 6.2 & 7.1 of the Service Agreement		Relates to Item 6.2 of the Service Agreement			Relates to Item 7.1 of the Service Agreement
Service User Code	Service Type Code	Output	Quantity per annum	Number of Service Users	Output Measures
U6001	T212	A02.4.02K	Out of home care placement and post-placement supervision – care arrangement nights.	NA	Number of individual care arrangement nights provided by kinship carer households during the reporting period. (Note: the number of care arrangement nights funded per annum is calculated by multiplying the number of funded places by the nights per annum).

Relates to Item 7.1 of the Service Agreement			
Service User Code	Service Type Code	Throughput Measure	
U6001	T212	IS133	Number of existing service users at the beginning of the reporting period.
U6001	T212	IS255	Number of new service users.
U6001	T212	IS145	Number of service users who have exited from the service.
U6001	T212	IS145E	Number of service users who have exited from the service during the reporting period where their exit resulted in a child/young person's move from kinship care.
U6001	T212	IS162	Number of service users without a current placement agreement (see factsheet: only count service users without a current placement agreement).
Service Users	Service Type Code	Demographic Data	
U6001	T212	Note: All demographic information about this service user (approved kinship carer household) is recorded by the department in ICMS and able to be reported by agency affiliation (contract).	
Service User Code	Service Type Code	Other Measures	

U6001	T212	IS163	Number of existing children and young people at the beginning of the reporting period.
U6001	T212	IS164	Number of new children and young people.
U6001	T212	IS165	Number of children and young people who exited from the service.
U6001	T212	IS165A	Number of children and young people who exited because they turned 18 years of age.
U6001	T212	IS165B	Number of children and young people who exited to foster care, non-family based care arrangement or unknown.
U6001	T212	IS165C	Number of children and young people who exited during the reporting period due to reunification with parents (preferred permanency care option).
U6001	T212	IS165D	Number of children and young people who exited during the reporting period due to provision of another permanency care option (LTGO / PCO / adoption).
U6001	T212	IS116	Number of children and young people where brokerage was provided.
U6001	T212	IS151A	Value of brokerage expenditure to assist children and young people to be safe and nurtured.
U6001	T212	IS151B	Value of brokerage expenditure to assist children and young people to be connected.
U6001	T212	IS151C	Value of brokerage expenditure to assist children and young people to be achieving.
U6001	T212	IS151D	Value of brokerage expenditure to assist children and young people to be healthy.
U6001	T212	IS151E	Value of brokerage expenditure to assist children and young people to be resilient.
U6001	T212	GM16	What significant achievements or factors have impacted on the quality of service delivery during the reporting period.

10. Contact Information

For further information regarding this investment specification, please contact your nearest service centre.

Details of which can be found at:

<http://www.cyjma.qld.gov.au/contact-us/department-contacts/child-family-contacts/regional-offices>

For information regarding current funding opportunities at the Department of Children, Youth Justice and Multicultural Affairs please go to www.cyjma.qld.gov.au/about-us/our-department/funding-grants-investment

11. Other Funding and Supporting Documents

Guidelines

- Family Based Care Brokerage Guideline
- Carer Orientation and Responsibility Guideline
- [Foster Care Training Guideline](#)
- [Reporting missing children: Guidelines for approved carers and care services](#)

Investment Specifications

- [Child protection \(support services\)](#)
- [Child protection \(placement services\)](#)
- [Families](#)
- [Domestic and family violence](#)
- [Individuals](#)
- [Young people](#)
- [Community](#)
- [Service system support and development](#)
- [Sexual violence and women's support service](#)

Other Supporting Documents

[Family caring for family](#) - An information guide for family members considering caring for children within their family network (when Child Safety is involved).

Family Based Care (Kinship Care) Fact Sheet – a guiding document of counting rules and examples to assist funded Kinship Care providers to submit data in relation to contractual deliverables and performance measures.

[Output funding and reporting](#)

[Human Services Quality Framework \(HSQF\)](#)