

Notification and Request for
Case Coordination Package
Not in Placement

FACS and Funded Service Providers (FSPs) complete this form to:

1. notify of a proposed Not in Placement period
2. record FSP casework and FACS statutory responses
3. seek Not in Placement PSP packages.



Also see notification requirements, PSP Critical Events Policy

Notification - to be completed by FSP

Child's details

Child's Name		Date of birth	
Indigenous / CALD status		Gender / Gender identity	
ChildStory Identifier		Address/es <i>(current/possible whereabouts)</i>	

Placement details

Placement Type	Foster Care ITC / Residential Care	Placement Address	
Carer Name <i>Foster care only</i>		Key Worker Name <i>ITC / Residential Care only</i>	
Date child left placement		Comments	

Case management details

FSP / FACS Unit with primary case responsibility		FACS unit with secondary case responsibility	
FSP Contact Name		FACS Contact Name <i>Manager Casework</i>	
Position		Position	
Telephone		Telephone	

Case plan goal

Current case plan goal		Is a change to the case plan goal proposed?	Yes No
Has a Permanency Consultation occurred?	Yes <i>(record below)</i> No	Date of Permanency Consultation	
Reasons			

Consultation history

Include as applicable: Permanency coordinator, CFDU, CSC, Complex Needs Panel, CAU, Contract Manager.

Consulted	Date	Summary / Key issues	Outcome / Decisions

Statutory Response - to be completed by FACS

Alternative Assessment			
Allocation date of Alternative Assessment		Allocated FACS MCW	
Date of consultation with FSP		Name of FSP casework practitioner consulted	
Date assessment commenced		Date assessment completed <i>(If completed)</i>	
Outcome of Alternative Assessment <i>(if applicable)</i>			
Agreement an Alternative Assessment is not required?	No Yes	Date of agreement with FSP	
Reason/s an Alternative Assessment is not required?			

Case plan goal			
Current case plan goal		Is a change to the case plan goal proposed?	Yes No
Has a Permanency Consultation occurred?	Yes <i>(record below)</i> No	Date of Permanency Consultation	
Reasons			

Legal action			
Is a Section 90 application required?	Yes No	Expiry date of current order	
If yes, proposed grounds			

Complex Needs Panel			
Complex Needs Panel <i>Most recent date of discussion</i>		Proposed placement closure date	
Reasons for proposed placement closure			

CAU escalation to FACS district – to be completed by FACS CAU only <i>(If there are unaddressed child protection issues)</i>			
Escalation date		Escalation type	Phone call Email/correspondence
Name of Director		District	
CAU comments			

Request for Case Coordination Not in Placement Package - to be completed by FSP

Period of Case Coordination Not in Placement Package

Period start date		Period expiry date	Initial Extension
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Evidence to support approval of INITIAL Case Coordination Not in Placement package

<p>What actions were taken to facilitate the child's return to placement? Consider why they were they unsuccessful.</p> <p><i>Attach relevant records.</i></p>	
<p>What actions are proposed to support the child whilst Not in Placement (face-to-face visits, phone etc)?</p> <p><i>Attach FSP risk assessment and risk management plan.</i></p>	
<p>What is initial plan to support transition to new care arrangements?</p> <p><i>Attach case plan review.</i></p>	
<p>What new care arrangements options being considered.</p>	
<p>Describe caseworker engagement between child, parents &/or family/kin.</p>	

Evidence to support approval of EXTENSION to Case Coordination Not in Placement package

<p>What actions were taken to facilitate the child's transition to new care arrangements?</p> <p><i>Attach relevant records.</i></p>	
<p>What actions were taken to support the child whilst Not in Placement?</p> <p><i>Provide details (incl dates) of all face-to-face interaction with child, their parents and family/kin.</i></p>	
<p>What further actions are proposed to support the child whilst Not in Placement?</p> <p><i>Attach FSP risk assessment and risk management plan.</i></p>	
<p>What is the ongoing plan to facilitate the child's transition to new care arrangements?</p> <p><i>Attach case plan review.</i></p>	
<p>Explain why transition to new care arrangements is foreseeable, realistic and achievable within period of proposed extension.</p> <p><i>Attach other evidence.</i></p>	

Attachments*Select applicable*

Case file history (summary)	Amended case plan
Initial or ongoing (Not in Placement) Plan	FACS Alternative Assessment
FSP Risk Assessment	If the child is detained, the court schedule, proposed schedule of visits and additional support to be provided.
Specialist assessments	If the child is in hospital, relevant medical records that detail diagnosis and treatment
Permanency/other consultation records	Other:
Details of family finding actions / amended genogram	
Case review, case meeting, family group conference minutes	

Outcome**Not in Placement approval**

Position	Name	Action/outcome	Signature	Date
FSP Manager or Team Leader				
CFDU Manager Casework		Endorsed Not endorsed		
FACS Director (DCS, Dir-Ops)		Approved Not approved Conditional approval		
Endorsement or approval conditions (where applicable)				
Director comments				

Case Coordination Not in Placement package - payment advice

Approved form forwarded to Commissioning & Planning		Approved form forwarded to District Permanency Team	
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FACS Mailboxes

CFDU	Covering FACS CSCs	Mailbox
Metro Central CFDU	Burwood, Central Sydney, Chatswood, Eastern Sydney, Lakemba, Pennant Hills, St George, Sutherland	CFDU.metrocentral@facs.nsw.gov.au
Metro West CFDU	Auburn, Blacktown, Blue Mountains, Hawkesbury, Lithgow, Mount Druitt, Parramatta, Penrith, St Marys	CFDUWS&NBM@facs.nsw.gov.au
Metro South West CFDU	Bankstown, Bowral, Macarthur, Fairfield, Ingleburn, Liverpool	CFDU.SouthWesternSydney@facs.nsw.gov.au
Northern NSW CFDU	Ballina, Clarence Valley, Lismore, Tweed Heads	NNSW.CFDU@facs.nsw.gov.au
Mid North Coast CFDU	Coffs Harbour, Kempsey, Port Macquarie, Taree	CFDU.midnorthcoast@facs.nsw.gov.au
New England CFDU	Armidale, Glen Innes, Inverell, Moree, Muswellbrook, Narrabri, Tamworth	NewEngland.CFDU@facs.nsw.gov.au
Hunter Central Coast CFDU	Cessnock, Charlestown, Edgeworth, Gosford, Lakes, Maitland, Mayfield, Peninsula, Raymond Terrace, Wyong	Admin.HCCCFDU@facs.nsw.gov.au
Illawarra Shoalhaven CFDU	Nowra, Shellharbour, Ulladulla, Wollongong	IllawarraShoalhaven.CFDU@facs.nsw.gov.au
Southern NSW CFDU	Batemans Bay, Bega, Cooma, Goulburn, Queanbeyan, Yass	SouthernNSW.CFDU@facs.nsw.gov.au
Western NSW CFDU	Bathurst, Bourke, Brewarrina, Cobar, Condobolin, Coonabarabran, Coonamble, Cowra, Dubbo, Mudgee, Orange, Parkes, Walgett	WesternNSW.CFDU@facs.nsw.gov.au
Murrumbidgee/Far West CFDU	Albury, Broken Hill, Cootamundra, Dareton, Deniliquin, Griffith, Leeton, Tumut, Wagga Wagga, Willciana	CFDUMurrumbidgeeFarWest@facs.nsw.gov.au
Central Access Unit (ITC and Residential Care)	State-wide	CentralAccessUnit@facs.nsw.gov.au
Metro Intensive Support Services (ISS)	State-wide	CSSStateWideServices.ISS@facs.nsw.gov.au