



Communities  
& Justice

# Permanency Support Program

## Appendix 1: Acronyms and Glossary



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## Acronyms

Acronym	Expansion
<b>ACS</b>	Additional Carer Support
<b>BACA</b>	Brief Assessment Checklist - Adolescents
<b>BAC-C</b>	Brief Assessment Checklist - Children
<b>CALD</b>	Culturally and Linguistically Diverse
<b>CAT</b>	Child Assessment Tool
<b>CAU</b>	Central Access Unit
<b>CBCL</b>	Child Behaviour Checklist
<b>CFDU</b>	Child and Family District Unit
<b>CIF</b>	Client Information Form
<b>CSC</b>	Community Services Centre
<b>DCJ</b>	Department of Communities and Justice
<b>EAP</b>	Employment Assistance Program
<b>FACS</b>	Department of Family and Community Services
<b>FFT-CCW</b>	Family Functioning Therapy - Child Welfare
<b>FGC</b>	Family Group Conferencing
<b>GRR</b>	Government Records Repository
<b>HR</b>	Human Resources
<b>HSC</b>	Higher School Certificate
<b>ICT</b>	Information and Communications Technology
<b>ISS</b>	Intensive Support Services
<b>ITC</b>	Intensive Therapeutic Care (service system)
<b>ITCH</b>	Intensive Therapeutic Care Homes (placement type)
<b>ITC SD</b>	Intensive Therapeutic Care Significant Disability
<b>ITTC</b>	Intensive Transitional Therapeutic Care (placement type)

Acronym	Expansion
<b>KEEP</b>	Keeping Foster and Kinship Carers Supported
<b>MDS</b>	Minimum Data Set
<b>MYFF</b>	My Forever Family NSW
<b>MFQ</b>	Mood and Feelings Questionnaire
<b>MOU</b>	Memorandum of Understanding
<b>MST-CAN</b>	Multi-Systemic Therapy for Child Abuse and Neglect
<b>NAIDOC</b>	National Aboriginal and Islander Day Observance Committee
<b>NAPLAN</b>	National Assessment Program - Literacy and Numeracy
<b>NDIA</b>	National Disability Insurance Agency
<b>NDIS</b>	National Disability Insurance Scheme
<b>NIP</b>	Not in Placement
<b>OCG</b>	Office of the Children's Guardian
<b>OCHRE</b>	Opportunity, Choice, Healing, Responsibility and Empowerment
<b>OOHC</b>	Out-of-Home Care
<b>PCO</b>	Parental Capacity Order
<b>PRC</b>	Parent Responsibility Contract
<b>QAF</b>	Quality Assurance Framework
<b>SIL</b>	Supported Independent Living (placement type)
<b>THBC</b>	Therapeutic Home Based Care (placement type)
<b>TSIL</b>	Therapeutic Supported Independent Living (placement type)
<b>TSOP</b>	Therapeutic Sibling Option Placement (placement type)

# Glossary

<b>Aboriginal Care</b>	Permanency Support Program services provided to Aboriginal children <sup>1</sup> by Aboriginal organisations and non-Aboriginal organisations.
<b>Aboriginal Foster Care</b>	Permanency Support Program services provided by Aboriginal community controlled organisations.
<b>Aboriginal organisation/Service Providers</b>	<p>Aboriginal service providers (also known as Aboriginal community controlled organisations/service providers) specified in legislation including:</p> <ul style="list-style-type: none"> <li>• Aboriginal Land Councils, within the meaning of the <i>Aboriginal Land Rights Act 1983</i>, and 'eligible organisations' under s26 of the <i>Aboriginal Housing Act 1998</i></li> <li>• Aboriginal Community Controlled Health Services</li> <li>• Organisations identified as Aboriginal under the NSW Prequalification Scheme.</li> </ul> <p>In addition, DCJ provides a process for accepting organisations/service providers that are controlled/owned by Aboriginal people providing services to Aboriginal people.</p>
<b>Aboriginal and Torres Strait Islander Child Placement Principles</b>	Principles outlined in part two (sections 11-14) of the <i>Children and Young Persons (Care and Protection) Act 1998</i> . Section 13 of the Act outlines the order for placement of Aboriginal or Torres Strait Islander children. Preservation, restoration and relative and kinship care are the most preferred support directions for Aboriginal and Torres Strait Islander children.
<b>Abatement</b>	A contractual arrangement that results in the reduction or removal of a service provider's payment or other non-financial measures for non-performance or under performance.
<b>Authorised Carer</b>	A person who is authorised as a carer by a service provider, or a person who is otherwise authorised as an authorised carer. Authorised carers are considered employees under the Ombudsman Act 1974. Authorised carers and their adult household members are required to obtain a Working with Children Check.

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<sup>1</sup> Throughout this document 'child and young person' is shortened to 'child'; 'children and young people' is shortened to 'children'

<b>Baseline Packages</b>	The PSP packages used by service providers to support their overhead costs, administration, casework, carers, property costs and other service provision. Packages are based on costs to support the child in a placement (Foster Care or Intensive Therapeutic Care). These costs do not change, even if there are changes in the child's needs.
<b>Care team (foster care)</b>	A multidisciplinary team of professional staff, including the child's caseworker, who meet regularly to plan, implement and review a child's progress in line with their case plan goal.
<b>Care team (ITC)</b>	<p>A multidisciplinary team including the caseworker (FSP or DCJ), therapeutic specialist, DCJ CAU therapeutic coordinator, house manager, direct care staff, multidisciplinary specialists including (but not limited to) allied health professionals, psychologists, psychiatrists, occupational therapists, speech pathologists, drug and alcohol workers.</p> <p>Care teams also integrate health and education critical partners. Engaging critical partners improves a collaborative response to service provision and system navigation.</p>
<b>Care team meetings (ITC)</b>	Meetings facilitated and led by therapeutic specialists. Care team meetings must include the participation of children, carers and families (this may occur prior to the meeting or through partial attendance). Care team meetings should occur at least monthly with more formal reviews quarterly and, in addition, in accordance with a child's changing needs. Meetings are an opportunity for the care team to form and review case plan documents, critically review interventions and therapeutic approaches used for working with an individual child, their families and caregivers.
<b>Carer</b>	Relative carers, kinship carers, prospective guardians, prospective adoptive parents and foster carers.
<b>CALD children</b>	A child who identifies with particular groups based on their birthplace, ethnicity, language, values, beliefs or worldviews.
<b>Case Coordination</b>	Coordinating the provision of services to a child and family who has a case plan goal of family preservation; or for up to six months, where needed, following restoration, guardianship or adoption; or for six months to continue supporting a child to return to an authorised placement where they are 'not in placement'
<b>Case Plan Goal Packages</b>	The packages that support the permanency goal for each child or young person. The package includes costs based on services required to achieve the case plan goal.
<b>Case planning</b>	A participatory process that identifies required goals, objectives and tasks to protect and support children and their families.

<b>Central Access Unit (CAU)</b>	Unit responsible for overseeing entries, transitions within, and exits from, the Intensive Therapeutic Care (ITC) system. The CAU also has monitoring and reporting responsibilities to assist with tracking the achievement of individual and program level outcomes. The CAU plays a key role in assessing system efficiency and will influence ongoing service system improvement, analysing the impact of targeted funding approaches and addressing service delivery issues.
<b>Child Assessment Tool (CAT)</b>	The tool designed to identify the most appropriate level of care for a child. It focuses on the safety and wellbeing needs of the child, including developmental milestones, health and behavioural needs as well as social skill attainment. The CAT outcome determines the child's level of needs and assists with placement matching.
<b>Child Needs Packages</b>	Packages that fund the services required to address the specific needs of the child. This is informed by the assessed outcome from the completed Child Assessment Tool.
<b>ChildStory</b>	Child protection IT system, developed by DCJ, that places the child at the centre of the story and builds a network of family, carers, caseworkers and service providers around them. ChildStory includes a Partner Community that allows service providers to view information and interact with DCJ in real-time about the children and families they are working with.
<b>Cultural Care Plan</b>	The plan that DCJ develops prior to the Aboriginal or CALD child being placed. The cultural care plan is developed as part of the care plan providing specific details about how the cultural needs and interests of Aboriginal, migrant and refugee children will be met, and how their cultural and spiritual identity and sense of belonging will be maintained and preserved.
<b>Cultural planning</b>	Part of ongoing case planning, it should reflect agreements made in the development of the care plan, be up to date and relevant to the period of time the case plan covers. Consultation should continue to occur with culturally significant people in the child's life throughout their time in care.
<b>Evidence based</b>	Academic and scientific research is considered when developing and implementing programs, services and interventions for children in OOHC.
<b><a href="#">Family Finding</a></b>	A model developed by Kevin Campbell and colleagues in the United States that seeks to connect children who are in out-of-home care, or at risk of entering care, with family and other supportive adults. Family Finding supports children's emotional permanency and helps caseworkers to identify permanency options and/or lifelong support people in permanency case planning.

<b><u>Family Group Conferencing</u></b>	A voluntary process in which family members and other significant people in a child's life meet with caseworkers to jointly discuss and plan strategies to address child protection concerns. The process is intended to be a family-centred, strength-based, culturally-sensitive approach, which empowers families to support their children by deciding issues such as support, placement, contact, restoration and services and, in turn, prevent the need for Children's Court proceedings.
<b>Formulation</b>	The process in ITC by which all the information known about the child (and their) environment (system) is integrated with clinical knowledge and theory in order to understand presenting issues. The formulation becomes a shared, working hypothesis that directs the choice (and prioritisation) of interventions. <sup>2</sup>
<b>Foster Care</b>	Statutory care provided by prospective guardians, prospective adoptive parents and authorised foster carers in the carer's own home or, rarely, in a home owned or rented by a service provider. This includes relative and kinship care provided by an extended family member or persons of significance to the child.
<b>Guardianship</b>	An Order of the Children's Court where a guardian is given full parental responsibility of the child, making all decisions about their care until they reach 18 years of age. A child under a guardianship order is not considered to be in OOHC but in the independent care of their guardian.
<b>High needs children</b>	Children with CAT scores of five and six.
<b>Intensive Therapeutic Care (ITC)</b>	The service system that supports children with identified high needs assessed as CAT 5 or 6 who are either 12 years or over and unable to be adequately supported in foster care or require specialised and intensive supports to maintain stability in their care arrangements. ITC placements (ITTC, TSOP, TSIL, THBC and ITC Homes) ensure children's case plans are implemented and facilitate transitions to less intensive placements with ongoing supports. The <i>Ten essential elements of therapeutic care</i> guide program development and service delivery.
<b>Intensive Therapeutic Care Homes (ITC Home)</b>	Provision of time limited, intensive Therapeutic Care in a safe and home-like environment that has a dedicated in-house care team guided by an overarching therapeutic philosophy of care.

<sup>2</sup> Statewide Behaviour Intervention Service (2017), *Clinical formulation practice guide: a collaborative approach*.

<b>Intensive Therapeutic Care Significant Disability</b>	Baseline package for service providers to support a child in statutory OOHC where they are placed in an ITC Significant Disability placement.
<b>Intensive Therapeutic Transitional Care (ITTC)</b>	Time limited interim placements (up to 13 weeks) delivered by service providers. ITTC provides a higher intensity of therapeutic care and thorough assessments to identify children's needs. These units develop and implement case plans incorporating therapeutic interventions, permanency goals and planned transitions to less intensive placements with ongoing supports.
<b>Intermediary organisation</b>	The independent entity funded by DCJ to develop as a subject matter expert in therapeutic care for children in the Permanency Support Program in NSW. The intermediary will develop a knowledge bank to support therapeutic practice across the sector, hold responsibility for workforce development activities including training and provide ITC implementation support.
<b>Leaving care planning</b>	The process of developing a plan with a young person (from the age of 15 years) to identify supports that need to be put in place and actions that need to occur to assist the young person transition into independence until the age of 25 years.
<b>Long Term Care</b>	An OOHC placement longer than 2 years. The Case plan goal is reviewed every 12 months and may change to restoration, guardianship or adoption, as appropriate.
<b>Low Needs children</b>	Children with CAT scores of one and two.
<b>Medium Needs children</b>	Children with CAT scores of three and four.
<b>My Forever Family NSW</b>	My Forever Family NSW is funded by the NSW government to recruit and train carers.
<b>NSW statutory out-of-home care: Quality Assurance Framework (QAF)</b>	An organising framework that sets out outcomes for children in OOHC – safety, permanency and wellbeing.
<b>Open Adoption</b>	Where an adoption order has been made by the Supreme Court of NSW to legally transfer all parental rights and responsibilities, guardianship and custody from the child's parents to the adoptive parents. In open adoption, the child is encouraged and assisted to retain their links with significant prior relationships through ongoing contact where it is in their best interests. Open adoption is considered to have occurred on the day that the order is made.

<b>Other Specialist Packages</b>	Packages that fund additional services or supports to address a complex or specific need a child may have.
<b>Out-of-Home Care (OOHC)</b>	All types of OOHC services unless otherwise specified. OOHC is a pathway to a permanent home for a child, not a long term form of support. This is assisted by the use of shorter term and interim court orders rather than long term parental responsibility for a child to the Minister until they reach 18 years.
<b>Permanent placement principles</b>	Principles outlined in the <i>Children and Young Persons (Care and Protection) Act 1998</i> which set out a hierarchy of permanency preferences: <ul style="list-style-type: none"> <li>• The first preference is for the child person to be restored to the care of his or her parent</li> <li>• The second preference is for the child to be under the guardianship of a relative, kin or other suitable person</li> <li>• The third preference (except in the case of an Aboriginal or Torres Strait Islander children) is for the child to be adopted</li> <li>• The last preference is for the child to be placed under the parental responsibility of the Minister under this Act or any other law.</li> <li>• In the case of Aboriginal or Torres Strait Islander children, adoption is the last preference.</li> </ul>
<b>Permanency outcome</b>	Children achieve legal permanency, by: <ul style="list-style-type: none"> <li>• Maintaining children safely with their family</li> <li>• Restoring children safely to their family</li> <li>• Guardianship to a relative/kin</li> <li>• Open adoption (this is not the preferred option for Aboriginal children according to the legislation).</li> </ul> Parental responsibility to the Minister until 18 years is not considered a suitable permanency outcome and is not the intent of the Permanency Support Program.
<b>Preservation</b>	PSP Package provided to support the child and family safely at home or with relative and kin where a child is at imminent risk of entering or re-entering OOHC.
<b>Residential Care</b>	Legacy services where care provided in a property owned or rented by a service provider, staffed by direct care workers.
<b>Restoration</b>	The return of a child to the care of their parents after they have been in OOHC
<b>Risk management plan</b>	Plan undertaken to identify and mitigate risk when children enter or exit the ITC Home as well as when needs change in the ITC Home. It looks at the needs of children within the house in order to determine the required levels of care, including staffing.

<b>Statutory OOHC</b>	OOHC provided to children for a period of more than 14 days either pursuant to an order of the Children's Court, where parental responsibility is transferred to the Minister, or by virtue of the child being a protected person.
<b>Supported Independent Living (SIL)</b>	Placement option and supports for young people over 16 years of age, who are CAT 1-4, to successfully acquire independent living skills through the provision of accommodation, case management and structured and individualised life skills programs.
<b>Supported OOHC</b>	OOHC provided to a child in need of care and protection with parental responsibility assigned by a court order to a relative or to a kin member.
<b>Therapeutic Care</b>	Care for a child in statutory OOHC that is holistic, individualised, and takes a team-based approach to the complex impacts of abuse, neglect, separation from families and significant others, along with other forms of severe adversity. This is achieved through the provision of a care environment that is evidence driven, culturally responsive and provides positive, safe and healing relationships and experiences to address the complexities of trauma, adversity, attachment and developmental needs.
<b>Therapeutic Home Based Care (THBC)</b>	Innovative, tailored and flexible placement options for children in ITC to enable their step down from an ITCH or alternate placement to an ITCH, TSIL or TSOP and better achieve exit from ITC and improve their safety, permanency and wellbeing outcomes.
<b>Therapeutic Sibling Option Placement (TSOP)</b>	A foster care placement for siblings or related groups of children (with at least one child with high and complex needs). Care is provided by permanent authorised live-in carer/s in a house maintained by a service provider.
<b>Therapeutic Specialist</b>	A clinical expert (with minimum skills and qualifications) who works across the ITC service system. They have a primary role in facilitating care team meetings and provide expertise and guidance during the formulation of case plans. Therapeutic specialists are supported by the ITC intermediary and also have a role in mentoring staff to transfer knowledge and best practice.
<b>Therapeutic Supported Independent Living (TSIL)</b>	A Placement option and support for young people over 16 years of age, who are CAT 5-6, to successfully acquire independent living skills through the provision of accommodation, casework and structured and individualised life skills programs.
<b>Trauma Informed Care</b>	Care and interventions that are informed by an understanding of the psychological and physical impacts of trauma experiences on the developing child.

**Wellbeing**

Covers the breadth of mental health, cognitive functioning, cultural and spiritual identity, physical health and development, and social functioning. It ensures a child's basic needs are met and they have the opportunity to grow and develop in an environment that provides consistent, nurture, support and stimulation. It also means that a child is able to develop a sense of identity, an understanding of their cultural heritage and have skills for coping with a variety of situations.

**Notes:**

- In the Department of Communities and Justice (DCJ), we only refer to Aboriginal in recognition that Aboriginal people are the original inhabitants of NSW and therefore we do not have a specific charter of service to Torres Strait Islander people. Having said that we acknowledge and respect that Torres Strait Islander people are among the first nations of Australia. We further acknowledge that Torres Strait Islander people represent a part of our client and staff base. All Departmental Aboriginal programs and Services are open to Torres Strait Islander people, but are not always developed in consultation with Torres Strait Islander people.
- Refer to the Aboriginal Case Management Policy for a glossary of terms related to that policy.