# KINSHIP CARE FACTSHEET

Counting Rules and Examples *for **Early Adopter Kinship Care Services***

**Version:** 1

**Date:** December 2022

Queensland
Government

Kinship Care Factsheet – *Version 1 (December 2022)*

This factsheet has been developed to assist funded Kinship Care (KC) services under the Family Based Care (Kinship Care) Investment Specification with counting rules and examples for submitting data in relation to contractual deliverables and performance measures under the Connecting Kin, Equipping Kin and Supporting Kin service types.

For further information regarding Kinship Care service types, please refer to the Family Based Care – (Kinship Care) Investment Specification.

*Please note*, existing Foster and Kinship Care (T204) and Intensive Foster Care (T205) services as funded under the Child Protection (Placement Services) Investment Specification are required to refer the counting rules and examples contained within the Outputs and performance measures catalogue version 5, 1 July 2022.

**Definitions**

| Service User Definition | Service Type |
|---|---|
| **U2261 -** Children and young people aged under 18 years requiring kinship care and/or enhanced family connection | **T210** - Connecting Kin[1] |
| **U6000** - Prospective kinship carer household – Kinship carer applicants and all household members included in the initial kinship care application form | **T211** - Equipping Kin |
| **U6001** - Approved kinship carer household – Departmentally approved kinship carer households, including approved carers, children and young people in care and all other household members | **T212** - Supporting Kin |

| Other Definitions | Measure | Service Type |
|---|---|---|
| *Case management* – relates to case management of family finding and engagement activities.  The kinship care agency is NOT responsible for case management of the child/ young person, this responsibility is retained by the Department of Children, Youth Justice and Multicultural Affairs (the department) or an approved delegate under section 148BB of the *Child Protection Act 1999*. | A01.2.02H | **T210** Connecting Kin |
| *Case management* - relates to case management of the kinship care application and associated assessment activities. The kinship care agency is NOT responsible for case management of the child/ young person, this responsibility is retained by the department or an approved delegate under section 148BB of the *Child Protection Act 1999*. | A01.2.02C | **T211** Equipping Kin |
| *Current placement agreement* - is not more than 6 months old **and** reflects the existing care arrangement needs. <br><br> If the Placement Agreement doesn't reflect existing care arrangement needs, then it is not defined as current. | IS162 | **T212** Supporting Kin |
| *Young people who remain living a kinship carer household after they have turned 18 years of age (exited care)* – Under transition to adulthood support, the fortnightly carer allowance will be made available to all carers who continue to provide care arrangements to young people while 18 years old. The young person who has turned 18 years old is no longer under the custody or guardianship of the chief executive and cannot be defined a service user. The same applies to kinship carer household the 18 year old young person resides within, it is no longer defined as a kinship care arrangement. In this instance, the 18 year old young person **is not** counted as service user and the kinship carer household **is only** counted if there is another younger sibling or related child/young person within the household. | | **T212** Supporting Kin |

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[1] Any intervention with family members *prior* to having properly lodged their kinship care application form, remains the responsibility of the Connecting Kin service

## Connecting Kin
## Service Type Code T210

| Service User Code | Output Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U2261 | A01.2.02H | Case Management – Number of **hours** provided during the reporting period | Count all hours spent working directly with and/or on behalf of Service Users<br><br>The time that can be counted towards hours of services or outputs delivered includes face to face, phone or virtual time spent with Service Users, their family members or community; and time spent undertaking tasks on behalf of Service Users, such as writing file notes and compiling genograms, participating in case discussions with department stakeholders and any relevant travel associated with Connecting Kin activities.<br><br>The time that should not be counted in hours of service include activities that cannot be attributed to Service Users such as team meetings, attending staff training, supervision, and compiling data for reporting to the department. | • A Kinship Care (KC) support worker spends one hour discussing a child's wishes in relation to extending family networks and connections. **Count as 1 hour.**<br>• The above KC support worker spends a further thirty minutes writing up the child's wishes/ goals for a support plan. **Count as 30 minutes.**<br>• A KC support worker travels one hour each way to attend a community elder meeting that goes for one hour and thirty minutes. **Count as 3 hours and 30 minutes.**<br>• Two KC support workers have an initial meeting with family members for one hour to discuss their role and how the department is involved with their related family member/s (children and young people) **Count as 2 hours.**<br>• A KC support worker spends one hour reviewing a client information form as part of the referral documentation provided by a Child Safety Officer (CSO). **Count as 1 hour.** |

| Service User Code | Throughput Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U2261 | IS133 | Number of existing Service Users at the beginning of the reporting period | Count 1 for each Service User who received a service during the period as a continuation from the previous period. This excludes returning Service Users who were not existing Service Users at the beginning of the reporting period. | • A service has 30 Service Users at the beginning of the reporting period. **Count as 30.**<br>• A Service User commenced receiving support during the previous reporting period and is still receiving support during this reporting period. This Service User would have been counted in the reporting period when the case commenced and should not be counted again. **Count as 0.** |
| U2261 | IS133B | Number of existing Service Users at the beginning of the reporting period who have been receiving a service for longer than 6 months. [2] | Count 1 for each existing Service Users at the beginning of the reporting period (continuing service users) who have been receiving a service for longer than **6 months.**<br>❖ *The count value of this measure should not be greater than the count value for IS133 (as above)* | • A service is lodging their performance report for the April-June quarter and had 30 Service Users by the close of business on 31 March.<br>5 out of the total 30 service users carried over from October-December period of the previous year. **Count as 5.** |
| U2261 | IS255 | Number of New Service Users | Count 1 for each Service User who is new to the Connecting Kin service during the period. This includes returning Service Users who were not existing Service Users at the beginning of the period. | • During the reporting period, service has a total of 38 Service Users. Of the 38 Service Users, 6 of these were new, commencing in the last month of the quarter. **Count as 6.** |
| U2261 | IS145 | Number of Service Users who have exited from the service | Count 1 for each Service User who finished receiving a service during the period. | • A service had a total of 32 Service Users exit the service during the reporting period. **Count as 32.** |

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[2] The 6-month time period has been chosen as guide to provide an indication of throughput of cases when active efforts to find and engage families is taking longer than 6 months. The time-period may be subject to change in response to feedback from early adopter sites.

| Service User Code | Demographic Data | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U2261 | IS117 | Number of Service Users where brokerage was provided | Count each unique Service User where brokerage funds are expended or invoiced to a third party in the provision of assistance, support or other services in meeting the individual needs of the Service User to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period. | • A service provided 3 Service Users with access to brokerage funding. **Count as 3.**<br>• A service provides brokerage funding for 8 various family members to obtain Adult Proof of Age cards, so they have adequate identification to submit Blue Card applications. **Count as 8.** |
| U2261 | IS151 | Value of brokerage expenditure | Count the dollar value of brokerage funds are expended or invoiced to a third party in the provision of assistance, support or other services in meeting the individual needs of the Service User to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period.<br><br>For this measure, all brokerage expenditure will be included within the **Connected** domain of the Queensland Care Services Outcomes Framework | • A service pays the Department of Transport and Main Roads a total of $600 for purchase of 8 Adult Proof of Age cards. **Count as $600.** |
| **Service User Code** | **Demographic Data** | **Description** | **Counting Rules** | **Examples** |
| U2261 | IS35 | Number of Service Users identifying as Aboriginal and/or Torres Strait Islander | Count 1 for each Service User who identifies as Aboriginal and/or Torres Strait Islander. | • A Service User identifies as Torres Strait Islander. **Count as 1.**<br>• A Service User identifies as Aboriginal and Torres Strait Islander. **Count as 1.** |
| U2261 | IS39 | Number of Service Users identifying as being from Culturally and Linguistically diverse background | Count 1 for each Service User who identifies as being from a culturally and linguistically diverse background. | • A Service User identifies as Japanese and indicates that English is their second language. **Count as 1.** |

| Service User Code | Outcome Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U2261 | **OM2.1.03** | Number of Service Users with improved family interactions/connectedness | **Upon Service User exit:** Count 1 for each Service User who has had contact with family members who have been previously unknown or had limited interaction and the family member/s is/are <u>not</u> making an application to assessed as a kinship carer. | • 12 children and young people (Service Users) exit the service with increased connectedness and contact with extended family who were previously unknown to them. **Count as 12.** |
| U2261 | **OM2.1.05** | Number of Service Users with improved ability to access appropriate services | **Upon Service User exit:** Count 1 for each Service User who has a family member who has lodged an initial kinship care application form. | • Over the reporting period, 5 children and young people (Service Users) exit the service due to their family members lodging an initial kinship care application. **Count as 5.** |

| Service User Code | Other Measures | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U2261 | **GM16** | What significant achievements or factors have impacted on the quality of service delivery during the reporting period | | Examples may include new staff member, training, work process enhancement, new referral arrangements, more integrated service delivery, natural disaster diverting resources etc.<br>For **Connecting Kin**:<br>• where relevant, provide additional contextual information regarding throughput measure IS133B (Number of existing Service Users – more than 6 months) |

## Equipping Kin
## Service Type Code T211

| Service User Code | Output Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U6000 | A01.2.02C | Case Management – Number of **Service Users** who received a service during the reporting period | Count the number of Service Users (distinct prospective kinship carer households) who received a service against this output. | • The Equipping Kin service receives a referral for a prospective kinship carer household to complete the initial assessment. **Count as 1.** |

| Service User Code | Throughput Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U6000 | IS255 | Number of New Service Users | Count 1 for each Service User who is new to the Equipping Kin service during the period. This includes returning Service Users who were not existing Service Users at the beginning of the period. | • During the April to June reporting period, a service receives 11 new referrals for kinship care initial assessments. **Count as 11.** |
| U6000 | IS133 | Number of existing Service Users at the beginning of the reporting period | Count 1 for each Service User who received a service during the period as a continuation from the previous period. This excludes returning Service Users who were not existing Service Users at the beginning of the reporting period. | • A service is completing their October to December performance report. On close of business as at 30 September they had a total of 17 service users. **Count as 17.** |
| U6000 | IS133A | Number of existing Service Users – more than 90 days | Count 1 for each existing Service User at the beginning of the reporting period (continuing service users) who have been receiving a service for longer than **90 days.**<br>❖ *The count value of this measure should not be greater than the count value for IS133 (as above)* | • A service is lodging their performance report for the July to September quarter and as at the close of business on 30 June had 9 Service Users who were in the process of having their kinship care initial assessment completed. 2 of the 9 service users have had their provisional approval extended and were carried over from mid-March. **Count as 2.** |
| U6000 | IS145 | Number of Service Users who have exited from the service | Count 1 for each Service User who finished receiving a service during the period. | • A service had a total of 32 Service Users exit the service during the reporting period. **Count as 32.** |

| U6000 | IS145A | Number of Service Users who have exited from the service because they withdrew their application | Count 1 for each Service User who exited from the service during the reporting period because they withdrew their application. ❖ *The count value of this measure should not be greater than the count value for IS145* | • A prospective kinship carer (couple) household have a change in circumstances and provide written advice indicating they are no longer able to provide care for their nephew. **Count as 1.** |
|---|---|---|---|---|
| U6000 | IS145B | Number of Service Users who have exited from the service during the reporting period because their application was not approved | Count 1 for each Service User who exited from the service during the reporting period because their application was not approved. ❖ *The count value of this measure should not be greater than the count value for IS145* | • A service is told by 3 prospective kinship carer households the CSSC Manager has written to them advising of their kinship carer application refusal due to child protection and criminal history concerns. **Count as 3.** |
| U6000 | IS145C | Number of Service Users who have exited from the service during the reporting period because of a Blue Card application refusal | Count 1 for each Service User who exited from the service during the reporting period because of a Blue Card application refusal. ❖ *The count value of this measure should not be greater than the count value for IS145* | • During the reporting period, 7 prospective kinship carer households inform the service they have had their Blue Card application refused. **Count as 7.** |
| U6000 | IS145D | Number of Service Users who have exited from the service during the reporting period because their initial application was approved | Count 1 for each Service User who exited from the service during the reporting period because their initial application was approved (intervention closure, referral to Supporting Kin type). ❖ *The count value of this measure should not be greater than the count value for IS145* | • In the April to June quarter, 23 service users have their initial applications approved. **Count as 23.** |
| **Service User Code** | **Demographic Data** | **Description** | **Counting Rules** | **Examples** |
| U6000 | IS35 | Number of Service Users identifying as Aboriginal and/or Torres Strait Islander | Count 1 for each Service User who identifies as Aboriginal and/or Torres Strait Islander. | • A Service User identifies as Torres Strait Islander. **Count as 1.**<br>• A Service User identifies as Aboriginal and Torres Strait Islander. **Count as 1.** |

| U6000 | IS39 | Number of Service Users identifying as being from Culturally and Linguistically diverse background | Count 1 for each Service User who identifies as being from a culturally and linguistically diverse background. | • A Service User identifies as Japanese and indicates that English is their second language. **Count as 1.** |
|---|---|---|---|---|
| **Service User Code** | **Other Measures** | **Description** | **Counting Rules** | **Examples** |
| U6000 | IS116 | Number of children and young people where brokerage was provided | Count each unique child/ young person where brokerage funds were expended or invoiced to a third party in the provision of assistance, support or other services in meeting the child/ young person's individual needs to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period. | • A service provides brokerage funds to have a qualified locksmith repair entrance door security locks within 5 Prospective kinship carer households. **Count as 5.** |
| U6000 | IS151A | Value of brokerage expenditure to assist children and young people to be **Safe and Nurtured** | Count the dollar value of brokerage funds are expended or invoiced to a third party in the provision of assistance, support or other services in meeting the child/ young person's individual needs to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period.<br><br>For this measure, all brokerage expenditure will be included within the **Safe and Nurtured** domain of the [Queensland Care Services Outcomes Framework](#) | • A service expends at total of $925 for locksmith costs across 5 kinship carer households. **Count as $925.** |

| U6000 | **GM16** | What significant achievements or factors have impacted on the quality of service delivery during the reporting period | | Examples may include new staff member, training, work process enhancement, new referral arrangements, more integrated service delivery, natural disaster diverting resources etc.<br><br>For **Equipping Kin**:<br>• where relevant, provide additional contextual information regarding throughput measure **IS145C** (Number of Service Users who have exited from the service during the reporting period because of a Blue Card application refusal) and delays in received application outcome notifications from Blue Card Services. |

## Supporting Kin
## Service Type Code T212

| Service User Code | Output Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U6001 | A02.4.02K | Out of home care placement and post-placement supervision – Care Arrangement Nights | Count the number of individual care arrangement nights provided by kinship carer households during the period. A care arrangement night is a night of care to a child or young person and, where appropriate, may include short break care. A child placed in short break care is counted, the primary placement is not, i.e. any given night of care can only be counted once for a specific child. In other circumstances, where a place is held vacant with departmental approval for a specific child or young person for a time limited period and where they are not placed with another funded out-of-home placement service (e.g. a child in hospital or detention) this may be counted as a placement night provided.<br>Note: the number of care arrangement nights funded per annum is calculated by multiplying the number of funded places by the nights per annum | • During the reporting period, an approved kinship care household (aunt and uncle) provides 92 nights of care to two children/young people (two nephews). **Count as 184 care arrangement nights.**<br>• An approved kinship care household (older sister) provides a primary care arrangement to 1 child/ young person (younger sister) over a quarter (Oct-Dec). In addition to this care arrangement, another approved kinship care household (grandmother) provided short break care of 7 nights of care to the same child/ young person over the Christmas period until 31 December. **Count primary care arrangement nights as 85 and count short break care arrangements nights as 7.** |

| Service User Code | Throughput Measure | Description | Counting Rules | Examples |
|---|---|---|---|---|
| U6001 | IS133 | Number of existing Service Users at the beginning of the reporting period | Count 1 for each Service User who received a service during the period as a continuation from the previous period. This excludes returning Service Users who were not existing Service Users at the beginning of the reporting period. | • A service is collating their data for the April to June quarter. As of close of business on 31 March there were 50 approved carer households attached to the service. **Count as 50.** |
| U6001 | IS255 | Number of New Service Users | Count 1 for each Service User who is new to the service during the period. This includes returning Service Users who were not existing Service Users at the beginning of the period. | • During the January to March reporting period, a service receives 9 new approved kinship carer households. **Count as 9.** |
| U6001 | IS145 | Number of Service Users who have exited from the service | Count 1 for each Service User who finished receiving a service during the | • A service has a total of 8 Service Users exit during the reporting period. **Count as 8**. |
| U6001 | 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 | Count 1 for each Service User who exited from the service during the reporting period and their exit resulted in the child young person's move from kinship care. ❖ *The count value of this measure should not be greater than the count value for IS145 (as above)* | • During the reporting period, 1 service user had their carer certificate cancelled and there were no other approved kinship carer households available to provide a care arrangement for the child or young person, so they were placed with a foster carer. **Count as 1.** |
| U6001 | IS162 | Number of Service Users without a current placement agreement | Count 1 for each Service User who doesn't have a current placement agreement. | • A service has 2 Service Users with Placement Agreements that are 7 months old and 1 Service User with a Placement Agreement that does not reflect the existing care arrangement needs. **Count as 3.** |
| **Service User Code** | **Other Measures** | **Description** | **Counting Rules** | **Examples** |
| U6001 | IS163 | Number of existing children and young people at the beginning of the reporting period | Count 1 for each child or young person who received a service during the period as a continuation from the previous period. | • A service is completing their October to December performance report and as at the close of business on 30 September they had 17 children and young people attached to their service. **Count as 17.** |

| U6001 | IS164 | Number of new children and young people | Count 1 for each child or young person who is new to the service during the reporting period. | • A service has 30 new children and young people at the beginning of the reporting period. **Count as 30.** |
|---|---|---|---|---|
| U6001 | IS165 | Number of children and young people who exited from the service | Count 1 for each child or young person who exited from the service during the reporting period. | • A service had a total of 32 children and young people who exited the service during the reporting period. **Count as 32.** |
| U6001 | IS165A | Number of children and young people who exited because they turned 18 years of age | Count 1 for each child or young person who exited from the service during the reporting period because they turned 18 years of age. <br> ❖ *The count value of this measure should not be greater than the count value for IS165 (as above)* | • A service had 8 young people exit the service during the reporting period because they turned 18 years of age. **Count as 8.** |
| U6001 | IS165B | Number of children and young people who exited to foster care, a non-family based care arrangement or unknown. | Count 1 for each child or young person who exited to foster care, or a non-family based care arrangement, during the reporting period. <br> **Note:** *Children and Young People receiving short break care are not counted as exiting, even if the short break care is being provided by another service* <br> ❖ *The count value of this measure should not be greater than the count value for IS165* | • A service had 2 young people exit during the reporting period and their next care arrangement was in residential care. **Count as 2.** |
| U6001 | IS165C | Number of children and young people who exited during the reporting period due to reunification with parents (preferred permanency care option) | Count 1 for each child or young person who exited from the service during the reporting period due to reunification with parents. <br> ❖ *The count value of this measure should not be greater than the count value for IS165* | • During the reporting period, 23 children and young people exit the service due to returning to their parent's care. **Count as 23.** |

| U6001 | IS165D | Number of children and young people who exited during the reporting period due to provision of another permanency care option (LTGO / PCO / Adoption) | Count 1 for each child or young person who exited from the service during the reporting period due to provision of another permanency care option (LTGO / PCO / Adoption). | • 18 children and young people exited the service during the reporting period because their approved kinship carer was granted long term guardianship. **Count as 18.** |
|---|---|---|---|---|
| U6001 | IS116 | Number of children and young people where brokerage was provided | Count each unique child/ young person where brokerage funds were expended or invoiced to a third party in the provision of assistance, support or other services in meeting the child/ young person's individual needs to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period. | • A service pays for 8 psychologist sessions for 2 Service Users. **Count as 2.** |
| U6001 | IS151A | Value of brokerage expenditure to assist children and young people to be Safe and Nurtured (domain within the [Queensland Care Services Outcomes Framework](#)) | Count the dollar value of brokerage funds are expended or invoiced to a third party in the provision of assistance, support or other services in meeting the child/ young person's individual needs to achieve identified goals within the case plan, placement agreement or kinship care agency support plan, during the reporting period. | • A service pays $4,480 for 2 hours of cleaning across 56 approved kinship carer households. **Count as $4,480.** |
| U6001 | IS151B | Value of brokerage expenditure to assist children and young people to be Connected | As above | • A service spends $2,200 transporting children and young people via Shebah to attend NAIDOC events. **Count as $2,200.** |
| U6001 | IS151C | Value of brokerage expenditure to assist children and young people to be Achieving | As above | • A service expends $650 on backpacks for 5 family members to attend a 3-day Edmund Rice family camp. **Count as $650.** |
| U6001 | IS151D | Value of brokerage expenditure to assist children and young people to be Healthy | As above | • A service pays $580 of brokerage funds to an Occupational Therapist and Continence Nurse advisor for 2 sessions of toilet training for a child. **Count as $580.** |

| U6001 | IS151E | Value of brokerage expenditure to assist children and young people to be **Resilient** | As above | • A service pays a total of $2,080 for 8 psychologist sessions for 2 Service Users. **Count as $2,080.** |
|---|---|---|---|---|
| U6001 | GM16 | What significant achievements or factors have impacted on the quality of service delivery during the reporting period | | Examples may include new staff member, training, work process enhancement, new referral arrangements, more integrated service delivery, natural disaster diverting resources etc. |