



NSW Department of
Community Services

Guide to Service Price List

2005-2006 Header Agreements

**Only to be used if agencies or DoCS staff
request changes to the previous Service price List**

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Introduction

Background

This guide is to assist service providers and DoCS staff in negotiation and completion of the Service Price List for the 2005-06 Header Agreement contract should changes be required. Additional information on the changes to the Header Agreement documents and processes may be found in *2005-06 Header Agreement*. If you would like this package, please contact the Director Partnerships and Planning or Community Program Officer at your local DoCS Regional Office.

The Service Price List outlines the service types that an agency has agreed to provide and DoCS may purchase in the support of children and young people in Out-of-home Care (OOHC). It contains a description of each service type as well as the costs related to that service. The use of one format will assist caseworkers to interpret agency information and therefore determine where the child/young persons needs will be best met.

The structure of the Service Price List as an attachment to the 2005-06 Header Agreement document provides a common language and understanding of service types that may be purchased under this contract. The information supplied in the Service Price List provides the basis of a "directory" for DoCS caseworkers. This will benefit agencies as DoCS staff will have greater clarity regarding services provided in their Region.

Unless changes have been requested by the agency or DoCS staff, the Service Price List for the previous Header Agreement will be used for the 2005/2006 Header Agreement. The following information will therefore be used if a new Service Price List will be developed.

Guide Structure

This guide has been broken into six steps:

- Step ①** → What services are to be included in the Service Price List?
- Step ②** → How does the agency's service fit into the Service Price List format?
- Step ③** → Who will be able to access the services the agency provides?
- Step ④** → What does the agency need to include in the cost of these service types?
- Step ⑤** → What does it look like when completed?
- Step ⑥** → Now the Service Price List has been completed, what next?

Each step provides information to assist in the completion of a part of the Service Price List and includes a checklist marked by this symbol ◇.

The *Guide to Service Price List: 2005-06 Header Agreement* has been provided as a support resource to agencies and to DoCS staff. It takes into account the range of experience individuals may have in completing a contract and determining service costs. Use the stages and information to meet your specific needs.

Other Considerations

One Header Agreement per Agency

One Header Agreement will be signed per organisation and therefore differences in service provision across areas must be noted in the Service Price List. For example, a statewide service with a head office based in Sydney will have one Header Agreement that contains information about service types provided in a variety of areas (eg Burke, Nowra, Sydney).

Period of Service Price List

The Service Price List establishes the costs for services provided by an agency for the duration of the Header Agreement. The costs listed in the Service Price List may only be varied when both DoCS and the agency have agreed to the revised costs in writing.

Once the Header Agreement is signed, service costs can not be renegotiated by either DoCS or the agency for Individual Client Agreement's. While, the individual unit costs can not be renegotiated, the number and mix of units can.

Service Types Included on the Service Price List

It is important to note that agencies may only renew their Header Agreement for the service types they are currently providing.

Step 1 →

Has the agency or DoCS staff requested a change in the services or prices included in the previous Service Price List?

- **No** – then the previous Service Price List can be used for the 2005-2006 Service Price List
- **If changes are required**, the revised Service Pricelist template for 2005-2006 needs to be used. Go to Step 2.

Step 2 → What services can be included in the Service Price List?

Header Agreements are **only** for the following services:

- Residential Care
- Foster Care
- Disability Care
- Youth Worker Support
- Supervised Contact and Transport
- Accommodation
- Therapeutic Camps
- Foster Carer Assessment and Training
- Behaviour Management Programming

Step 2 Checklist

Identify whether the services the agency will provide may be purchased via a Header Agreement. If the answer is:

- Yes**, then continue to Step 2
- No**, then the agency or person may continue to provide services to DoCS without a Header Agreement by providing information about the service to the relevant Community Services Centre. The source of funding for the service/item to be purchased and appropriate approvals must be considered.

Step ③ → How does this agency's service fit into the Service Price List format?

The Service Price List format is to develop a greater level of consistency in the information provided by agencies. Thus, for Step Two consideration needs to be given to the fact that there are two tables in the Service Price List as well as a number of service types listed in column one (Service Type).

It is also important to note that **agencies may only renew their Header Agreements for the service types that they are currently providing and which are captured within the revised process.**

Groups of Services

The Service Price List consists of two tables titled "Component Services" and "Package Services". An agency may provide various component services and/or package services.

Component Services are those service types that can be purchased to meet a specific, identified need for a child/young person as outlined in their case plan. DoCS may purchase one service type or several. Component services are Youth Work Support, Supervised Contact, Supervised Transport, Foster Care Assessment, Accommodation and Behaviour Management Programming.

Package Services is when the provision of a number of components is presented as a complete service to meet the needs of child/young person. For example, Residential Care may include the components of accommodation, youth worker support and supervised contact. Package services are Residential Care, Foster Care, Disability Care, Therapeutic Camps and Foster Care Training and Assessment.

Service Types

Definitions for the service types are provided on the next page.

Length of Care

The following time frames are consistent with those set by the Office of the Children's Guardian's and will therefore be utilised in the Service Price List:

Short Term	0 – 3 months
Medium Term	3 – 12 months
Long Term	> 12 months



Step ③ Checklist

- Identify the service types to be provided by the agency
- If Residential, Foster and/or Disability Care are being provided, determine the care length that the agency will provide.

COMPONENT SERVICES: WHAT THE ORGANISATION CAN PROVIDE AS INDIVIDUAL SERVICE(S) SEPARATE TO A SERVICE PACKAGE	
Service Types	Service Definition
Youth Work Support	The youth worker's role is to provide assistance and support to the child/young person with the goal of increasing the child/young person's practical and life skills as well as develop self esteem, relationships and networks. For example, cooking, budgeting and self-care skills and/or learning how to access educational, financial and vocational services.
Supervised Contact	The provision of supervised contact between the child/young person and significant individuals in their lives such as their natural parents, siblings, relatives or kinship groups. This activity will include a report and may include transport of the child/young person as requested.
Supervised Transport	The provision of transport to/from identified places as requested by DoCS.
Foster Care Assessment	Assessment of existing and/or potential foster carers to determine the appropriateness of the carers to provide care to a child/young person.
Accommodation	The provision of accommodation to a child/young person in such that it provides a safe environment in which the child/young person may reside. If the accommodation type is residential, it may include staff support provided to supervise the child/young person, but not to provide casework support.
Behaviour Management Programming	Includes assessment, program development, implementation and review of a behaviour management program specific for a child/young person. This may include training staff, caregivers and/or other identified people in the program. The behaviour management program must be approved by DoCS, a part of the approved case plan and monitored by a DoCS caseworker.
PACKAGE SERVICES: WHAT THE ORGANISATION CAN PROVIDE AS A GROUP OF SERVICES TO A CHILD/YOUNG PERSON	
Service Types	Service Definition
Residential Care	A placement provided for a child/young person which is located in a residence and supported by rostered staff (usually youth workers). The placement may be co-ordinated for one or more children/young people to reside in a single residence. It is a place to stabilise behaviour/complex needs and to assist children/young people to develop skills which allow them to move on to other care types (eg foster care, supported independent living etc). This service package includes the provision of support to the child/young person to maintain them in the placement as well as complete aspects of their case plan as identified by DoCS.
Foster Care	A placement provided for a child/young person that is with a trained, assessed and approved foster carer who is not related to the child/young person. The foster carer cares for the child/young person within their home and includes them in their family life. This service package includes the provision of support to the child/young person and carer to maintain them in the placement as well as complete aspects of their case plan as identified by DoCS.
Disability Care	A placement provided to a child/young person with an intellectual, developmental and/or physical disability as provided by a disability service provider with specialist skills and knowledge in the disability area (eg medical facilities, hospice/hostel arrangements, group homes). This service package includes the provision of support to the child/young person to maintain them in the placement as well as complete aspects of their case plan as identified by DoCS. Disability Care is a specialised form of Residential Care and provided only to the children/young people with intellectual, developmental and/or physical disabilities.
Therapeutic Camps	Camps that are designed and coordinated for children and young people with high to intensive support needs who require support that can not be provided within general camp services. They provide therapy in an environment away from the usual home of the child or young person and offer a range of activities and experiences that are not in the everyday experience of the child or young person. Therapeutic camps offer more than a holiday experience for the child or young person by linking them with peers and experienced workers that understand their experiences.
Foster Care Training & Assessment	Training and assessment of existing and/or potential foster carers or Recruitment, training and assessment of potential foster carers: to determine the appropriateness of the carers to provide care to a specific child/young person or number of children/young people.

Step 4 → Who will be able to access the services the agency provides?

Step 3 relates to column two (Service Description) of the Service Price List. Agencies are not expected, nor encouraged, to provide every service type recorded in the Service Price List to all children and young people aged 0 to 18 years. The agency structure, experience and expertise will be some of the factors that guide the service type they may provide. Thus column two requires the completion of four pieces of information: target group, description, service area(s) and service referral phone numbers.

Target Group

Refers to the description of the characteristics that define who will be able to access the service provided. The service is required to specify these details. For example:

“Male and Female, aged 5 – 10 years, with a moderate to severe intellectual and/or physical disability that requires specialist medical support (eg feeding tubes) and/or a high level physical assistance complete daily tasks (eg dressing, eating, mobility).”

“Male and female, aged 12 – 18 years. These children will need consistent supervision, be involved in an education program to increase with attendance at school, and have difficulties in social situations.”

Note: If an agency has or will have Accreditation status (after 30 June 2005) and provides residential care, the age of the target group must not be younger than 12 years of age. Agencies with Quality Improvement status are not affected.

Description

Provides information specific to the service structure and delivery that are consistent with the definitions provided in Step Two. Aspects such as service model, theoretical approach, etc may be included. This section must be completed with an adequate level of detail regarding the service structure and delivery. For example:

“ABC provides a residential service for up to 3 clients in any one of four residences. Each residence is staffed by rostered youth workers who utilise a solution-focused approach when working with young people. Placement is provided for up to 6 months.”

“Foster care assessments are completed by experienced social workers. A minimum of four, two hour home visits are undertaken during the assessment. The agency provides assessment reports utilising the competency based assessment package”

Service Area(s)

Lists the areas in which this particular service may be provided and/or required. The agency is required to indicate the particular area in which the service may be provided. For example:

“Sydney metropolitan area”

“Moree, Narrabri and Inverell areas”

“Hunter Region”

Referral Phone Numbers

Provides information for DoCS staff on how the service can be contacted for further questions and/or referrals. Agencies will be responsible for notifying DoCS of any changes to these contact details. For example:

“Ph: 2345 6789”

“New England area: 3456 7890; Mid North Coast area: 4567 8901”

“NSW-wide referral line: 8000 9000”



Step 4 Checklist

- Complete target group for each service type the agency will provide under a Header Agreement
- Complete the description for each service type the agency will provide under a Header Agreement
- Complete the service area(s) for each service type the agency will provide under a Header Agreement
- Complete the referral phone numbers for each service type the agency will provide under a Header Agreement

Step 6 → What does the agency need to include in the cost of these service types?

Service Type Costs

When reviewing the draft Service Price List, DoCS may request further information for the discussion than what will be eventually recorded in the document.

Negotiations regarding cost per unit of service **are to include** the following:

1. Where unit costs have more than one element, the costs must be itemised (see Example One, Foster Care Training and Assessment)
2. Travel costs are to be separately itemised and the agency must identify what they are based upon. For example, the SACS award, DoCS guidelines (see Example One, Supervised Transport)
3. Where elements vary, these must be identified and listed. For instance, weekday business hours, weekday after hours, weekends, public holidays, after hours/crisis support, when a child does not attend school etc (see Example Two, Youth Worker Support)
4. Consider expenses specific to rural and metropolitan based services (see Example Four, Foster Care Assessment)
5. If costings differ between the care lengths supplied, provide the information on separate lines (see Example One, Foster Care)
6. If costings differ between service areas (geographical), provide the information on separate lines (see Example Four, Foster Care Assessment)
7. If costings differ between the care intensities (stages) supplied, provide the information on separate lines (see Example Three, Disability Care; Example Two, Residential Care)
8. The minimum staff time (retainer) that must be reimbursed if the child/young person exits the service in an unplanned manner (see Example Two, Accommodation)

The following factors must also be considered by the agency when determining costs for a particular service type.

COMPONENT SERVICES	
Service Type	Cost Factors
Youth Work Support	Travel Minimum contracted hours Rate variations (business vs after hours etc)
Supervised Contact	Booking, coordination and administration Travel costs/mileage Minimum contracted hours Rate variations (business vs after hours etc) Report writing
Supervised Travel	As for Supervised Contact, but must reflect the difference in what is provided. For example, a supervised contract report will cost more than a transport only report as it will contain a greater level of detail than a transport report.
Foster Care Assessment	Assessment rates Report writing rates Minimum/maximum hours
Accommodation	Rate variations (business vs after hours, school attendance vs no school etc) Daily vs Weekly rate If casework (implementation of the case plan) is provided, complete the residential care package service type
Behaviour Management Programming	Assessment rate Report writing rate Training rate
Residential Care	Respite care Supervising contact Youth worker costs Rate variations (business vs after hours; school attendance vs no school etc) Implementation of case plan
Foster Care	Minimum number of hours casework provided Supervising contact After hours support Report writing Implementation of case plan
Disability Care	Accommodation Supervising Contact Youth work support Programming Activities Implementation of case plan
Therapeutic Camps	Administration Accommodation Transport
Foster Care Training and Assessment	Booking, coordination, administration Advertising Training resources Assessment rates Report writing rates Minimum/maximum hours Travel

The following items **are not to be included** in the costs outlined in the Service Price List. They are items for which DoCS has an existing payment process and responsibility to provide. Foster carers are expected to use the carer allowance to purchase items that the child or young person in their care requires as per the current DoCS policies.

Item	Information
Childcare	That is, day care, after school care, holiday care or family day care
Clothing	General and school wear
Establishment Costs	For example, a bed, wardrobe etc
Loss or Damage	These insurance issues are outlined in the Header Agreement contract
Medical, Dental, Optical	General and specialised appointments and treatment
Pharmaceutical	Prescription based medication
Professional Therapy	For example, counselling, speech therapy etc
Recreational activities, hobbies	For example, sporting fees and equipment
School	General items (eg pens, books, pencils, etc) and school fees, text books, tutoring etc

Identification of GST

Both GST inclusive and GST exclusive prices must be provided.

Foster Carer Payments

Method of Payment

There are different practices on how foster carers are paid when a foster placement is purchased on a fee-for-service arrangement. Three possibilities have been identified:

- The agency requests DoCS to pay the foster carer directly. In this instance:
 - It will be the agency's responsibility to provide the appropriate details (eg banking details) to enable this payment to be instituted.
 - The payment to the foster carer will not be reflected in the Service Price List.
- The agency pays the foster carer. For this payment method:
 - The foster carer payment is to be listed in the Service Price List.
- The agency and DoCS pays the foster carer. Please note that:
 - It is important that the following section "Rate of Payment" is considered
 - It will be the agency's responsibility to provide the appropriate details (eg banking details) to enable this payment to be instituted
 - The foster carer payment is to be listed in the Service Price List.

Rate of Payment

Practices have deviated from existing DoCS policy on payments to foster carers supported by an agency. Current policy requires that payments to foster carers are made according to the assessed needs of the child/young person for which they are caring. However, it is acknowledged that agencies may provide a greater level of remuneration to their carers than the assessed DoCS rate and that DoCS assessment documents do not include professional foster care rates.

Therefore, there are two options available if agencies require their carers to be paid at rates which do not correspond with the DoCS care allowances. These are:

- DoCS directly pays the carer at the level assessed as appropriate for the child/young person. The difference between this rate and the agency rate is to be included in the invoice provided to DoCS as a separately identified item and paid by the agency to the carer.
- The agency invoices DoCS for both the service costs as well as the total carer payment. The carer payment portion is to be separately recorded. The agency then provides the desired level of payment to the carer.

Recording Rate and Method of Payment

The rate and method of payment may be recorded in two sections of the revised Header Agreement documents.

- Individual Client Agreement: The ICA contains a section to prompt DoCS and the agency to record the agreed method and rate of payment to be made to the foster carer for a specific child/young person. These details are recorded in section three under the heading, "Service Required and Costs".
- Service Price List: If the agency nominates to pay the foster carer the entire or a portion of the carer rate, the entire rate is to be specified in the Service Price List (see Example One in Step 5).



Step 5 Checklist

- Complete costing for each service type to be provided
- If service types include the provision of foster care, determine the manner in which the agency would like it's carers to be paid
- Ensure GST inclusive and exclusive costs have been provided
- If a service type has component cost elements, ensure these are listed.

Step 6 → What does it look like when completed?

Four examples will be provided on the following pages. These are for a fictional agency which provides:

- Supervised contact and transport, foster care and foster carer training and assessment (example one).
- Youth work support, accommodation and residential care (example two).
- Disability care and behaviour management programming (example three).
- Foster care assessment and therapeutic camps (example four).

Please note that following section has been excluded to optimise space.

Agency Name: ABC Dynamic

This Service Price List will be valid for the period **01.07.2005** to **30.06.2006**

It must be noted that:

1. The Header Agreement is not considered a finalised document without a completed Service Price List being included.
2. All services and prices You provide in the Service Price List are fixed for the duration of the Header Agreement. Additional service types may only be added after successful completion of an Expression of Interest process and completion of the Header Agreement Application Process.

Example One: Agency provides supervised contact, supervised transport, foster care and foster carer training and assessment

COMPONENTS: WHAT THE ORGANISATION CAN PROVIDE AS INDIVIDUAL SERVICE(S) SEPARATE TO A SERVICE PACKAGE.				
Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Supervised Contact <i>Red Bus Services</i>	<p><i>Target Group:</i> Children and young people 0 – 18 years. The children may have been in OOHC for some time or have just entered care. Children with challenging behaviours should not be referred to this service.</p> <p><i>Description:</i> Social workers and youth workers provide supervised contact in a variety of settings, including agency offices.</p> <p><i>Service Area(s):</i> Dubbo and surrounding areas.</p> <p><i>Referral Phone Number(s):</i> 1122 3344</p>	<p>Report writing rate / hour (minimum 1 hour for each contact event)</p> <p>Core Rates (Weekdays 8am – 6pm): NB: Two hour minimum Supervision rate / hour</p> <p>Weekday after hours (6pm – 10pm) Supervision rate / hour</p> <p>Weekends (Friday 10pm – Monday 8am) Supervision rate / hour</p>	<p>\$XX</p> <p>\$XX</p> <p>\$XX</p> <p>\$XX</p>	<p>\$XX</p> <p>\$XX</p> <p>\$XX</p> <p>\$XX</p>
Supervised Transport <i>Red Bus Services</i>	<p><i>Target Group:</i> Children and young people 0 – 18 years. The children may have been in OOHC for some time or have just entered care. Children with challenging behaviours should not be referred to this service.</p> <p><i>Description:</i> Youth workers transport children and young people to/from venues as required.</p> <p><i>Service Area(s):</i> Dubbo and surrounding areas.</p> <p><i>Referral Phone Number(s):</i> 1122 3344</p>	<p>Report writing rate / hour (minimum ½ hour for each event) if transport only.</p> <p>\$0.48 / km (SACS award)</p> <p>If service does not include supervised contact (NB: Two hour minimum, add km rate above): Core Rates (Weekdays 8am – 6pm): Supervision rate / hour</p> <p>Weekday after hours (6pm – 10pm) Supervision rate / hour</p> <p>Weekends (Friday 10pm – Monday 8am) Supervision rate / hour</p>	<p>\$XX</p> <p>\$XX / km</p> <p>\$XX</p> <p>\$XX</p> <p>\$XX</p>	<p>\$XX</p> <p>\$XX / km</p> <p>\$XX</p> <p>\$XX</p> <p>\$XX</p>

PACKAGES: WHAT THE ORGANISATION CAN PROVIDE AS A GROUP OF SERVICES TO A CHILD/YOUNG PERSON.

Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Foster Care <i>Sunshine Placement Services</i>	<p><i>Target Group:</i> Children 0 – 18 years who have high support needs (difficulties with education and school attendance, require consistent attention, have difficulties in social situation, verbally aggressive but not physically aggressive).</p> <p><i>Description:</i> Professional foster care placements are provided for single and sibling groups with carers who have completed the ACWA foster carer training package and other specialised training. Short term and respite care provided.</p> <p><i>Service Area(s):</i> Central Coast and Hunter regions</p> <p><i>Referral Phone Number(s):</i> 2222 3333</p>	<p>(Agency pays carers)</p> <p><i>Short term:</i> Single child / week Carer payment / week Sibling group of two children placed together / week Carer payment / week</p> <p><i>Respite Care:</i> Per night (3.30pm – 10.00am) Carer Payment 5pm Friday – 5pm Sunday Carer payment</p>	<p>\$XX \$XX \$XX \$XX \$XX \$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX \$XX \$XX \$XX</p>
Foster Care <i>Sunshine Placement Services</i>	<p><i>Target Group:</i> As above.</p> <p><i>Description:</i> As above. Medium term care provided.</p> <p><i>Service Area(s):</i> Central Coast and Hunter regions</p> <p><i>Referral Phone Number(s):</i> As above</p>	<p>(Agency pays carer)</p> <p>Foster Carer remuneration / week Respite weekend (x 2) Casework support (6 hours / week)</p> <p>Total daily Total weekly</p>	<p>\$XX \$XX \$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX \$XX \$XX</p>
Foster Care Training & Assessment	<p><i>Target Group:</i> Adolescents with intensive support needs (unlikely to be attending school, physical and verbal aggression, some risk taking behaviours, history of placement breakdowns, presenting with mental health issues).</p> <p><i>Description:</i> Specific recruitment, training and assessment of foster carers for young people with intensive support needs to create Professional Care placements. Assessment and training provided by registered psychologists and social workers with child and family experience.</p> <p><i>Service Area(s):</i> Mid North coast region.</p> <p><i>Referral Phone Number(s):</i> 3333 4444</p>	<p><i>Recruitment:</i> Advertising allocation Administration (10 hours)</p> <p><i>Training:</i> Five day training package (for 12 couples/placements) includes training materials, venue, catering, staff time & two hours for prep and debriefing.</p> <p><i>Assessment:</i> Interview rate / hour (minimum 8 hours) Report rate / hour (minimum 5 hours) <i>Handover/Briefing meeting</i> (2 hours) <i>Total</i></p>	<p>\$XX \$XX \$XX \$XX \$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX \$XX \$XX \$XX</p>

Example Two: Service provides youth work support, accommodation and residential care.

COMPONENTS: WHAT THE ORGANISATION CAN PROVIDE AS INDIVIDUAL SERVICE(S) SEPARATE TO A SERVICE PACKAGE.				
Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Youth Work Support	<i>Target Group:</i> Male and females aged between 13 & 15 years with medium to high support needs such as verbal aggression, low level of social skills, poor school attendance and records, require clear instruction and are attention seeking.	Weekdays (7am – 7pm) Per hour Per seven hour day	\$XX \$XX	\$XX \$XX
Kool Kare	<i>Description:</i> Youth workers with minimum of 2 years experience, Solution Focused approach is utilised. <i>Service Area(s):</i> Western Sydney and Blue Mountains areas <i>Referral Phone Number(s):</i> Western Sydney, 4444 5555; Blue Mountains, 5555 4444	After hours (7pm – 7am) Per hour Per seven hour shift Weekend (Friday 7pm – Monday 7am) Per hour Per seven hour shift	\$XX \$XX \$XX \$XX	\$XX \$XX \$XX \$XX
Accommodation	<i>Target Group:</i> Males aged 14 – 16 years who are attending school/vocational training regularly, are not have verbal or physical aggressive, and have are able to live with other young people.	Daily rate Weekly rate Report writing / hour Meeting attendance / hour Unplanned Exit Penalty (2 x daily rate)	\$XX \$XX \$XX \$XX \$XX	\$XX \$XX \$XX \$XX \$XX
Gwydir House	<i>Description:</i> Residential accommodation provided for crisis and short term. Placement is made in one of three houses of four males. <i>Service Area(s):</i> Residences located in Armidale and Tamworth. Referrals accepted from these areas. <i>Referral Phone Number(s):</i> 5555 6666			

PACKAGES: WHAT THE ORGANISATION CAN PROVIDE AS A GROUP OF SERVICES TO A CHILD/YOUNG PERSON.

Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Residential Care Steps (Stage one: First step)	<p><i>Target Group:</i> Male and young people 14 – 18 years with intensive support needs (ie unlikely to be attending school, risk taking behaviour (excl. self harming), verbal and physical aggression, violence towards others and property, low level of social skills, experimentation in drugs – but does not have a drug dependence).</p> <p><i>Description:</i> Single and group residential placements are provided with youth workers implementing a specifically designed behaviour modification program. Clients move through a four stage program designed to reduce the needs of the young person. Stage one focuses on identifying key behaviours and establishing an appropriate behaviour management program (6 weeks).</p> <p><i>Service Area(s):</i> Tweed Heads and surrounding areas.</p> <p><i>Referral Phone Number(s):</i> 6666 7777</p>	<p>Single residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p> <p>Group residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>
Residential Care Steps (Stage 2: Moving forward)	<p><i>Target Group:</i> As above</p> <p><i>Description:</i> As above. Focus is on stabilising target behaviours (4 weeks).</p> <p><i>Service Area(s):</i> Tweed Heads and surrounding areas</p> <p><i>Referral Phone Number(s):</i> As above.</p>	<p>Single residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p> <p>Group residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>
Residential Care Steps (Stage 3: The Next Step)	<p><i>Target Group:</i> As above.</p> <p><i>Description:</i> As above. Focus is on targeting other behaviours that the young person needs to address as well as developing living skills (6 weeks) and transitioning to another placement option.</p> <p><i>Service Area(s):</i> Tweed Heads and surrounding areas</p> <p><i>Referral Phone Number(s):</i> As above.</p>	<p>Single residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p> <p>Group residence: Daily Weekly (Presuming school attendance) Worker if no school attendance / day</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>	<p>\$XX \$XX \$XX</p> <p>\$XX \$XX \$XX</p>

Example Three: Disability care and behaviour management programming.

COMPONENTS: WHAT THE ORGANISATION CAN PROVIDE AS INDIVIDUAL SERVICE(S) SEPARATE TO A SERVICE PACKAGE.				
Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Behaviour Management Programming	<p><i>Target Group:</i> Children and young people aged 8 – 16 years with moderate to severe intellectual disability.</p> <p><i>Description:</i> Assessment, program development and training of key stakeholders is provided. Based on “Xanadu” intervention model.</p> <p><i>Service Area(s):</i> Coffs Harbour to Taree to Armidale area.</p> <p><i>Referral Phone Number(s):</i> 7777 8888</p>	Assessment / hour (min. 7 hours)	\$XX	\$XX
		Program development / hour (min. 5 hours)	\$XX	\$XX
		Report writing / hour (min 3 hours)	\$XX	\$XX
		Training for implementation / hour (min 3 hours)	\$XX	\$XX
		Total	\$XX	\$XX

PACKAGES: WHAT THE ORGANISATION CAN PROVIDE AS A GROUP OF SERVICES TO A CHILD/YOUNG PERSON.				
Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Disability Care <i>Taylor's House</i>	<p><i>Target Group:</i> Male and female 12 - 14 years, Mild – moderate intellectual disability. The child should be attending school or education program and be able to complete general self-care tasks.</p> <p><i>Description:</i> Short term and respite care provided in a group home setting. Four houses of six children are staff by workers with training in disability area.</p> <p><i>Service Area(s):</i> Illawarra region, houses located at Nowra, Shell Harbour, Wollongong (2).</p> <p><i>Referral Phone Number(s):</i> 8888 9999</p>	Short term: Daily rate	\$XX	\$XX
		Weekly rate	\$XX	\$XX
Disability Care <i>Skye Place</i>	<p><i>Target Group:</i> Male and female 14 - 18 years, mild to moderate physical and/or intellectual disability. The child attends an education program, requires supervision and assistance to complete general self care task and may require medical aids/support.</p> <p><i>Description:</i> Short term and medium term care provided in a group home setting. Two houses of four children are staff by workers with training in disability area with nursing and other medical support.</p> <p><i>Service Area(s):</i> Grafton and Kempsey.</p> <p><i>Referral Phone Number(s):</i> 9999 0000</p>	Respite care: Daily rate	\$XX	\$XX
		Weekly rate	\$XX	\$XX
		Weekend (Friday 5pm – Monday 9am)	\$XX	\$XX
		Specialised nursing care: Daily rate	\$XX	\$XX
		Weekly rate	\$XX	\$XX

Example Four: Foster care assessment and therapeutic camps.

COMPONENTS: WHAT THE ORGANISATION CAN PROVIDE AS INDIVIDUAL SERVICE(S) SEPARATE TO A SERVICE PACKAGE.				
Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Foster Care Assessment	<p><i>Target Group:</i> New and existing foster carers for children/young people 14 – 16 years.</p> <p><i>Description:</i> Specialised foster carer assessments of new and existing foster carers by social workers. Minimum of 20 hours to complete assessment and provide final report.</p> <p><i>Service Area(s):</i> Sydney Metropolitan region.</p> <p><i>Referral Phone Number(s):</i> 9876 5432</p>	Assessment / hour (min. 8 hours)	\$XX	\$XX
		Travel / hour (as required)	\$XX	\$XX
		Report writing / hour (min. 4 hours)	\$XX	\$XX
		Handover meeting / hour (min. 2 hours)	\$XX	\$XX
		Km's (SACS award)	\$XX /km	\$XX /km
		Total (excl. travel costs)	\$XX	\$XX
Foster Care Assessment	<p><i>Target Group:</i> New and existing foster carers for children/young people 14 – 16 years.</p> <p><i>Description:</i> Specialised foster carer assessments of new and existing foster carers by social workers. Minimum of 20 hours to complete assessment and provide final report.</p> <p><i>Service Area(s):</i> NSW country regions.</p> <p><i>Referral Phone Number(s):</i> 8765 4321</p>	Assessment / hour (min. 8 hours)	\$XX	\$XX
		Travel / hour (as required)	\$XX	\$XX
		Report writing / hour (min. 4 hours)	\$XX	\$XX
		Handover meeting / hour (min. 2 hours)	\$XX	\$XX
		Km's (SACS award)	\$XX /km	\$XX /km
		Total (excl. travel costs)	\$XX	\$XX

PACKAGES: WHAT THE ORGANISATION CAN PROVIDE AS A GROUP OF SERVICES TO A CHILD/YOUNG PERSON.

Service Type	Service Description	Cost		
		Item	Excl. GST	Incl. GST
Therapeutic Camps	<p><i>Target Group:</i> Males 10 – 14 years who (i) have experimented with substance use and/or have families that are drug and/or alcohol dependent, or (ii) have a diagnosed mental health illness.</p> <p><i>Description:</i> 3 & 5 day camps provided for 12 boys. Camps can be designed according to need to develop self-esteem, educate about drug & alcohol or for boys with specific mental health issues (eg depression).</p> <p><i>Service Area(s):</i> Referrals taken from across the state, with camps provided in the Central Coast area.</p> <p><i>Referral Phone Number(s):</i> 8765 4321</p>	<p>Basic camps: 3 day 5 day</p> <p>Specialised camps: Development of specialised programs (min. 28 hours)</p> <p>Does not include transport to/from camps.</p>	<p>\$XX \$XX</p> <p>\$XX</p>	<p>\$XX \$XX</p> <p>\$XX</p>

Step 7 → Now the Service Price List has been completed, what next?

The agency must contact DoCS once they have completed a draft of the Service Price List.

DoCS will check all necessary information has been included and may invite the agency to discuss the list in more detail.

Cost increases will not be automatically agreed to by DoCS.

Once agreement has been reached, the Service Price List is finalised and included in the agency's Header Agreement.

DoCS will provide two signed copies to the agency who will sign both and return them to DoCS Region. Once a DoCS staff member signs the contract, one will be returned to the agency for their records.