

# Child Safety PROCEDURE

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**Title:** Child Related Costs – Health and Wellbeing

**Procedure No:** 645.1-3

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## Purpose

This procedure guides the use of Child Related Costs (CRC) when funding health and wellbeing related services required to support children and young people in care or who have had a care experience, which includes children and young people subject to statutory intervention with Child Safety or support service cases.

This procedure is to be used in line with the Child Related Costs Policy (CRC Policy) – 645.

## Scope

CRC Health and Wellbeing covers a variety of services that may be required to support children and young people in care or who have had a care experience.

The following categories are part of the CRC Health and Wellbeing procedure and show the associated General Ledger (G/L) Account Code:

- General health services (G/L Account Code: 530415)
- Specialist physical health services (G/L Account Code: 540413)
- Specialist mental health services (G/L Account Code: 530409)
- Hospital services (G/L Account Code: 530411)
- Dental and orthodontic services (G/L Account Code: 530414)
- Parental substance testing services (G/L Account Code: 530412)

General Practitioners (GP) and public health services that provide bulk billing options for medical treatment are to be accessed as a first option for children and young people in care.

Where a range of individual specialist visits have been recommended as part of the comprehensive health assessment for the child or young person's Child Health Passport, Child Safety will incur all costs for specialist appointments through CRC.

Prior to accessing CRC Health and Wellbeing, it is requested that where possible, other sources of reimbursement be accessed as a first option for children and young people in care (for example, the Medicare threshold, Pharmaceutical Benefits Scheme (PBS), Patient Travel Subsidy Scheme). This includes accessing General Practitioners (GP) and public health services that provide bulk billing options for medical treatment.

For further information please refer to the following web sites:

- [www.humanservices.gov.au/individuals/medicare](http://www.humanservices.gov.au/individuals/medicare)
- [www.health.qld.gov.au/mass](http://www.health.qld.gov.au/mass)
- [www.health.qld.gov.au/services](http://www.health.qld.gov.au/services)
- <http://www.pbs.gov.au/info/about-the-pbs>

In addition, carers and/or child or young person's Health Care Card must also be utilised on all occasions, where possible. Please refer to the following link for further information on Health Care Cards:

- <https://www.humanservices.gov.au/individuals/services/centrelink/health-care-card>

### **Process**

Upon a CRC request being received by the Child Safety Officer (CSO), the CSO is to refer to the CRC Policy – 645 and the corresponding procedure to determine if the request meets the guidelines for CRC.

Once the CSO has determined that the guidelines are met, the CSO can progress the request for approval. To progress approval the CSO will consult with their Business Officer and relevant financial delegate for the request.

Business Officers in each Child Safety Service Centre (CSSC) are authorised to manage and pay requests up to and in accordance with their delegated authority.

The carer, child, young person or parent will be required to provide receipts for all reimbursement requests.

For requests for payment/reimbursement of \$100 or under, a CRC form is not required. Consultation between the Business Officer, CSO and Senior Team Leader is required to determine the outcome of the request. If the request is supported, the Business Officer will approve the request and process the reimbursement.

For requests for payments/reimbursements over \$100 a completed CRC form is required. Consultation between the CSO, Senior Team Leader and the financial delegate is required to determine the outcome of the request. If the request is supported, the financial delegate will approve the request and Business Services will process the reimbursement.

*A link to the financial delegations has been provided under Delegations at the end of this procedure.*

Child Safety Officers will:

- Consider the use of CRC as part of the case planning processes.
- Make sure carers are aware of how to request CRC for unplanned expenses as they arise.
- Make sure CRC support is consistent with the case plan and/or supportive of the care arrangement.

Business Officers will:

- Ensure the correct CRC G/L Account Code is used
- Ensure all transactions are substantiated, and necessary substantiating documentation (for example, invoices and receipts) is filed to ensure an audit trail.

Should the request not be supported, the CSO will inform the person making the request of the outcome including an explanation for the decision.

### **Private Health Cover and Carer Allowances**

Carers may obtain private health insurance for a child or young person in their care (or add a child or young person to their existing policy) at their own expense. In circumstances where health services (i.e. medical, dental, orthodontic or mental health service) are required for a child or young person, which is unavailable or cannot be provided in a timely manner through the public health system, the carer can use the health services under their private health insurance and Child Safety will pay the gap fee for the required treatment. Approval from the identified financial delegate will need to be obtained prior to any treatment being received by the child or young person.

Where a child or young person has identified health and wellbeing needs that require ongoing treatment, consider utilising the High Support Needs Allowance (HSNA) or Complex Support Needs Allowance (CSNA) to support the carer to meet the costs quickly and efficiently.

Where a carer is already receiving HSNA or CSNA to meet the health and wellbeing needs, the CRC Health and Wellbeing reimbursement will not be provided. However, where the HSNA or CSNA is provided to meet other needs *not* associated with the child's direct health and wellbeing then Child Safety will meet the costs incurred under categories for CRC Health and Wellbeing outlined below.

### **Categories for CRC Health and Wellbeing**

For funding requests for health and wellbeing services for a child or young person with a diagnosed disability, please ensure all necessary services are included in their current National Disability Insurance Scheme (NDIS) plan.

#### **General health services (G/L Account Code: 530415)**

The Fortnightly Caring Allowance covers all general medical expenses such as:

- Costs incurred for consulting a GP including the Medicare gap
- All one-off prescribed and non-prescribed pharmaceuticals

Costs included in this category related to any ongoing medical treatment, diagnostic tests and pharmaceuticals not covered by the PBS.

Expenditure under this category can include:

- Child Health Passports - all costs associated with the following:
  - comprehensive health assessment completed for a child or young person entering care
  - the development of a health management plan to be integrated with other plans, for example, a child's case plan or education support plan
  - ongoing monitoring and assessment, including annual reviews (or more frequent reviews for a child aged less than five years).
- where a young person is living independently and requires general (non-specialist) medical assessment and treatment.
- diagnostic tests, as referred by a general practitioner or specialist, as part of ongoing medical treatment, including X-rays, scans, pathology tests, hearing and eye tests
- interstate ambulance costs

- extraordinary or on-going pharmaceutical expenses that are not covered under the Health Care Card such as:
  - non-prescribed medication and treatments for an ongoing medical condition as recommended by a medical practitioner
  - ongoing pharmaceuticals prescribed by a medical practitioner and not covered by the PBS
  - vaccination and immunisation costs, where vaccinations are listed on the Australian Standard Vaccination Schedule, or for any vaccination or immunisation that is recommended in writing by a medical practitioner (the Australian Standard Vaccination Schedule is available online:
    - <https://www.mydr.com.au/kids-teens-health/vaccination-australian-standard-vaccination-schedule>
  - specialised meal supplements for a stabilised or permanent functional disability as determined by an approved case plan, unless these are covered by the high support needs allowance or through the child's NDIS plan.
- Where relevant, treatment is to be detailed in the child's case plan and comprehensive health assessment.

### **Specialist – Physical Health (G/L Account Code: 530413)**

This category is to be used when a child or young person requires ongoing specialist assessment and/or treatment as part of continuous medical treatment relative to physical health needs as recommended by a GP, specialist or other qualified professional (i.e. speech therapy, physiotherapy or mobility aids), and these assessments or treatments are not related to disability and covered by a child's NDIS plan.

Mobility aids and equipment can include:

- optical equipment
- audio logical aids
- aids and equipment for a child or young person with a disability (for example, nebulisers, wheelchairs, incontinence aids, diabetes home tests).

Where possible it is requested that services be sought from a practitioner who provides a bulk billing service. For all equipment required the Medical Aids Subsidy Scheme (MASS) will be accessed in addition to NDIS, if applicable. MASS provides subsidised medical aids and equipment from an approved list for holders of a Health Care Card who have a stabilised or permanent functional disability. Applications for MASS are made by a health professional following a needs assessment.

For more on MASS contact your local MASS service centre, health care professional/provider or community health centre or go to the MASS website at: <https://www.health.qld.gov.au/mass>

The NDIS funds aids and equipment for its participants that are related to their disability. More information can be found at [www.ndis.gov.au](http://www.ndis.gov.au).

### **Specialist – Mental Health (G/L Account Code: 530409)**

This category is to be used when a child or young person requires ongoing psychiatry or psychology specialist assessments and/or treatment.



**Hospital Services (G/L Account Code: 530411)**

This category is to be used when a child or young person requires hospital services. Unless hospital services are required in an emergency, hospital admission of a child or young person must be authorised by a GP or a specialist.

Where possible the public hospital is to be accessed in the first instance. If admission as a public patient is not possible within the timeframe recommended in writing by the GP or specialist, then the CSSC Manager may grant permission for the child or young person to access the private health system.

Where a carer chooses to use a private or intermediate hospital when a public hospital vacancy is available within the recommended timeframe, the carer is required to meet the additional costs.

**Dental and Orthodontic (G/L Account Code: 530414)**

This category is to be used when a child or young person requires dental or orthodontic treatment and where access to public services is not available.

*Dental treatment is not covered by the Fortnightly Caring Allowance.*

The child or young person's carer will arrange for the child or young person to visit a dental hospital, school dental clinic, or a local dentist every six months.

Queensland Health provide free dental care for children and young people from four years of age up to young people who have not completed year 10, this treatment includes general dental care and emergency dental care. For more information please refer to the following web site:

<https://www.health.qld.gov.au/oralhealth/services/school>

If orthodontic treatment is required and advised by a qualified dental/orthodontic surgeon, CRC can cover the costs associated with all ongoing orthodontic treatment. Refer to the financial delegate schedule (referenced on page 3) for approval requirements.

If a carer chooses to use their private health cover for dental and/or orthodontic treatment and the required financial delegate has provided their prior approval for this to occur Child Safety will utilise CRC to pay the gap fee for the required treatment.

**Substance Testing – Parents (G/L Account Code: 530412)**

This category is used for the costs associated with substance testing of a parent. Where there are indicators that a parent is engaging in serious and persistent substance misuse, contributing to a child or young person being in need of protection, substance testing may be required as part of the case plan for ensuring the child or young person's safety and wellbeing.

**Authority:**

*Child Protection Act 1999*

*Financial Accountability Act 2009*

**Delegations:**

The use of CRC will be in accordance with departmental financial delegations and standards.

[Financial Delegations](#)

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**Office:** Investment and Commissioning

**Help Contact:** Family Based Care and Support

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**Links**

*Related Policy*

CRC – 645

Case Planning (263)

Early Childhood Education and Care Participation Minimum Gap Payment Policy – CPADC 640-2

*Related Procedures*

CRC – Education and Child Care Support 645.2

CRC – Travel Support 645.3

CRC – Child and Young Person Support 645.4

CRC – Carer Support 645.5

Child Safety Practice Manual

## **Related Legislation**

*Financial Accountability Act 2009*

*Child Protection Act 1999*

*Child Protection Regulation 2023*

*Adoptions Act 2009*

*Human Rights Act 2019*

## **Related Guidelines**

Money matters

## **Forms**

CRC Approval Form

## **Rescinded Policies/Procedures**

Child Related Costs – Medical CPD596-5

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