
YSC Induction Workshops 2011 – New Program Parameters

DMA Questions Log – Townsville & Brisbane

August/September 2011

<p>In question 5 of the closure form – there is a question relating to why was the client closed?</p>	<p>DET IT has agreed to add the following option to the why client file was closed in the outcomes form – the option will be</p>
<p>There is no options alluding to:</p> <ul style="list-style-type: none"> • YSC will continue to work with young person at a later date • Closed for Administration purposes 	<p>“End of Year. Case may resume in new year”</p>
<p>Can managers still access data reports for their organisations?</p>	<p>Yes – Managers can still access reports specific to their organisations which will align with service numbers.</p>
	<p>Managers are able to download the information from the data system into a report that can then be attached in OASIS to meet the funded output requirement.</p>
	<p>Managers will need to contact Juliette Williams (O4Y) to gain access to the system.</p>
<p>Source of referral? Please clarify who fits under ‘school administration’?</p>	<p>School administration includes Deputy Principals and Heads of Departments – not just the staff in the school office.</p>
	<p>YSCs need to be mindful about what you are entering into the ‘other’ section of this intake form as it may already exist in the list. If things are captured in ‘other’ instead of through the list available they will not be accurately captured through the data reports.</p>
<p>How do YSCs record if young person did not give consent for their names to be shared with the Principal?</p>	<p>YSCs will click the option REFERRED in Q22 of the Intake form and then under ‘other’ record – ‘Young Person refused to share information with the Principal’</p>
<p>Why have:</p> <ul style="list-style-type: none"> • Provision of information • Individual counselling <p>been removed from the outcomes form?</p>	<p>Provision of information was considered by the DoCS to be a given as part of the YSC service provision and was not a useful data question. Individual counselling was removed because that is not a function of the YSCI - YSCs provide personal support not counselling.</p>
<p>What happens when a YSC needs to amend a client form after they have</p>	<p>YSCs cannot make any changes to forms after they have been closed. In a</p>

<p>been closed?</p>	<p>case where a YSC needs to amend the data – they need to contact the Juliette Williams, Office for Youth (DoCS) or the YSCI@communities.qld.gov.au mailbox.</p> <p>Please ensure that the outcome form is not closed until the YSC has concluded supporting a young person. The only exception to this is end of year mandatory closure.</p>
<p>YSC Client Evaluation form? How often do YSCs get young people to complete this?</p>	<p>This is not a mandatory process for YSCs – however if there is capacity it will provide the Office for Youth with information to argue through government about young people providing information about quality of service received from the YSCI.</p> <p>A new form has been released and distributed to YSCs via email from the Office for Youth. Once young people have completed the form YSCs can organise to have these faxed back to the YSCI team or scanned in and email to the YSCI@communities.qld.gov.au mailbox.</p>
<p>How often do YSCs update their data with regards to inputting hours?</p>	<p>YSCs are required under the YSCI Program Guidelines to input data into the DMAv2 every 2 weeks or within 2 weeks of seeing or working on behalf of a young person.</p> <p>This does not mean that cases need to be closed every two weeks – instead an ongoing record of time spent with or on behalf of clients need to updated regularly.</p> <p>This is done in the following questions on the DMA:</p> <ul style="list-style-type: none"> • Q23 of the intake form if the time is related to a casual or indirect case or where you are building a relationship with the young person • Q15 of the outcomes form if the time is related to case management – time with or on behalf of a client or • Q16 of the outcomes form if the time is related to young person's attendance in a YSCI group.

DoCS and DET may be required to utilise data at any point throughout the period of the YSCI and encourage YSCs to input data on this regular basis to ensure that the 'point in time' data is as up to date and as accurate as possible.

Where do YSCs direct their questions regarding DMAv2?

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