



Families and Children Activity Newsletter

Issue 5 | June 2022



What is in this issue?

This issue focuses on:

- [general reminders for service providers](#)
- [important information on the Families and Children Activity review point](#)
- [reminders about program logics](#)
- [reminders about Data Exchange requirements that take effect on 1 July 2022](#)
- [a pre-recorded Data Exchange webinar that will be published soon](#)
- [information on the Data Exchange client survey](#)
- [important information on activity work plans](#)
- [important information on promoting vaccination.](#)

The department encourages service providers to circulate this newsletter to their staff. If staff would like to receive the newsletter directly, they can send requests with their email addresses to families@dss.gov.au.

The department is open to feedback on the frequency, format and content of the newsletter. If you have suggestions, please contact families@dss.gov.au.



Friendly reminders

Overdue milestones in grant agreements

If you think your organisation will miss a milestone in its grant agreement, please notify your Funding Arrangement Manager (FAM) as soon as possible.

Changing service areas in grant agreements

If your organisation seeks to change one or more service areas in its grant agreement, you must send a written request to your FAM. Your FAM will initiate a formal process to consider the request.



Review point

An important reminder for service providers

- If your organisation has a five-year grant agreement under the Families and Children (FaC) Activity, it will be subject to a performance review in September 2023 (also known as a 'review point').
- **Your organisation *must* meet a set of requirements by the review point.** The requirements are described in 'review point assessment criteria' in operational guidelines. Operational guidelines for each grant are available on the [FaC Activity webpage](#).
- **Many requirements take effect from 1 July 2022** and others are already in effect.
- As part of the performance review, the department will look at the quantity and quality of data that your organisation reports in the Data Exchange, including client outcomes data, during the period 1 July 2022 to 30 June 2023.
- **If your organisation does not meet one or more requirements by the review point**, and the department has concerns, your organisation will be required to work with the department to resolve any issues.
- For further information, please read the operational guidelines for your organisation's grant(s) on the [FaC Activity webpage](#).



Program logics

Draft program logics

- **Draft program logics were due to the department by 31 March 2022.**
- If your organisation is encountering any challenges in preparing and submitting a draft, please contact your FAM.

Resources to help service providers

The department strongly encourages providers to read the following resources on developing program logics for the FaC Activity:

- [Program logic requirements for FaC service providers](#)
- [FaC program logic – assessment checklist](#)
- [FaC program logic template - blank](#)
- [FaC program logic example 1 – single service](#)
- [FaC program logic example 2 – multiple services.](#)



Data Exchange

Mandatory DEX requirements take effect on 1 July 2022

- From 1 July 2022, service providers must report data in accordance with the requirements of the DEX Partnership Approach.
- To understand the DEX requirements for your grant(s), refer to [Program-specific guidance for Commonwealth Agencies in the Data Exchange](#).
- If your organisation has a five-year grant agreement, it must meet additional DEX requirements, which are described in 'review point assessment criteria' in operational guidelines. Operational guidelines for each grant are available on the [FaC Activity webpage](#).
- If your organisation has any concerns, please raise these with your FAM as soon as possible.

Another DEX webinar

- The department is pre-recording a DEX webinar on Standard Client/Community Outcome Reporting (SCORE) for FaC Activity providers.
- The department will circulate a hyperlink to the webinar once it is available.
- Please make sure your organisation's contact details for its grant(s) are up to date.

Learn more about DEX reports

- The department has explained some of its DEX reports in several monthly DEX updates:
 - [DEX Update October 2021 \(Organisation Overview report\)](#)
 - [DEX Update November 2021 \(Organisation Data Quality report\)](#)
 - [DEX Update February 2022 \(Client Outcomes report\)](#).
- To subscribe to the mailing list for DEX updates, go to the [notifications and updates webpage](#) on the DEX website and click the button *Subscribe to our updates*.

DEX client survey

- The DEX client survey is underway. Please note the survey does not apply to Specialised Family Violence Services.
- Thank you for your continued support in administering the survey. The department is encouraged by the early response rate of 1475 completed surveys, however, there is a long way to go to achieve a representative sample size, so please continue to encourage your clients to participate.
- Each provider with participating clients will receive a report from Australian Survey Research on their clients' responses. The report will be a valuable resource for your organisation, especially if the results are statistically representative of your client population.



Activity Work Plans

Activity Work Plan Reports

- Your organisation's **Activity Work Plan (AWP) Report is due 15 August 2022.**
- Preparing an AWP Report is a timely opportunity to review and update your organisation's AWP for financial year 2022-23 (e.g. setting new client targets).

Client targets in AWP

- Your organisation must set client targets for the total number of clients it expects to support in each financial year.
- This means your organisation should be setting targets for financial year 2022-23 in the near future.
- **Each target must be a whole number (e.g. '84 clients')**, not a range, percentage, ratio or anything other than a whole number.
- To help providers set client targets, the department has improved the clarity of its guidance on client targets in its [AWP Guidance](#) document.

New AWP template and guidance for CfC FP

- The department published a [new AWP template for CfC FP](#) in March 2022.
- **Facilitating Partners (FPs) must submit AWP**s on the new template by **30 June 2022.**
- To help FPs understand and complete the new template, the department has published detailed guidance in its [AWP Guidance](#) document.

Updating CfC FP AWP

s over time

- If your organisation's AWP states that some information is yet to be confirmed (e.g. details of community partners that will deliver activities), the department expects your organisation to update and resubmit its AWP once it has confirmed that information.
- This applies to your organisation's current AWP for financial year 2021-22.



Promoting vaccination

- We all have a role to play in promoting vaccination as a safe and effective shield from the serious impacts of COVID-19 and influenza this winter, as Australia manages the impacts of both infectious diseases for the first time.
- COVID-19 vaccination rates of Australia's children, in particular, are low. Vaccination rates among children with disability are lower than those of the general population of the same age. Some children with disability are particularly at risk of serious disease from both COVID-19 and influenza.
- We have developed a [stakeholder kit](#) to assist you in informing families about steps they can take to protect themselves this winter, with a particular focus on people with disability.
- We also recommend the [National Disability Services' podcast](#) featuring a child with disability describing their COVID-19 vaccination journey.
- If you would like any further information, please contact the portfolio COVID-19 response team at DC_COVID19Response@dss.gov.au.