



Transition Out Plan

Question & Answers

1. What is a Transition Out Plan?

The purpose of the Transition Out Plan is to capture activities that will be completed by existing providers to decommission Department of Social Services (DSS) funded carer support programs.

The department expects to see one Transition Out Plan reflecting all of the programs currently funded, across all areas as applicable for your organisation.

Transition Out Plans are referred to in most existing program guidelines and funding agreements.

2. What programs are to be captured in the Transition Out Plan?

Only DSS funded carer support programs are to be included in the Transition Out Plan:

- Counselling, Support, Information and Advocacy (CSIA)
- Commonwealth Respite and Carelink Centres (CRCC)
- Consumer Directed Respite Care (CDRC)
- Carer Information Support Services (CISS)
- National Carer Counselling Program (NCCP)
- Disability Mental Health and Carers Program – Dementia Education and Training for Carers (DETC)
- Mental Health Respite: Carer Support (MHR:CS)
- Young Carers Respite and Information Service Provision (YCRISP)
- Respite Support for Carers of Young People with Severe or Profound Disability (RSCYP)

3. Who must complete a Transition Out Plan?

All existing providers currently funded to deliver services to carers are asked to complete a Transition Out Plan.

4. Who is accountable for the completion and execution of the Transition Out Plan?

The department holds the leader of your organisation – such as the Chief Executive Officer or person in a similar role - as accountable for the submission to the department of a completed Transition Out Plan and the execution of all activities outlined in the

Transition Out Plan. You are encouraged to appoint a single person to be responsible for the completion of the Transition Out Plan, on behalf of your organisation.

5. Why are Transition Out Plans required by the department?

The Transition Out Plan will assist your organisation in planning and completing the many activities that will be required, ahead of the cessation of your funding agreement.

Activities for your organisation will include supporting carers to transition to the new Carer Gateway service providers. Supporting carers is important in ensuring continued services and helping carers understand the changes, during the transition period and before Carer Gateway service providers are established in April 2020.

The department will be offering currently funded organisations of carer programs an extension to their existing grant agreements from 1 December 2019 to 31 May 2020. If your organisation elects to accept the offer of funding extension, it is the expectation of the department that carers can continue to get support through your organisation until the establishment of the new Carer Gateway service providers in April 2020.

6. What are the important dates in respect to a Transition Out Plan?

The department will be offering currently funded organisations of carer programs an extension to their existing grant agreements from 1 December 2019 to 31 May 2020.

To enable existing providers to plan and implement transition activities, the due date for submission of the Transition Out Plan is:

- **3 February 2020**, if your organisation is accepting the offer of the funding extension and will decommission programs as at 31 May 2020.

Your completed Transition Out Plan must be emailed to CarerSupport@dss.gov.au and you should use the Transition Out Plan Guidance document accompanying the notice letter, as the template for your Plan.

If your organisation is Not accepting the offer of the funding extension and will decommission programs as at 30 November 2019, you are asked to contact the department **as soon as possible** via CarerSupport@dss.gov.au to agree planning and the completion of important Transition Out activities.

7. How do providers submit a completed Transition Out Plan to the department?

You should use the Transition Out Plan Guidance document that accompanied the letter to your organisation dated **25 October 2019**, to complete the Plan. The Plan must be emailed to CarerSupport@dss.gov.au

8. What will the department do with the Transition Out Plans?

The department will review all Transition Out Plans and provide feedback to your organisation, as to the suitability and completeness of your Plan.

9. What support is available to providers for the completion and execution of a Transition Out Plan?

You should refer to the Transition Out Plan Guidance document as accompanied the letter to your organisation.

You may also discuss the Transition Out Plan, with your Funding Arrangement Manager.

10. Where can providers find more information on what is changing for carer programs?

For more information on the changes to carer programs including implementation please go to: www.dss.gov.au/disability-and-carers-carers/integrated-carer-support-service-implementation-updates-and-information