

FAQ on HACC-PYP reporting

Oct 2020

Purpose

This Frequently Asked Questions (FAQ) updates Home and Community Care Program for Younger People (HACC-PYP) reporting advice. As of 1 July 2020 agencies will report workers hours for some activities and block grants via the Home and Community Care Minimum Data Set (HACC MDS). This will streamline reporting and reduce the number of annual narrative reports agencies need to provide.

If you have difficulty implementing the refreshed reporting arrangements please contact your Agency Performance & System Support Advisor and/or the HACC MDS helpdesk haccmds.data@dhhs.vic.gov.au

Who needs to report

All agencies funded to deliver Home and Community Care Program for Younger People (HACC-PYP) should report hours of contact with clients and/or as relevant hours of worker time, number of events/sessions.

Agencies that are funded to deliver activities that cannot be reported via MDS should continue to submit an Annual Service Activity Report – a word document that includes narrative/quantitative reporting.

What should be reported for HACC-PYP

The HACC MDS is a client-based repository for information on the services delivered to people eligible for HACC-PYP. This includes

- HACC-PYP assessment
- HACC-PYP community care
- HACC-PYP delivered meals
- HACC-PYP property maintenance
- HACC-PYP access and support
- HACC-PYP linkages case management using a HACC MDS linkages outlet
- HACC-PYP linkages brokerage using a HACC MDS linkages outlet
- HACC-PYP planned activity group
- HACC-PYP allied health using relevant discipline
- HACC-PYP nursing
- HACC-PYP nurse consultants and continence nurse hours of worker time using worker SLK
- HACC-PYP volunteer co-ordination hours of worker time using worker SLK
- HACC-PYP flexible service response community connections

- HACC-PYP flexible service response service delivery (ie community care, client support) using HACC MDS FSR outlet and community care
- HACC-PYP flexible service response social support using HACC MDS FSR outlet and PAG
- HACC-PYP flexible service response outreach using HACC MDS FSR outlet and Counselling & Support, Information & Advocacy
- HACC-PYP flexible service response assessment using HACC MDS FSR outlet and assessment
- HACC-PYP flexible service response allied health using HACC MDS FSR outlet and relevant discipline
- HACC-PYP flexible service response care support using HACC MDS FSR outlet and respite
- HACC-PYP flexible service response meals using HACC MDS FSR outlet and delivered meals
- HACC-PYP flexible service response volunteer co-ordination using HACC MDS FSR outlet and worker SLK
- HACC-PYP flexible service response transport using HACC MDS FSR outlet and trip SLK
- HACC-PYP service system resourcing Community Service Officer using relevant worker SLK and Counselling & Support, Information & Advocacy - Carer
- HACC-PYP service system resourcing community engagement using relevant worker SLK and Counselling & Support, Information & Advocacy - Care Recipient
- HACC-PYP service system resourcing training using relevant activity SLK and Counselling & Support, Information & Advocacy – Carer
- HACC-PYP service system resourcing language services using relevant activity SLK and Counselling & Support, Information & Advocacy – Carer
- HACC-PYP service system resourcing emergency/heat planning/communication projects/events (previously Vulnerable People funding) using relevant activity SLK and Counselling & Support, Information & Advocacy – Carer

What should be reported in the Annual Service Activity Report

- HACC-PYP access and support non client activity
- HACC-PYP service system resourcing that cannot be reported via HACC MDS including Aboriginal Development Officer activity, peak body funding
- HACC-PYP flexible service response that cannot be reported via HACC MDS

How do I get a HACC MDS FSR outlet

In September 2020 an HACC MDS FSR outlet will be sent from the HACC MDS helpdesk to all agencies funded for FSR.

From October 2020 any agency wanting a HACC MDS FSR outlet should contact the HACC MDS helpdesk and a HACC MDS FSR outlet id will be sent to you

haccmds.data@dhhs.vic.gov.au or ring the HACC MDS helpdesk (03 9096 7255)

What is a KPOM target

A Key Performance Output Measure (KPOM) target is determined on the basis of a unit price. Unit prices can be found on the Department of Health and Human Services (DHHS) website

<https://www2.health.vic.gov.au/ageing-and-aged-care/home-and-community-care/hacc-program-for-younger-people/hacc-program-guidelines/hacc-unit-prices>

Funded agencies are required to meet KPOM targets. If KPOM reported outputs are less than 95% of target a one off or ongoing recoupment to funding may be applied.

What is a non-KPOM target

A non Key Performance Output Measure (non KPOM) target is a benchmark target. This is used to help agencies identify the relative outputs that the funding should realise. Not meeting a non KPOM targets triggers a discussion about performance.

What information is collected on workers

From 1 July 2020 worker hours for volunteer co-ordinators (**KPOM**), community service officers (non KPOM), nurse consultants (non KPOM) and continence nurses (non KPOM) will be part of the HACC MDS data collection.

Using the worker SLK provided to you and available on the DHHS website means that you do not need to complete the demographic components of the HACC MDS. For more information go to **reporting and data “Instructions to create dedicated Statistical Linkage Key (SLK) to report via the HACC MDS”**

<https://www2.health.vic.gov.au/ageing-and-aged-care/home-and-community-care/reporting-and-data>

Volunteer Coordination

The Volunteer Coordination activity provides funding to employ a volunteer coordinator to recruit, train and supervise volunteers to provide a broad range of services and support including friendly visiting; telelink; stand-alone transport services; and social/community engagement.

The funding is triggered by the number of hours the volunteer coordinator is employed. Previously agencies had to report the number of hours the volunteer coordinator worked in the Annual Service Activity Report. As of 1 July 2020 agencies will report via the HACC MDS using the Volunteer Coordinator statistical linkage key

A secondary measure of how many hours of client contact provided by a volunteer can also be reported in the HACC MDS using the client SLK

Nursing

The Nursing activity encompasses a range of nursing activity including”

- Clinical community based nursing – usually delivered in a person’s home and reported via HACC MDS
- Clinical community based nursing provided after hours and reported via HACC MDS
- Clinical community based continence nursing – usually delivered in a person’s home and reported via HACC MDS
- Wound consumables – previously reported via the Annual Service Activity Report. From 1 July 2020 agencies will be required to keep a record of expenditure to be made available to the department upon request
- Continence Nursing – a community education role where there is little or no client contact. Previously reported via the Annual Service Activity Report. From 1 July 2020 this will be reported via HACC MDS using the Continence Nurse SLK
- Nurse Consultant – nurses with particular expertise in chronic conditions, wounds, continence, memory loss etc. They provide secondary consultation support, clinical expertise, education and support previously reported via the Annual Service Activity Report. From 1 July 2020 this will be reported via HACC MDS using the clinical nurse consultant SLK

Flexible Service Response

Flexible Service Response is a block grant for services that do not align well to the defined HACC-PYP activities. This might be because they are innovative and new, provided to a very complex cohort or to respond to a small community that needs a range of service supports but in small amounts. Previously this was reported via HACC MDS against the activity of “best fit”. This approach made it very difficult to track performance and outcomes. As of 1 July 2020 all Flexible Service Response funding will be reported using a Flexible Service Response HACC MDS outlet against the activity of best fit if there is one or against the SLK provided for that activity.

If you do not have a Flexible Service Response HACC MDS please contact HACC MDS helpdesk

haccmds.data@dhhs.vic.gov.au or ring the HACC MDS helpdesk (03 9096 7255)

Service System Resourcing

Service System Resourcing is for non client activity only. Until now non client activity has only been reportable via the Annual Service Activity Report. From 1 July 2020, many activities can be reported via a worker or activity SLK. If you need support to activate the working/activity SLK please contact your Agency Performance & System Support Advisor and/or the HACC MDS helpdesk haccmds.data@dhhs.vic.gov.au

To receive this document in another format email <louise.mcguire@dhhs.vic.gov.au>.

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Available at <<https://www2.health.vic.gov.au/ageing-and-aged-care/home-and-community-care/hacc-program-for-younger-people/hacc-program-guidelines/hacc-program-manual>>