

*Community Health 1999–2000 Annual Statistical
Return*

Output Group 114	Primary Health Program—Community Health
	1999–2000 Annual Statistical Return

Reporting Requirements

The Community Health 1999–2000 Annual Statistical Return requires agency details, statistics about registered clients, direct health care, health education and group health care provided to groups, community activities and agency staffing. The information collected is similar to the previous 1998–99 annual statistical return.

Hospitals are able to nominate their preferred reporting system, either AIMS or SWITCH, for the transfer of primary health data to the Department. Hospitals that have submitted 1999–2000 primary health returns via AIMS should also report the Community Health 1999–2000 Annual Statistical Return using AIMS.

Separate forms have been developed for reporting the core data items, as follows:

- Form ARCH 1: Agency, registered client and direct health care details
- Form ARCH 2: Health education and group health care
- Form ARCH 3: Centre staffing and staff funding source

Return of Forms

Every agency receiving funding under the Community Health Program is required to submit an annual statistical return *within 90 days* of the end of the financial year. The Annual Returns should to be forwarded to the Department by *30 October 2000*.

Information is to be entered into the AIMS 2000 Annual Return Agency Module and electronically transmitted to the Department. Rural hospitals are to submit data to their regional office via email or diskette. Hospitals in the metropolitan regions are to send data to the Management Information Unit, Acute Health using one of the following methods:

- email: send to *aims.aims@dhs.vic.gov.au*, or
- diskette: send to AIMS Collection Officer, Management Information Unit, Acute Health Division, 5/555 Collins Street, Melbourne, 3000.

Printouts of the original signed forms must be retained by the hospital and be available to officers of the Department upon request.

Assistance

Please refer to the *Community Health 1999–2000 Annual Statistical Return Guidelines*, produced by the Primary Health Program to obtain further information on the completion of this return.

Definitions

Agency Details

Includes agency address and contact details and a current estimated size of catchment population and official source of figures.

Registered Clients

Individual Registered Clients Seen 1999–2000

This report should indicate the number of registered individual clients seen during 1999–2000. Only those registered clients who accessed a service during 1999–2000 should be included. Each individual should be counted *once only*, irrespective of the number of contacts made. Individuals should be included irrespective of the program funding source.

New Clients Registered 1999–2000

This report should indicate the number of individuals registered during the 1999–2000 period, irrespective of the funding program source.

Direct Health Care Contacts

Direct health care contact refers to a specific encounter between a staff member and an individual, couple or family with the aim of providing professional health care. These contacts may be anonymous or telephone calls. Direct health care contacts should be included irrespective of the program funding source.

Note: Include contacts associated with the ‘community health’ component of the business only, not the entire hospital.

Health Education and Group Health Care

Group health care sessions usually aim to treat a specific ailment, problem or health condition, whereas health education refers to a range of education strategies which encompass organisational, political, community and economic interventions designed to bring about change in factors which determine, improve and maintain health. Each group encounter assisted by a staff member is regarded as a session. Each individual participating is regarded as an attendance.

When completing this section, group activities or sessions should be classified under the activity which best or most appropriately describes the *main* purpose of the session.

Note: *Duplication in counting is not permitted.* If a group session can potentially be classified under several categories, a decision *must* be made as to which category best describes the group session in question and then it must be classified (once only) accordingly.

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Centre Staffing & Staff Funding Source

Indicates the actual equivalent of full-time (EFT) staff and their funding source employed within the Primary Health Program by occupational category.

Aged Community & Mental Health Primary Health Program Annual Return

Human
Services



Peoplefirst

ARCH 1

Hospital:		
Agency:	Agency Code:	Year:

Sites Providing CHP Funded Services			
Site	Street Details	Suburb	Postcode
1			
2			
3			
4			
5			

Agency's Catchment Area	Data
1 Total catchment population	
2 Source of population figures	
Registered Clients	
3 Individual registered clients seen 1999–2000	
4 New clients registered 1999–2000	
Direct Health Care	Service Contacts
5 Interpreting	
6 Dental	
7 Medical	
8 Allied Health	
9 Nursing	
10 Social/Welfare	
11 TOTAL (= 5 to 10)	

Aged Community & Mental Health Primary Health Program

Annual Return

Health Education and Group Health Care

Human
Services



Peoplefirst

ARCH 2

	Sessions	Attendances
Chronic Illness and Prevention		
<i>Allied Health General</i>		
1 Audiology		
2 Dietetics		
3 Nursing		
4 Occupational Therapy		
5 Physiotherapy		
6 Podiatry		
7 Speech Pathology		
8 Other Allied Health		
<i>Target Groups</i>		
9 AIDS, HIV		
10 Arthritis		
11 Asthma		
12 Back Care		
13 Blindness		
14 Continence		
15 Dental		
16 Diabetes		
17 Disability		
18 Immunisation		
19 Incontinence		
20 Osteoporosis		
21 Other Respiratory		
22 No Smoking		
23 Other Chronic Illness		
Mental Health		
24 Anger Management		
25 Anxiety		
26 Dementia		
27 Depression		
28 Grief		
29 Intellectual Disability		
30 Social Isolation		
31 Stress		
32 Suicide		
33 Other Mental Health		

Annual Return

Health Education and Group Health Care

ARCH 2

	Sessions	Attendances
Cancer Prevention & Early Detection		
34 Breast Examination		
35 Breast Screening		
36 Pap Smear		
37 Sun Smart / Skin Cancer		
38 Other Cancer Prevention		
Heart & Blood Vessel Disease		
39 Cardiac		
40 Cholesterol		
41 Hypertension		
42 Other Heart & Blood Vessel Disease		
Reproductive & Sexual Health		
43 Family Planning		
44 Men's		
45 Menopause		
46 Other Women's		
47 Sexual Abuse		
48 Sexual Assault		
49 Sexually Transmitted Diseases		
50 Youth		
51 Other Reproductive & Sexual Health		
Healthy Lifestyle & Nutrition		
52 Alcohol & Drugs		
53 Cooking		
54 Eating Disorders		
55 Exercise		
56 Hydrotherapy		
57 Lifestyles		
58 Meditation		
59 Nutrition		
60 Recreation & Leisure		
61 Relaxation		
62 Weight Control		
63 Other Healthy Lifestyle & Nutrition		
Family		
64 Ante / Post Natal		
65 Child Care		

Annual Return

Health Education and Group Health Care

ARCH 2

	Sessions	Attendances
Family (continued)		
66 Domestic Violence		
67 Family Planning		
68 Parenting		
69 Other Family		
Other Group & Health Promotion Activities		
70 Adult Day Activity & Support		
71 Community - General		
72 Carers		
73 Children's		
74 Dental		
75 First Aid		
76 Farm Safety		
77 Head Lice		
78 Koori		
79 Non English Speaking Background (NESB)		
80 Offender		
81 Other Aged		
82 Outreach		
83 Personal Development		
84 Problem Gambling		
85 Rehabilitation		
86 Sudden Infant Death Syndrome (SIDS)		
87 Unemployment		
88 Volunteer		
89 Other		
90 TOTAL		

Signed (Chief Executive Officer):

Date:

Aged Community & Mental Health Primary Health Program Annual Return

Centre Staffing & Staff Funding Source

ARCH 3

Human
Services



Peoplefirst

Hospital:			
Agency:	Agency Code:	Year:	

	Community Health Program	HACC	Other DHS	Fee for Service	Other Govt. Dept.	Other	Total
Allied Health							
1 Audiologist							
2 Dietician							
3 Occupational Therapist							
4 Physiotherapist							
5 Podiatrist							
6 Speech Pathologist							
7 Paediatric Physiotherapist							
8 Other							
9 TOTAL (= 1 to 8)							
Dental							
10 Dentist							
11 Dental Nurse							
12 TOTAL (= 10 + 11)							
Medical							
13 General Practitioner							
Nursing							
14 Community Health Nurse							
15 Clinic Nurse							
16 District/Home Nurse							
17 Senior Enrolled Nurse							
18 School Nurse							
19 Psychiatric Nurse							
20 TOTAL (= 14 to 19)							

Annual Return

Centre Staffing and Staff Funding Source

ARCH 3

	Community Health Program	HACC	Other DHS	Fee for Service	Other Govt. Dept.	Other	Total
Social Welfare							
21 Ethnic Worker							
22 Community Dev. Worker							
23 Financial Counsellor							
24 Interpreter							
25 Social Worker							
26 Psychologist							
27 Family Councillor							
28 Day Program Coordinator							
29 Day Program Worker							
30 Welfare Worker							
31 Volunteer							
32 Disability Worker							
33 Other							
34 TOTAL (= 21 to 33)							
Administration/Support							
35 Manager/CEO							
36 Administration Officer							
37 Other Manager							
38 Research Officer							
39 Records Administration							
40 Clerical Assistant							
41 Typist/Secretary							
42 Handy Person							

43 Driver							
44 Cleaner							
45 Other							
46 TOTAL (= 35 to 45)							

Signed (Chief Executive Officer): _____ Date: _____