

Service Coordination Tool Templates Code Sets

For reference when completing the tool templates in paper based format.

Consumer Information

Date of Birth Estimate

- 1 Estimated
- 2 Not estimated

Sex

- 1 Male
- 2 Female
- 3 Indeterminate
- 4 Intersex
- 9 Not stated/Inadequately described

Country of Birth

Refer to Service Coordination Guidelines (ABS standard 1269.0 Standard Australian Classification of Countries (SACC) Rev 2.02)

Indigenous Status

- 1 Aboriginal but not Torres Strait Islander Origin
- 2 Torres Strait Islander but not Aboriginal Origin
- 3 Both Aboriginal and Torres Strait Islander Origin
- 4 Neither Aboriginal nor Torres Strait Islander Origin
- 9 Not stated/Inadequately described

Need for Interpreter Services

- 1 Interpreter needed
- 2 Interpreter not needed
- 9 Not stated/Inadequately described

Preferred Language

Refer to Service Coordination Guidelines (ABS Standard 1267.0 Australian Standard Classification of Languages (ASCL) 2nd Edition)

Communication Method

- 0 Child aged under 5 years (not applicable)
- 1 Little, or no effective communication
- 2 Sign language
- 3 Other effective non-spoken communication (e.g. e-mail)
- 4 Spoken language (effective)
- 8 Other method of communication
- 9 Not stated/Inadequately described

Who the Agency can contact if necessary

Relationship to Consumer

- 0 Not applicable
- 1 Wife/female partner
- 2 Husband/male partner
- 3 Mother
- 4 Father
- 5 Daughter
- 6 Son
- 7 Daughter in law
- 8 Son in law
- 9 Other relative – female
- 10 Other relative – male
- 11 Friend/neighbour – female
- 12 Friend/neighbour – male
- 99 Not stated/Inadequately described

Consumer's Carer

- 1 Yes
- 2 No
- 3 Unsure

Government Pension/Benefit Status

- 1 Aged Pension
- 2 Department of Veterans' Affairs (DVA) Pension
- 3 Disability Support Pension
- 4 Carer Payment (pension)
- 5 Unemployment related benefits
- 6 Other government pension or benefit
- 7 No government pension or benefit
- 9 Not stated/Inadequately described

Health Care Card Holder Status

- 1 Yes
- 2 No
- 9 Not stated/Inadequately described

DVA Entitlement

- 1 DVA entitlement – gold card
- 2 DVA Entitlement – white card
- 3 DVA Entitlement – other
- 4 No DVA Entitlement
- 9 Not stated/Inadequately described

Compensables Funding Source

- 0 Not applicable
- 1 Transport Accident Commission
- 2 Department of Veterans' Affairs
- 3 Work Cover
- 4 Other

Summary and Referral

Risks

- 1 No Risk Identified
- 2 Consumer at Risk.
- 3 Health or Community Care Worker at Risk.
- 4 Others at Risk.
- 9 Not stated/Inadequately described

Referral Action Plan

Consumer Consent

- 1 Yes, consumer consents to referral and to sharing of information as specified on consumer consent form
- 2 Yes, consumer consents to referral but not to sharing of information
- 3 No, consumer has not consented to this referral but there is a statutory requirement for referral and sharing of information

Referral Method

- 1 Faxed to agency
- 2 Posted to agency
- 3 Electronic (email/web/messaging)
- 4 Delivered by consumer (by hand/hardcopy)
- 5 Other
- 9 Not stated/Inadequately described

Service Type

Refer to Service Coordination Guidelines or DHS website (www.health.vic.gov.au/pcps/coordination/tooltemp.htm)

Psychosocial Profile

- 1 Yes, as much as I wanted
- 2 Yes, quite a bit
- 3 Yes, some
- 4 Yes, a little
- 5 No, not at all
- 9 Not stated/Inadequately described

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Living and Caring Arrangements

Living Arrangements

- 0 Not applicable
- 1 Lives alone
- 2 Lives with family
- 3 Lives with others
- 9 Not stated/Inadequately described

Accommodation

- 1 Private residence – owned/purchasing (includes mobile home)
- 2 Private residence – private rental
- 3 Private residence – public rental
- 4 Independent living unit within a retirement village
- 5 Boarding house/private hotel
- 6 Short term crisis, emergency or transitional accommodation facility (Includes the category 'Temporary shelter within an Aboriginal community')
- 7 Supported accommodation or supported living facility (includes 'Domestic-scale supported living facility' and 'Supported accommodation facility') not including Alcohol and Drugs Treatment Residence
- 8 Institutional setting (includes 'Residential aged care facility' and 'Psychiatric/metal health community care facility')
- 9 Public place/temporary shelter/homeless
- 10 Private residence rented from Aboriginal community
- 11 Alcohol and Drugs Treatment residence
- 12 Prison/remand centre/youth training centre
- 13 Statutory Client accommodation (not prison/remand centre/youth training centre)
- 15 Other
- 99 Not stated/inadequately described

Employment Status

- 1 Child not at school
- 2 Student
- 3 Employed
- 4 Unemployed
- 5 Home duties
- 6 Other
- 9 Not stated/Inadequately described

Mental Health Act Status

- 0 Not applicable
- 1 Voluntary
- 2 Involuntary
- 3 Community Treatment Order
- 9 Not stated/Inadequately described

Decision Making Responsibility

Q1

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Q2

- 1 Self
- 2 Enduring Power Of Attorney
- 3 Guardian

Q3

- 1 Self
- 2 Power Of Attorney
- 3 Administrator
- 4 Parent or Guardian

Q4

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Financial Situation

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Carer Availability

- 0 Not applicable
- 1 Has a Carer
- 2 Has no carer
- 9 Not stated/Inadequately described

Carer Residency Status

- 0 Not applicable
- 1 Co-resident carer
- 2 Non-resident carer
- 9 Not stated/Inadequately described

Relationship of Carer to Care Recipient

- 0 Not applicable
- 1 Wife/female partner
- 2 Husband/male partner
- 3 Mother
- 4 Father
- 5 Daughter
- 6 Son
- 7 Daughter-in-law
- 8 Son-in-law
- 9 Other relative – female
- 10 Other relative – male
- 11 Friend/neighbour – female
- 12 Friend/neighbour – male
- 99 Not stated/Inadequately described

Carer Allowance/Carer Payment

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Sustainability of Care Arrangements

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Threats to Carer Arrangements

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Health Conditions

Overall Health

Question 1

- 1 Excellent
- 2 Very Good
- 3 Good
- 4 Fair
- 5 Poor
- 9 Not stated/Inadequately described

Question 2

- 1 Not at all
- 2 Slightly
- 3 Moderately
- 4 Quite a bit
- 9 Not stated/Inadequately described

Pain

- 1 None
- 2 Very mild
- 3 Moderate
- 4 Severe
- 5 Very Severe

Vision

Questions 1 & 2

- 1 Excellent
- 2 Good
- 3 Fair
- 4 Poor
- 9 Not stated/Inadequately described

Hearing

- 1 Excellent
- 2 Very good
- 3 Good
- 4 Fair
- 5 Poor
- 9 Not stated/Inadequately described

Falls

Questions 1 & 2

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described