

## GGJ AGED CARE RESOURCES – @ MAY 2018

We have a range of resources to support the delivery of home care and residential care including:

- Example policies and procedures
- Audit and survey tools
- CDC (consumer directed care) manager and Support subscriptions to keep you up to date.

### GGJ Consultants

*To discuss resources call Jacqui*

T: 08 9336 7717

E: [INFO@GGJ.COM.AU](mailto:INFO@GGJ.COM.AU)

W: [WWW.GGJ.COM.AU](http://WWW.GGJ.COM.AU)

**See examples of our resources on our website**

### Example Policies and Procedures Manual Aged Care Quality Standards - for Home Care

The GGJ revised Example Policies and Procedures Manual is based on the new Aged Care Quality Standards which have recently been released by the Commonwealth Government for implementation from 1 July 2018 and with assessment against the Standards commencing in July 2019. The example policies and procedures are compatible with Word 2007 onwards and include information relevant to the Home Care Packages Program (HCP) and the Commonwealth Home Support Program (CHSP). Examples are written in clear and concise language with a focus on supporting access and understanding of practices amongst all staff. Examples of forms are also included for the purchaser's review. As with our previous example policies and procedures these materials will save service providers many, many days of work in revising their policies and procedures to meet the new standards. (Example policies and procedures will also be developed for residential care services – providers will be advised when available.)

### Audit and Survey Tools for Home Care

The GGJ audit tools have also been revised to align with the new example policies and procedures and the requirements of the Aged Care Quality Standards. There is a tool for each of the Aged Care Quality Standards which addresses each of the specified requirements. Several example surveys (service user, staff and meals survey) are also included with the audit tools. The audit tools have been developed in Word 2017 with a much-improved layout to simplify service provider audits. (Audit tools will also be developed for residential care services – providers will be advised when available.)

### Consumer Directed Care (CDC) Manager

The CDC Manager is a tool to assist smaller organisations to calculate the cost of a CDC package and present the information to clients in an understandable format that meets the requirements of the Home Care Package Guidelines. The CDC Manager tracks services and expenditure for each client, tracks client funds and provides detailed monthly statements including the balance of contingency funds and other funds as applicable. The CDC Manager is also a very useful standalone tool for developing costed CDC Plans with the consumer. Information on the agreed plan can then be entered into the provider's client management system.

Samples of resources are available on our web site at [WWW.GGJ.COM.AU](http://WWW.GGJ.COM.AU)

## GGJ Consultants Aged Care Resources Pricelist and Order Form (Effective 1 May 2018)

PRODUCT	DETAILS	QTY	COST (GST inc)	TOTAL
<b>EXAMPLE POLICIES AND PROCEDURES MANUAL – HOME CARE</b>				
Example Policies and Procedures and Forms	Licence for one outlet		\$4500 each	
	Licence for additional outlets		\$150 per outlet	
Policies and Procedures Annual Support Subscription	Receive updates and access to email advice regarding policies and procedures		\$700 p/a plus \$150.00 per additional outlet	
<b>CONSUMER DIRECTED CARE (CDC) MANAGER</b>				
Tracks clients, costs their package, monitors funds and produces monthly statements in line with the requirements of the Home Care Package Guidelines.	Licence for two users: <b>Requires Excel 2007 or newer</b>		\$800	
	Licence for additional users		\$150 per user	
<b>AUDIT AND SURVEY TOOLS: (Requires Microsoft Word and Excel 2007 or newer)</b>				
Audit and Survey Tools for <b>Home Care Services</b>	Licence for one outlet:		\$650	
	Licence for additional outlets:		\$100 per outlet	
Audit and Survey Tools for <b>Residential Care Services</b>	Licence for one outlet:		\$950	
	Licence for additional outlets:		\$150 per outlet	
Combined Audit and Survey Tools for <b>Home Care and Residential Care Services</b>	Licence for one community care and one residential care outlet:		\$1400	
	Licence for each additional outlet:		\$125 per outlet	
<b>TOTAL</b>				

**PLEASE NOTE:**

All GGJ resources are protected by copyright and intellectual property law. Unauthorised use, distribution, copying in full or part or the use of designs, technical data, know-how, formats, documentation and other information will be pursued to the maximum extent possible under the law.

Contact GGJ Consultants to discuss other uses of our resources.

© 2014-2015 Gevers Goddard Jones T/A GGJ Consultants.

**EFT: Gevers Goddard Jones P/L**    BANK: NAB Palmyra    BSB: 086 426    ACCOUNT NO: 54 300 6476

**Credit Card:** (Please tick type of card)     Mastercard     Visa    Expiry Date: \_\_\_\_/\_\_\_\_

**Card Number:**                        

**Card Holder:**

\_\_\_\_\_  
**Signature:** \_\_\_\_\_

Your Name: _____
Organisation: _____
Street Address: _____
_____ State: _____ Postcode: _____
ACN, ABN or IAN (Inc. Assoc. Number): _____ (Required)
P: _____ F: _____ E: _____
Please Tick as appropriate: <input type="checkbox"/> Franchisor <input type="checkbox"/> Consultant <input type="checkbox"/> Service Provider

**GGJ CONSULTANTS: 08 9336 7717**    [RESOURCES@GGJ.COM.AU](mailto:RESOURCES@GGJ.COM.AU)    [WWW.GGJ.COM.AU](http://WWW.GGJ.COM.AU)

**PO Box 325 South Fremantle WA 6162**

**31 Tuckfield St Fremantle WA 6160**