INSTRUCTIONS FOR SITE COORDINATORS

This proforma is to be used across all metropolitan public health services/hospitals to record the weekly number of inpatients in a public health service/hospital bed who are ready for discharge and are awaiting Aged Care Services (Permanent residential care - low or high; Flexible care - EACHD; EACH, Transition Care; and Community care – CACP).

WHO SHOULD BE INCLUDED ON THE LIST?

Only inpatients that satisfy all the criteria numbered below should be reported on this list. These patients are defined for reporting purposes as “Ready for Discharge” as per the proforma.

Ready for discharge inpatients are those who are:
1. Aged Care Assessment Team (ACAT) assessed and approved for Aged Care Services and have a current and completed Aged Care Client Record (ACCR Form 3020 [0709]); and
2. Medically ready for discharge. This does not include those patients who are currently receiving acute medical or surgical interventions, as these patients are deemed to be acute regardless of whether they have a current ACAT approval and are on the waiting list for Aged Care Services.

Please also note the following:
- The data should include all people waiting for Aged Care Services and not just those waitlisted to enter a Transition Care facility;
- Inpatients (and their families) who do not accept a move to a Transition Care facility are still to be included on the weekly list as waiting, if the above criteria have been met; and
- Patients do not require to be classified as “Nursing Home Type Patients” (NHTP) to be included on the list. Often patients who are waiting will also be NHTPs.

The “No of days awaiting permanent Aged Care Services” is the number of days since the patient was deemed “Ready for Discharge”, as per the above definition.

REPORTING

- Sites are to report data as at every Wednesday to the Department of Health (Aged Care Policy Directorate);
- If patients are discharged please complete the discharge date and discharge location. Please specify if the patient has been discharged to a Transition Care facility;
- If the patient is deceased, the date of death is recorded in the discharge date column and destination is recorded as “deceased”;
- Patients who were “ready for discharge” and were discharged within the week, but outside the reporting snapshot (i.e. Thurs-Tues) should also be included in the first Wed following their discharge;
- Please remember to change “today’s date” as this required for the formulas in the proforma to work; and
- Please forward your weekly data to Transition Care Data.

* Health Service beds include acute, non-acute and psychogeriatric beds