

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH PORTFOLIO

Supplementary Budget Estimates 2013-14, 20 November 2013

Question: E13-136

OUTCOME: 5 - Primary Care

Topic: Medicare Locals

Type of Question: Hansard page 66, 20 November 2014

Senator: Moore

Question:

The reporting format: is there a standard reporting format, and can we see it?

Answer:

Yes.

The standard reporting template for Medicare Locals' 2013-14 Six Month Report, covering the period 1 July 2013 to 31 December 2013, is attached.

The template is available on the Medicare Locals Virtual Information Network, an online reporting portal that has been developed to streamline Medicare Local reporting and administration.

2013-14 Six Month Report Template

Six Month Report

The Six Month Report provides the department with a report on progress in implementing the planned activities outlined in the Annual Plans.

Purpose

The purpose of this document is to provide Medicare Locals with questions the department requires responses to in order to assess the 2013-14 Six Month Report. This document also instructs users to provide information on the new "My Medicare Local" tab that contains the following information:

- Corporate details
- Contact details
- Accreditation certificate
- Board membership
- Certificate(s) of insurance
- Company membership
- Organisation chart; and
- Strategic plan.

Important information

- This report has several required attachments. Grant Services Division will not consider your report complete until all mandatory questions have been answered and all required attachments have been provided.
- Where you see an '*' at the end of a question, this indicates that a response is mandatory.
- Where you see a '#' symbol, this indicates that there is a required attachment for the relevant question.

The 2013-14 Six Month Report is due to the department on **28 February 2014**.

Report Instructions

Prior to completing the questions in this template, please ensure you have downloaded the report instructions from the MELVIN Interim Report page. The report instructions detail the rationale behind each question, including how the department will assess each question. For ease of reference, the document is also available from the 'Resources' tab under the Regionally Tailored Primary Health Care Initiatives through Medicare Locals Fund heading.

MELVIN

MELVIN's Interim Report functionality will support multiple user roles for Medicare Local and department users. They are:

- Medicare Local **Viewer**: able to view (read) a report
- Medicare Local **Modifier**: able to enter, edit and delete data
- Medicare Local **Approver**: able to submit the approved report to DoH
- DoH **Viewer**: able to view (read) the report
- DoH **Assessor**: able to review a report and make comments
- DoH **Approver**: able to finalise the assessment of a report.

2013-14 Six Month Report Template

Six Month Report Questions:

1. Executive Summary

- 1.1. Please provide a brief overview of how your Medicare Local has progressed towards completing the activities set out in your organisation's 2013-14 Annual Plan. Your response should include major achievements and challenges encountered during this reporting period, and how these challenges were overcome.*

Insert response to 1.1 here:

2013-14 Six Month Report Template

2. Organisational Structure and Internal Governance

- 2.1. Please describe the current organisational structure and internal governance of your Medicare Local.*

- 2.2. On the “My Medicare Local” tab , please ensure the following information has been updated and/or attached to reflect this reporting period:
 - Your organisational chart.*
 - Copies of certificates of currency for all required insurances.*

Insert response to 2.1 here:

2013-14 Six Month Report Template

3. Board Membership

- 3.1. Please demonstrate how your organisation meets clause 32.1 (p) of the Medicare Local Deed for Funding.*
- 3.2. On the “My Medicare Local” tab, please ensure the Board Membership table has been updated to reflect this reporting period.*

Insert response to 3.1 here:

2013-14 Six Month Report Template

4. Company Membership

- 4.1. Please describe your organisation's membership structure and voting rights.*
- 4.2. Where applicable, please describe any challenges your organisation has experienced during this reporting period with regard to company membership, and how you are engaging new members across the primary health care spectrum (the relevant section from the Medicare Local Constitution can also be included here and progress against avenues of engagement being undertaken to engage new members).
- 4.3. On the "My Medicare Local" tab, please ensure the following information has been updated and/or attached to reflect this reporting period:
 - An updated Company Membership table.*
 - A copy of your organisation's structure, i.e., membership structure and voting rights (if there have been any significant changes during this reporting period).*

Insert response to 4.1 here:

Insert response to 4.2 here:

5. Key Stakeholder Relationships

- 5.1. Please demonstrate your organisation's progress against the key mechanisms for engaging with stakeholders as approved in your 2013-14 Annual Plan. Your response should include any major issues with regard to stakeholder engagement, including how these issues are being addressed.*

Insert response to 5.1 here:

2013-14 Six Month Report Template

6. Subcontractors

- 6.1. # On the Interim Report page, please attach a completed Subcontractors template listing details of any subcontractors engaged during this reporting period.*

Note: Further instructions on how to update your Subcontractors template can be found in the report instructions document on the Interim Report page.

7. Strategic Objectives

- 7.1. # In this section you are required to report on progress against activities approved in your organisation's 2013-14 Annual Plan, addressing each of the five Strategic Objectives of the Medicare Locals Programme:*

Note: Responses are required through the Strategic Objective template.

Further instructions on how to report against each Strategic Objective can be found in the report instructions document on the Interim Report page.

2013-14 Six Month Report Template

8. Risk Management Plan

- 8.1. # On the Interim Report page, using the Risk Management Plan approved with your organisation's 2013-14 Annual Plan and Budget, please attach an updated version reporting on your organisation's progress made against the Mitigation Strategies listed.*

Note: Further instructions on how to update your Risk Management Plan can be found in the report instructions document on the Interim Report page.

9. Financial Planning and Reporting Template (FPRT)

- 9.1. # On the Interim Report page, using the FPRT approved with your 2013-14 Annual Budget, please attach an updated version reporting on your organisation's expenditure. If applicable, please also include an explanation for any variances.*

Note: Further instructions on how to update your FPRT can be found in the report instructions document on the Interim Report page.

10. Strategic Plan

- 10.1. Please provide an outline of progress against the Strategic Plan approved with your 2013-14 Annual Plan and Budget.*
- 10.2. On the "My Medicare Local" tab, please ensure a copy of your organisation's current Strategic Plan is attached.*

Insert response to 10.1 here:

11. Key Reporting Areas (1, 2, 3, 4, 5 and 6)

- 11.1. For this section you are required to outline your organisation's performance against activities approved through your 2013-14 Annual Plan, addressing each of the five Key Reporting Areas (KRA's) for the *Regionally Tailored Primary Health Care Initiatives through Medicare Locals Fund*.

Note: KRA 1, 2 and 5 require written responses and the completion of the KRA 1, 2 and 5 tabs on the KRA template. KRA 3, 4 and 6 responses are only required through the KRA template.

Further instructions on how to report against each KRA can be found in the report instructions document on the Interim Report page.

- 11.2. **Key Reporting Area 1:** Improved access to primary health care services for older people who are living in a Residential Aged Care Facility (RACF) or in the community (Schedule 21.1).

11.2.1. Please report on your organisation's progress on activities undertaken to reduce barriers and improve access to primary health care services for older people who are living in a RACF or in the community.*

11.2.2. # Using the KRA template provided, please report on the number of primary health care services provided for older people who are living in a RACF or in the community (by provider type and location).*

Insert response to 11.2.1 here:

- 11.3. **Key Reporting Area 2:** Maintain or improve immunisation coverage rates for children (Schedule 21.1).

11.3.1. Please report on your organisation's progress on activities undertaken to maintain or improve immunisation coverage rates during this reporting period.*

11.3.2. # Using the KRA template provided, please report on the current immunisation coverage rates within your catchment area.*

Insert response to 11.3.1 here:

- 11.4. **Key Reporting Area 3:** Increased engagement with key stakeholders, including primary health care services providers, Local Hospital Networks (LHNs), Non-Government Organisation (NGOs), community groups and consumers (Schedule 21.1).

11.4.1. # Using the KRA template provided, please report on your organisation's progress on activities undertaken with stakeholders to build relationships and increase engagement during this reporting period.*

2013-14 Six Month Report Template

- 11.5. **Key Reporting Area 4:** Increased delivery of health promotion and/or preventative health initiatives to address locally relevant risk factors (Schedule 21.1).
- 11.5.1. # Using the KRA template provided, please report on your organisation's progress against measures approved in your 2013-14 Annual Plan implemented to address health promotion and/or preventative health initiatives undertaken during this reporting period, addressing locally relevant risk factors.*
- 11.6. **Key Reporting Area 5:** Increased knowledge and understanding of patient experiences of, and satisfaction with, their local health care system (Schedule 21.1)
- 11.6.1. Please report on your organisation's progress against activities approved in your 2013-14 Annual Plan, undertaken to improve knowledge and understanding of the patient journey for health care consumers in your catchment area.*
- 11.6.2. # Using the KRA template provided, please report on your organisation's progress in improving knowledge and understanding of the patient journey for health care consumers in your catchment area.*

Insert response to 11.6.1 here:

- 11.7. **Key Reporting Area 6:** Provide all Australians, regardless of where they live, with accessible and effective after hours primary care services (Schedule 21.1).
- 11.7.1. # Using the KRA template provided, please report on your organisation's progress against the activities approved in your 2013-14 Annual Plan, to provide accessible and effective after hours primary care services in your catchment area.*

12. Other Activities

- 12.1. # Using the template provided, please report on your organisation's progress against activities approved in your 2013-14 Annual Plan that have been undertaken (during this reporting period) to address local health needs in your community.*

13. Additional Information

- 13.1. # If applicable, please attach any additional information and/or support material related to Schedule 21.1 on the Interim Report page.