







Resident and Facility Information

Section 1: Particulars of Resident

Resident Surname	Resident Given Names	
Date of Birth: / /	Sex: Male Female	
Care recipient No (if known):		
Previous Claim for Appraisal:	ACFI RCS N/A	
Section 2: Reason for App	oraisal	
	1	
New Admission:	Date of admission:	
Initial appraisal (new to residential care, or tra		
Mandatory Re-Appraisal:		
Return from extended hospital leave	Date of re-admission / /	
H	al (including 6 months after return from extended hospital leave)	
6 months after significant change in d		
Voluntary Re-Appraisal:		
Significant change in dependency		
Re-appraisal of lowest classification re	esident (\$0)	
Re-appraisal > 12 months (12 - 23 month	ns after previous appraisal)	
Transfer from another facility (28 days of	or less between facilities)	
Section 3: Particulars of I	Facility	
Service No: Facil	lity Name and Address:	
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Section 4: Declaration		
Declaration: I certify that the particulars gi	iven in this Appraisal Pack are true and correct	
Name: (BLOCK LETTERS)	Position held:	
Signature of approved provider or		
authorised agent:		
	Note: The Aged Care Act 1997 provides	
1 1	penalties for the provision of false or mis- leading information on this form.	

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Mental and Behavioural Diagnosis

Indicate which sources of evidence have been filed in the ACFI Appraisal Pack	Tick if yes
Aged Care Client Record (ACCR)	□ D1.1
GP comprehensive medical assessment	□ D1.2
General medical practitioner notes or letters	□ D1.3
Geriatrician notes or letters	□ D1.4
Psychogeriatrician notes or letters	□ D1.5
Psychiatrist notes or letters	□ D1.6
Other medical specialist notes or letters	□ D1.7
Other – please describe	□ D1.8

	Mental and Behavioural Disorders Checklist	Tick if YES
0	No diagnosed disorder currently impacting on functioning	
500	Dementia, Alzheimer's disease including early onset, late onset, atypical or mixed type or unspecified	
510	Vascular dementia e.g. multi-infarct, subcortical, mixed	
520	Dementia in other diseases, e.g. Pick's Disease, Creutzfeldt-Jakob, Huntington's, Parkinson's, HIV	
530	Other dementias, e.g. Lewy Body, alcoholic dementia, unspecified	
540	Delirium	
550A	Depression, mood and affective disorders	
550B	Psychoses e.g. schizophrenia, paranoid states	
560	Neurotic, stress related, anxiety, somatoform disorders e.g. Post Traumatic Stress Disorder, phobic and anxiety disorders, nervous tension/ stress, obsessive-compulsive disorder	
570	Intellectual and developmental disorders e.g. intellectual disability or disorder, autism, Rhett's syndrome, Asperger's syndrome etc	
580	Other mental and behavioural disorders e.g. due to alcohol or psychoactive substances (includes alcoholism, Korsakov's psychosis), adult personality and behavioural disorders.	

Evidence requirement

Enclose diagnostic source material.

Note: For categories 540, 550A, 550B, and 560 the diagnosis/ provisional diagnosis or reconfirmation of the diagnosis must have been completed in the past twelve months.

Medical Diagnosis

Indicate which sources of evidence have been filed in the ACFI Appraisal Pack	Tick if yes
Aged Care Client Record (ACCR)	□ D2.1
GP comprehensive medical assessment	□ D2.2
General medical practitioner notes or letters	□ D2.3
Geriatrician notes or letters	□ D2.4
Psychogeriatrician notes or letters	□ D2.5
Psychiatrist notes or letters	□ D2.6
Other medical specialist notes or letters	□ D2.7
Other – please describe	□ D2.8

Medical Diagnosis Checklist: See Appendix 1 of the ACFI User Guide for ACAP Medical Condition Codes - long

CODE	If no diagnosis tick one of the following, otherwise provide full details below	
0	☐ No diagnosed disorder currently impacting	
9998	☐ No formal diagnosis available	
9999	□ Not stated or inadequately described	
CODE	Description of condition(s)/ disease(s)	

Evidence requirement

Enclose diagnostic source material.

ACFI 1 Nutrition

Nutrition	Assistance level	
checklist	(Tick one per care need)	
Checklist must be		
completed		
1. Readiness to	☐ 0 (Independent/NA)	
Eat	☐ 1 (Supervision)	
	☐ 2 (Physical assistance)	
2. Eating	□ 0 (Independent/NA)	
	☐ 1 (Supervision)	
	☐ 2 (Physical assistance)	

ACFI 1 Rating key

Rating

RATING A = 0 in both care needs

(Readiness to Eat and Eating)

RATING B = 0 in Readiness to Eat AND 1 in Eating

RATING B = 1 in Readiness to Eat AND 0 in Eating

RATING B = 1 in Readiness to Eat AND 1 in Eating

RATING B = 2 in Readiness to Eat AND 0 in Eating

RATING C = 2 in Readiness to Eat AND 1 in Eating

RATING C = 0 in Readiness to Eat AND 2 in Eating

RATING C = 1 in Readiness to Eat AND 2 in Eating

RATING D = 2 in Readiness to Eat AND 2 in Eating

ACFI 2 Mobility

Mobility checklist Checklist must be completed	Assistance level (Tick one per care need)	
1. Transfers	□ 0 (Independent/NA) □ 1 (Supervision) □ 2 (Physical assistance) □ 3 (Mechanical Lifting Equipment)	
2. Locomotion	☐ 0 (Independent/NA) ☐ 1 (Supervision) ☐ 2 (Physical assistance)	

ACFI 2 Rating key

Rating

RATING A = 0 in both care needs

(Transfers and Locomotion)

RATING B = 1 or 2 in Transfers AND 0 in Locomotion

RATING B = 0 in Transfers AND 1 or 2 in Locomotion

RATING C = 1 or 2 in Transfers AND 1 in Locomotion

RATING C = 1 in Transfers AND 2 in Locomotion

RATING D = 2 in Transfers AND 2 in Locomotion

RATING D = 3 in Transfers

ACFI 3 Personal Hygiene

Personal Hygiene checklist Checklist must be completed		Assistance level (tick one per care need)
1.	Dressing and Undressing	□ 0 (Independent/ NA)□ 1 (Supervision)□ 2 (Physical assistance)
2.	Washing and Drying	□ 0 (Independent/ NA) □ 1 (Supervision) □ 2 (Physical assistance)
3.	Grooming	□ 0 (Independent/ NA) □ 1 (Supervision) □ 2 (Physical assistance)

ACFI 3 Rating key

Rating

RATING A = 0 in all care needs (Dressing and Washing and Grooming)

RATING B = 1 in any of the three care needs (Dressing, Washing, Grooming)

RATING C = 2 in any of the three care needs (Dressing, Washing, Grooming)

RATING D = 2 in all three care needs (Dressing and Washing and Grooming)

ACFI 4 Toileting

Toileting	Assistance level
checklist Checklist must be completed	(tick one per care need)
1. Use of Toi	let □ 0 (Independent/ NA) □ 1 (Supervision) □ 2 (Physical assistance)
2. Toilet Completio	□ 0 (Independent/ NA) □ 1 (Supervision) □ 2 (Physical assistance)

ACFI 4 Rating key

Rating

RATING A = 0 in both care needs (Use of Toilet and Toilet Completion)

RATING B = 1 in one or two care needs (Use of Toilet, Toilet Completion)

RATING C = 2 in one care need (Use of Toilet or Toilet Completion)

RATING D = 2 in both care needs (Use of Toilet and Toilet Completion)

ACFI 5 Continence

Continence Assessment Summary	Tick if yes
No incontinence recorded	□ 5.1
3-day Urine Continence Record	□ 5.2
7-day Bowel Continence Record	□ 5.3

Checklist must be completed

You must tick one selection from items 1-4 and one selection from items 5-8.

Evidence requirement

For a rating of B, C or D you must complete and enclose the Continence Record

ACFI	ACFI 5: Continence checklist Tick if YES		
Urinar	Urinary Continence		
1	No episodes of urinary incontinence or self-manages continence devices	□ 1	
2	Incontinent of urine less than or equal to once per day	□ 2	
3	2 to 3 episodes daily of urinary incontinence or passing of urine during scheduled toileting	□ 3	
4	More than 3 episodes daily of urinary incontinence or passing of urine during scheduled toileting	□ 4	
Faeca	Faecal Continence		
5	No episodes of faecal incontinence or self–manages continence devices	□ 5	
6	Incontinent of faeces once or twice per week	□ 6	
7	3 to 4 episodes weekly of faecal incontinence or passing faeces during scheduled toileting	□ 7	
8	More than 4 episodes per week of faecal incontinence or passing faeces during scheduled toileting	□ 8	

ACFI 5 Rating key	Rating
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RATING A = yes to (item 1) and (item 5)

RATING B = yes to (item 2) or (item 6): You must complete and enclose the Continence Record

RATING C = yes to (item 3) or (item 7): You must complete and enclose the Continence Record

RATING D = yes to (item 4) or (item 8): You must complete and enclose the Continence Record

ACFI 6 Cognitive Skills

ACFI 6: Cognitive Skills Assessment Summary Assessment summary must be completed	Tick if yes	
No PAS undertaken – and nil or minimal cognitive impairment	□ 6.1	
Cannot use PAS due to severe cognitive impairment or unconsciousness	□ 6.2	
Cannot use PAS due to speech impairment	□ 6.3	
Cannot use PAS due to cultural or linguistic background	□ 6.4	
Cannot use PAS due to sensory impairment	□ 6.5	
Cannot use PAS due to resident's refusal to participate	□ 6.6	
Clinical report provides supporting information for the ACFI 6 appraisal	□ 6.7	
Psychogeriatric Assessment Scales - Cognitive Impairment Scale: enter score	□ 6.8 ⇔	SCORE

ACFI 6: Cognitive Skills checklist Checklist must be completed	Tick if yes
1 No or minimal impairment PAS = 0 - 3 including a decimal fraction below 4	□1
2. Mild impairment PAS = 4 - 9 including a decimal fraction below 10	□2
3 Moderate impairment PAS = 10 - 15 including a decimal fraction below 16	□ 3
4 Severe impairment PAS = 16 - 21	□ 4

Α	CF	1	6	Ratin	g key

Rating

RATING A = yes to (item 1)

RATING B = yes to (item 2)

RATING C = yes to (item 3)

RATING D = yes to (item 4)

Evidence requirement

For a rating of B, C or D you must complete and enclose the PAS (if appropriate).

ACFI 7 Wandering

ACFI 7 Wandering Assessment Summary	Tick if yes
No behaviours recorded	□ 7.1
Interfering while wandering	□ 7.2
Trying to get to inappropriate places	□ 7.3

ACFI 7 Wandering Checklist	Tick if yes
Problem wandering does not occur or occurs less than once per week	□ 1
Problem wandering occurs at least once in a week	□2
Problem wandering occurs at least six days in a week	□ 3
Problem wandering occurs twice a day or more, at least six days in a week	□ 4

Evidence requirement:

- · Assessment summary must be completed
- Checklist must be completed
- For a rating of B, C or D you must complete and enclose the Wandering Behaviour Record.

ACFI 7 Rating key

Rating

RATING A = yes to item 1

RATING B = yes to item 2: you must complete and enclose the

RATING C = yes to item 3: you must complete and enclose the behaviour record

RATING D = yes to item 4: you must complete and enclose the behaviour record

ACFI 8 Verbal Behaviour

ACFI 8 Verbal Behaviour Assessment Summary	Tick if yes
No behaviours recorded	□ 8.1
Verbal refusal of care	□ 8.2
Verbal disruption to others	□ 8.3
Paranoid ideation that disturbs others	□ 8.4
Verbal sexually inappropriate advances	□ 8.5

ACFI 8 Verbal Behaviour Checklist	Tick if yes
Verbal behaviour does not occur or occurs less than once per week	□1
Verbal behaviour occurs at least once in a week	□2
Verbal behaviour occurs at least six days in a week	□3
Verbal behaviour occurs at least twice a day or more, at least six days in a week	□ 4

Evidence requirement:

- Assessment summary must be completed
- · Checklist must be completed
- For a rating of B, C or D you must complete and enclose the **Verbal Behaviour Record.**

ACFI 8 Rating key

Rating

RATING A = yes to item 1

RATING B = yes to item 2: you must complete and enclose the behaviour record

RATING C = yes to item 3: you must complete and enclose the behaviour record

RATING D = yes to item 4: you must complete and enclose the behaviour record

ACFI 9 Physical Behaviour

ACFI 9 Physical Behaviour Assessment Summary	Tick if yes
No behaviours recorded	□ 9.1
Physically threatening or doing harm to self, others or property	□ 9.2
Socially inappropriate behaviour impacts on other residents	□ 9.3
Constantly physically agitated	□ 9.4

ACFI 9 Physical Behaviour Checklist	Tick if yes
Physical behaviour does not occur or occurs less than once per week	□ 1
Physical behaviour occurs at least once in a week	□ 2
Physical behaviour occurs at least six days in a week	□3
Physical behaviour occurs at least twice a day or more, at least six days in a week	□ 4

Evidence requirement:

- Assessment summary must be completed
- Checklist must be completed
- For a rating of B, C or D you must complete and enclose the Physical Behaviour Record.

ACFI 9 Rating key

Rating

RATING A = yes to item 1

RATING B = yes to item 2: you must complete and enclose the behaviour record

RATING C = yes to item 3: you must complete and enclose the behaviour record

RATING D = yes to item 4: you must complete and enclose the behaviour record

ACFI 10 Depression

ACFI 10 Symptoms of Depression Assessment Summary Assessment summary must be completed	Tick if yes	Score
No Cornell Scale for Depression (CSD) undertaken	□ 10.1	
Cornell Scale for Depression (CSD) - enter score	□ 10.2	
Clinical report provided supporting information for the ACFI 10 appraisal Note: Cornell Scale for Depression must be completed	□ 10.3	

ACFI 10 Symptoms of Depression checklist Checklist must be completed	Tick if yes
CSD = 0-8 or no CSD completed Minimal symptoms or symptoms did not occur	□ 1
CSD = 9-13 Symptoms caused mild interference with the person's ability to participate in their regular activities	□2
CSD = 14-18 Symptoms caused moderate interference with the person's ability to function and participate in regular activities	□ 3
CSD = 19-38 Symptoms of depression caused major interference with the person's ability to function and participate in regular activities	□ 4
There is a diagnosis or provisional diagnosis of depression completed or reconfirmed in the past twelve months (diagnosis evidence required as per Mental and Behavioural Diagnosis)	□ 5
Diagnosis or provisional diagnosis of depression being sought and will be made available on request within three months of the appraisal date	□ 6

ACFI	10	Rating	kev

Rating

RATING A = yes to (item 1)

RATING B = yes to (item 2): you must complete and enclose the Cornell Scale for Depression (CSD)

RATING C = yes to (item 3) AND (item 5 or item 6): you must complete and enclose the CSD.

RATING D = yes to (item 4) AND (item 5 or item 6): you must complete and enclose the CSD.

Evidence requirement

For a rating of B, C or D you must complete and enclose the **Cornell Scale for Depression.**

ACFI 11 Medication

Source materials

ACFI 11 Medication chart to be filed with ACFI Appraisal Pack
Name of person(s) authorising medication(s)
Profession
Date completed

Medication Administration Time

Medication round: circle applicable rounds	Administration time (minutes)
Early morning	
Middle of day	
Afternoon/ evening	
Others	
	Total time

ACFI 11 Medication checklist Checklist must be completed	Tick if yes
No medication	□1
Self-manages medication	□2
Application of patches at least weekly, but less frequently than daily	□3
Needs assistance for less than 6 minutes per 24 hour period with daily medications	□ 4
Needs assistance for between 6 and 11 minutes per 24 hour period with daily medications	□ 5
Needs assistance for more than 11 minutes per 24 hour period with daily medications	□ 6
Needs daily administration of a subcutaneous drug	□ 7
Needs daily administration of an intramuscular drug	□ 8
Needs daily administration of an intravenous drug	□ 9

ACFI 11 Rating key

Rating	
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RATING A = yes to (item 1) or (item 2)

RATING B = yes to (item 3) or (item 4): you must enclose a copy of the medication chart

RATING C = yes to (item 5): you must enclose a copy of the medication chart

RATING D = yes to (item 6) or (item 7) or (item 8) or (item 9): you must enclose a copy of the medication chart

Evidence requirement

For a rating of B, C or D you must enclose a copy of the medication chart.

ACFI 12 Complex Health Care

Complete all complex health care procedures relevant to the resident

ACFI 12 Rating key Rating

RATING A = score of 0 (no procedures)

RATING B = score of 1 - 4: enclose evidence for procedures as described in the requirements column

RATING $C = score \ of \ 5 - 9$: enclose evidence for procedures as described in the requirements column.

RATING D = score of 10 or more: enclose evidence for procedures as described in the requirements column.

Evidence requirement:

For a rating of B, C or D enclose evidence for procedures as described in the *required* evidence column on the next page.

Score	ACFI 12 Complex Health Care Procedures	Requirements RN = Registered Nurse NP = Nurse Practitioner MP = Medical Practitioner AHP = Allied Health Professional	Tick if yes
3	Blood pressure measurement for diagnosed hyper/ hypotension is a usual care need AND Frequency at least daily	MP directive AND on request: record	1
3	Blood glucose measurement for the monitoring of a diagnosed medical condition e.g. diabetes, is a usual care need AND Frequency at least daily	MP directive AND on request: record	□2
1	Pain management involving therapeutic massage or application of heat packs AND Frequency at least weekly AND Involving at least 20 minutes of staff time in total	Directive [RN or MP or AHP] AND Pain assessment AND on request: record	□3
3	Complex pain management by an allied health professional or registered nurse involving therapeutic massage and/ or pain management involving technical equipment specifically designed for pain management AND Frequency at least weekly AND Involving at least 20 minutes of staff time in total You can only claim one item 4 - either 4a or 4b	Directive [RN or MP or AHP] AND Pain assessment AND on request: record	□ 4a
6	Complex pain management by an allied health professional involving therapeutic massage and/ or pain management involving technical equipment specifically designed for pain management AND Frequency at least 4 times per week. You can only claim one item 4 - either 4a or 4b.	Directive [MP or AHP] AND Pain assessment AND on request: record	□ 4b
3	Complex skin integrity management for residents with compromised skin integrity who are confined to bed and/ or chair, or cannot self ambulate. The management plan must include repositioning at least 4 times per day.	Directive [RN or MP or AHP] AND Skin integrity assessment	□ 5
3	Management of special feeding administered by an RN, on a one to one basis, for people with severe dysphagia, excluding tube feeding. Frequency at least daily.	Diagnosis or ACCR AND Directive [RN or MP or AHP] AND Swallowing assessment	□6
1	Administration of suppositories or enemas for bowel management is a usual care need. The minimum required frequency is 'at least weekly'	1. Directive [RN or MP] AND On request: record	□ 7
3	Catheter care program (ongoing); excludes temporary catheters e.g. short term post surgery catheters.	Diagnosis or ACCR or directive [RN or MP]	□8
6	Management of chronic infectious conditions Antibiotic resistant bacterial infections Tuberculosis AIDS and other immune-deficiency conditions Herpes Zoster Infectious hepatitis	Diagnosis or ACCR AND Directive [RN or MP]	□ 9
6	Management of chronic wounds, including varicose and pressure ulcers and diabetic foot ulcers.	1. Diagnosis or ACCR AND 2. Directive [RN or MP or AHP] AND 3. Wound assessment AND on request: record	□ 10
6	Management of ongoing administration of intravenous fluids, hypodermoclysis, syringe drivers and dialysis.	Directive/ prescription [authorised NP or MP]	□ 11
3	Management of oedema, deep vein thrombosis or arthritic joints or chronic skin conditions by the fitting and removal of compression garments, compression bandages, tubular elasticised support bandages, dry dressings and/ or protective bandaging.	Diagnosis or ACCR AND Directive [RN or MP or AHP]	□ 12
3	Oxygen therapy not self managed.	Diagnosis or ACCR AND Directive [RN or MP]	□ 13
10	Palliative Care Program involving end of life care where ongoing care will involve very intensive clinical nursing and/ or complex pain management in the residential care setting.	Directive by CNC/ CNS in pain or palliative care or MP AND Pain assessment	□ 14
1	Management of ongoing stoma care. Excludes temporary stomas e.g. post surgery. Excludes supra pubic catheters (SPCs)	Diagnosis or ACCR AND Directive [RN or MP]	□ 15
6	Suctioning airways, tracheostomy care.	Diagnosis or ACCR AND Directive [RN or MP]	□ 16
6	Management of ongoing tube feeding.	Diagnosis or ACCR AND Directive [RN or MP or AHP]	□ 17
3	Technical equipment for continuous monitoring of vital signs including Continuous Positive Airway Pressure (CPAP) machine.	Directive [RN or MP] AND on request: record	□ 18