

HACC GROWTH FUNDING ROUND 2002 - 2003

GUIDE TO SUBMISSION FORMS

1. INTRODUCTION

This guide is designed to assist agencies complete submissions for the 2002-2003 Home and Community Care (HACC) Program Funding Round.

The guide:

- outlines the key selection criteria for the 2002-2003 Funding Round;
- defines cross regional and statewide projects;
- describes how to complete a submission on the structure of the forms;
- highlights significant changes to the forms and areas where mistakes are made.

2. KEY SELECTION CRITERIA

All Recurrent and Fixed Term Recurrent submissions and Fixed Term (Service Development) submissions will be assessed against the following Key Selection Criteria:

KSC1 Meets both Victorian and either statewide, cross regional or regional priorities.

KSC2 Meets the HACC Guidelines i.e. is a HACC eligible project.

KSC3 Demonstrates the need and gaps that the project seeks to address, including the need for additional resources.

KSC4 Demonstrates a quality service/project model that addresses the identified needs with clear outcomes.

KSC5 Demonstrates the links and complementary nature of the proposal to the existing service system, and that effective consultation has been undertaken in developing the proposal.

KSC6 Agency demonstrates ability to provide quality HACC or comparable services.

Minor capital submissions will be assessed against the same key selection criteria with the exception that KSC 4 and KSC5 will not be applicable for some projects.

3. REGIONAL, CROSS-REGIONAL AND STATEWIDE PROJECTS

The majority of HACC growth funds are allocated at a regional level to meet service needs identified at the local, sub-regional or regional level. These are identified in regional priorities that seek to implement the Victorian priorities at a local level. For each regional specific project a separate submission form needs to be completed.

Centrally managed funds are also available to support cross-regional and statewide projects. Submissions for these projects will use the same submissions forms and process as for Regional projects.

3.1 Definition of a Cross Regional Project:

A cross regional project is an activity with a service model which operates across a service delivery catchment of all or part of two or more DHS regions, based on the needs of a sub-group of the HACC target population.

The most likely rationale for a project being considered as cross regional rather than regional is:

- the geographic spread of the special needs group the service targets such as people from a culturally and linguistically diverse background, indigenous people and people in insecure housing;
- a service system resourcing project where the viability of the model requires a greater catchment than just one region.

The eligibility criteria focus on the nature of each project not the agency. Many agencies deliver services across more than one region, but only projects that meet the criteria above would be seen as cross regional with other activities seen as being delivered on a region specific basis.

3.2 Definition of a Statewide Project:

A statewide project focuses on enhancing the HACC service system at a statewide level and does not involve direct service delivery. Any service provider can apply for a statewide project, but the most relevant service providers are those whose key role is as umbrella organisations providing input into policy and service development at a statewide level. Projects need to demonstrate statewide coverage, statewide impact, and target the total relevant HACC population.

Priorities for cross regional and statewide projects submissions are available on the DHS website. Further information may be obtained from the relevant DHS Regional office.

4. COMPLETING A SUBMISSION: THE SUBMISSION FORM STRUCTURE

In the HACC Funding Round 2002-2003, submissions are to be completed in two parts. The first part is a **Summary Form**. This is where general agency information is entered and where the submission(s) is authorised by the agency through the signing of the signatory page. The second part is made up of one or more submission forms in which the detail of each project is entered. There are three types of **Submissions Forms**:

- Recurrent and Fixed Term Recurrent Funding
- Minor Capital
- Fixed Term (Service Development) Funding

There is no limit to the number of projects for which an agency can submit but all submission forms need to be attached to and identified in the one signed Summary Form. All submissions whether region-specific, cross regional or statewide should be attached to the one Summary Form and forwarded to the agency's Lead Region. If any of the submissions are cross regional, statewide or focus on another DHS Region, the Lead Region will forward them accordingly.

A photocopy of the signed summary form and all submission forms should be forwarded with the originals. Where possible, it would be valuable if you could please photocopy each submission onto the relevant coloured paper. (i.e. Fixed Term/Service Development – Green, Recurrent/Fixed Term Recurrent – Pink, Minor Capital – Blue)

5. FEATURES OF THE SUBMISSION FORMS AND AREAS WHERE MISTAKES ARE MADE

The remainder of this document seeks to assist agencies in completing submissions for this funding round and clarifying questions where mistakes have been made in the past. If you require any further assistance in completing your application, please contact your Regional HACC Program Adviser.

PART 1: SUMMARY FORM

The person who is authorised to enter into contracts and commitments on behalf of the agency must sign this form. It is essential that it list **all** the individual submissions that the agency has applied for. If a project is not identified, it cannot be considered for funding.

Section 1: Agency Details

1.1 Legal Name: The Agency's legal name as listed on the legal verification documents that demonstrate the agency is incorporated. For example,

Associations Incorporation's Act, Corporation Law, Health Services Act, Trustees Act.

1.5 DHS Lead Region: If your agency currently receives funding from the Department of Human Services, please indicate the name of the DHS Region responsible for negotiating the DHS Service Agreement between the agency and the Department. If your agency does not have a Service Agreement with DHS, please contact your nearest Regional office.

1.8 Funding Submissions (Summary): Please list all submissions that your agency has applied for including Recurrent, Fixed Term Recurrent, Minor Capital and Fixed Term (Service Development). This should include any cross-regional or statewide projects.

Section 2: New Agencies

2.1 Description of Agency and 2.2 Detail your agency's experience in delivering HACC or comparable services.

This section has been included to assist agencies that are not currently funded by HACC to demonstrate that they meet key selection criterion 6 "Agency demonstrates ability to provide quality HACC or comparable services the ability to provide quality HACC services or comparable services".

PART 2A: RECURRENT AND FIXED TERM RECURRENT FUNDING SUBMISSION

Fixed Term Recurrent: A Fixed Term Recurrent Submission is a time limited project that will operate for a period from seven to thirty six months duration and is usually subject to specific conditions. The funding requested must be detailed on a per annum budget if longer than 12 months duration.

Section 4: Funding Submission

4.1 Is the submission for a new service or a variation to an approved HACC service? A new service means a HACC activity for which your agency is not currently funded. A variation to an approved HACC service is for an expansion of a HACC activity for which your agency is currently funded. Confusion has arisen where an agency is delivering a new model of service for an activity for which it is currently funded. For example, if a Community Health Centre which receives funds through the Allied Health activity establishes a new service delivery model (e.g. outreach allied health service targeted at the Koori community) this should still be identified as a variation as the agency already receives funds for the Allied Health activity type.

4.3 HACC Activity Type and Requested Growth Funds: To complete this section please refer to Figure 1: HACC Program Activities and Unit Prices for 2002-2003 in the HACC Funding Guidelines. The table provides a list of activities for the HACC Program in the 2002-2003 financial year. Agencies

will need to refer to this table to calculate the requested funding for their funding submission based on the unit prices for each HACC activity.

Section 5: Details of Submission

To support you to complete this section, it is important that you refer to the Regional Information Kits, or to the following website <http://www.health.vic.gov.au/agedcare/hacc/index.htm>. DHS has prepared information sheets to assist in the development of submissions targeted at Special Needs Groups, Flexible Service Response, Information Management/Information Technology and Service Co-ordination and Service Development Training Projects.

5.1 Identify the 2002-2003 priority for funding HACC services to be addressed by this submission: Only one priority should be identified here. It is understood that your project is likely to impact on a number of the different special needs groups that are eligible for HACC services, however you should identify the priority that is the primary focus of your submission. You should demonstrate how your proposal meets the identified priority in responding to the remaining questions.

5.2 State the need for new or increased funding: Include evidence that demonstrates the need for this funding. Examples of sources of information include Community Health Plans, Municipal Public Health Plans, Burden of Disease Data, Research and Consumer Needs Analyses.

5.3 Description of Submission: Include how the client group will access the proposed service model and the strategies that will be utilised to locate, engage and link people into the service.

5.4 Describe how the project will complement the existing service system within the proposed catchment area and the consultation undertaken in its development: Include an outline of the consultation that has been undertaken with the client group and relevant providers as part of the planning and development of this project. Does the project look at how it will work with or build on other similar programs and services for the targeted client group in the catchment area? Identify, where relevant any links between your project and other related initiatives and service developments being undertaken in the relevant catchment, such as Primary Care Partnerships.

5.5 Indicate the Local Government Area/s LGA the service will cover and the proportion of new funds/units to be allocated to these areas. This includes the identification of the suburb or town where the service is to be delivered.

Please also note the following:

Community Service Officers and Senior Citizen's Centres: DHS is no longer separately identifying within the submission form Community Service Officer Positions or Senior Citizens Centre Maintenance Grants. Agencies seeking to apply for either one of these categories should do so under the Service

System Resourcing activity and clearly identify the purpose of the funding in the HACC project name.

Note: A maximum ceiling of \$4,128 per annum (where no meals are provided) or \$6,192 per annum (where meals are provided), per Senior Citizens' Centre can be applied for in 2002-2003.

Volunteer Co-ordination – Other Associated Costs: Where the HACC program provides funding for Volunteer Co-ordination to an agency, the agency can apply for additional costs associated with Volunteer Co-ordination, that may include police checks for volunteers and volunteer reimbursements. Volunteer Co-ordination – other Associated Costs are available only to agencies providing HACC Program Volunteer Co-ordination. To be eligible for this funding, agencies will need to have developed a written policy on volunteer reimbursements and maintain records of costs incurred. Applications for Volunteer Co-ordination and Volunteer Co-ordination – Other Associated Costs should be made on separate forms. If an agency already provides HACC Volunteer Co-ordination, the agency may apply for funding for Volunteer Co-ordination – Other Associated Costs in relation to the Volunteer Co-ordination position(s) that currently exist.

5.6 How will the effectiveness and success of the proposal be assessed? Describe what mechanisms are in place or will be put in place to measure the effectiveness and success of the proposal and how they relate to the quality appraisal mechanisms your agency has in place.

Section 6: Linked Minor Capital Submissions: It is important that your agency identifies where there is a minor capital submission that is linked to a new recurrent funding submission.

PART 2B: MINOR CAPITAL FUNDING SUBMISSION

Only agencies that receive recurrent HACC funding are eligible to apply for Minor Capital grants. If your agency does not currently receive HACC funding but is submitting for recurrent funds in 2002-2003, it can apply for minor capital but approval will be dependent on the success of the recurrent application.

Examples of minor capital funding include:

- allied health equipment
- new vehicles and vehicle changeovers
- computer hardware and software, particularly to support MDS implementation
- modifications to buildings to address occupational health and safety issues
- equipment to support the expansion of services

PART 2C: FIXED TERM (SERVICE DEVELOPMENT) FUNDING SUBMISSION

5.2 Aims and Rationale for Project: Please include how the project will meet the HACC Service Development aims and which category of funding the project relates to.

The categories for funding include:

- Policy, protocol and practice development and analysis
- Education and Training
- Research
- HACC Information and Promotion

IF YOU REQUIRE FURTHER SUPPORT TO COMPLETE YOUR SUBMISSION (S) PLEASE DO NOT HESITATE TO CONTACT YOUR REGIONAL HACC PROGRAM ADVISER WHO WILL BE ABLE TO ASSIST YOU.

THANK YOU