

HACC FUNDS ALLOCATION PROCESS 2003-04

GUIDE TO SUBMISSION FORMS

1. INTRODUCTION

This guide is designed to assist agencies to complete invited and advertised submissions for the 2003-04 Home and Community Care (HACC) Funds Allocation Process.

The guide:

- outlines the key selection criteria for the 2003-04 HACC Funds Allocation Process
- describes how to complete a submission based on the structure of the forms
- highlights significant changes to the forms and areas where mistakes are made.

The following 3 Ministerial Priorities form the basis of all regional, cross regional and statewide priorities:

- **Priority 1** Increase the supply and improve the responsiveness of HACC basic services and consolidate the HACC basic service system around the key local government and health sector providers
- **Priority 2** Increase the quantity and quality of HACC basic services for people from CALD backgrounds and develop new collaborative direct service delivery arrangements between mainstream, multi-cultural and ethno-specific organizations
- **Priority 3** Increase the quantity and quality of HACC services for ATSI communities.

2. KEY SELECTION CRITERIA

All invited recurrent expansion and invited/advertised specified projects and tenders (both recurrent and non recurrent) submissions will be assessed against the following Key Selection Criteria (except where specified):

KSC1 Meets the HACC Guidelines i.e. is a HACC eligible project.

KSC2 Addresses a high priority issue as expressed in the Ministerial Priorities and HACC planning processes and aims to service the needs of a significant population. (Mandatory for Statewide projects only)

KSC3 Demonstrates that the project model and methodology proposed addresses the identified aim and objectives with clear strategies and outcomes.

KSC4 Demonstrates an operationally effective project management model that will support the outcomes and build on existing resources. Identifies a key project worker with relevant skills and experience.

KSC5 Demonstrates a commitment to evaluating and monitoring the project using relevant tools

KSC6 Demonstrates a commitment to working in partnership with key stakeholders and that effective consultation has been undertaken to develop the proposal. The project needs to link with and complement the existing service system

Additional KSC have been added to specific project briefs as appropriate.

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 Plans that implement the Victorian priorities at a local level.

Regions will distribute submission kits to the relevant parties for those initiatives where an invited submission or tender is being sought.

Centrally managed funds are also available to support initiatives in response to the Culturally Equitable Gateways Strategy, cross-regional and statewide projects. Submissions for these projects will use the same forms and process as for Regional projects. Central Office will distribute submission kits to the relevant parties for those initiatives where an invited submission or tender is sought.

4. COMPLETING A SUBMISSION: THE SUBMISSION FORM STRUCTURE

In the HACC Funds Allocation Process 2003-04, there are 4 types of submission forms:

- Invited recurrent expansion
- Invited specified project
- Advertised specified project
- Tender

A photocopy of the signed submission forms should be forwarded with the originals. All submissions must be submitted as a hard copy.

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 the HACC Funds Allocation Process and clarifying questions that may arise. If you require any further assistance in completing your submission, please call the key contact person on the submission form.

Invited Recurrent Expansion

Section 1: Funding Submission will have been largely completed by DHS. The only section to be completed by agencies is 1.1 Growth to be Purchased. The first 3 columns of this table will have been completed by DHS and will identify the available growth dollars and units by local government area. The last 3 columns are for the agency to complete.

This is the place for the agency to identify how much of the available growth funds and units by local government area the agency is applying for. If the agency is applying for the full amount the same figures will appear in both sections. An agency may have come to a mutually beneficial arrangement with other providers to share the growth according to catchment or clientele or activity. In this instance the individual agencies will be applying for part funding.

Section 2: Agency Details: For invited submissions Section 2 will have been completed by DHS. Agencies should confirm that the details are correct and verify both phone numbers and email details and make the relevant changes.

For advertised submission, Section 2 must be completed by the agency.

Section 3: Details of Submission: From Section 3 onwards, the agency will be primarily responsible for completing the recurrent expansion submission form.

In 3.1 the priority that the initiative is responding to will be completed by DHS.

In 3.2A the agency will describe their current service model and how it meets the needs of the target group. This is an opportunity to provide details of your service model. It is particularly important to describe how your model of service provision responds to client's individual needs and circumstances.

In 3.2B the agency will describe the agency's capacity and will propose an implementation plan to meet the additional targets both in 2003-04 and into the future.

It is important that your response is quite practical and concrete in describing how the additional targets will be met.

In 3.3 the agency will detail its understanding of the service system and what discussions have taken place with other relevant providers in developing the submission. The agency should also discuss the consultation and partnership arrangements that will form part of its implementation plan.

In 3.4 the agency will document both:

- an appropriate process to monitor services on an ongoing basis
- an evaluation strategy to measure the success and effectiveness of the expanded service and its partnerships.

Section 4: New Agencies. This section should only be completed if the agency is currently not funded for HACC services. This section has been included to assist agencies that are not currently funded by HACC to demonstrate their ability to provide quality HACC or comparable services.

Section 5: Certification. Please remember to sign the submission before returning to the relevant DHS address.

Invited Submission for a Specified Project

Section 1 Funding Submission will be completed DHS. It identifies the project name, the funding amount, type of funding and project timeline.

Section 2 Agency Details will be completed by DHS but the agency should verify that the information is correct, if this section is blank complete as fully as possible.

Section 3 Project Description contains the details about the specific project.

3.2A, B and C will be completed by DHS. 3.2 is based on the development of the project arising from the consultations regarding the *draft HACC Regional Plans* and informed by discussions with advisory bodies for Statewide projects. 3.2 defines the basic parameters and expectations for the project.

3.3 is to be completed by the agency. *3.3A Deliverables:* requires the agency to define what the project deliverables will be in order to achieve the aims identified in 3.2B.

3.3B Methodology: is for the agency to describe an appropriate method to achieve the objectives identified in 3.2C Objectives and how the deliverables will be achieved.

3.3C Outcomes to HACC clients and to the HACC sector is where the agency documents its understanding of why the project is being undertaken and how the project will benefit HACC clients and the HACC sector.

This is a critical question in demonstrating the agency's understanding of the project.

3.4 Project Management: DHS statement that outlines the broader, strategic direction and relationships for the project.

3.5 Project Management is for the agency to complete. It is where the agency will describe the practical and day to day details of how the project will be managed and the support to project workers.

3.5A Day to day management is where the agency will describe the proposed management model:

- how the project will be supported by the agency, operationally, financially, etc
- how the connection between the project, and any advisory/steering group that has been nominated for the overall management of the project in 3.4, will be supported
- how the worker/s will be supported and managed.

3.5B Key Project Worker is where the key project worker will be identified. The agency will describe the key project worker's qualifications and skills.

3.5C Communication and reporting between project and DHS: the agency will describe the strategies to be put into place to keep the project on track. This might include:

- the reporting relationship between the project worker, the agency and the steering group
- tracking of project progress
- development of a system to identify risk and strategies to manage project delays and changes
- development and management of relevant data sets
- tracking of budget.

3.6A Ongoing monitoring and reporting to project management group is where the agency will describe how it will monitor the progress and status reports to the Steering Group.

3.6B Project evaluation: the agency will describe the evaluation methodology, data requirements and evaluation criteria against which the project will be judged.

There is the potential for confusion between 3.5C Reporting and 3.6 Evaluation. The difference is that reporting is about the status updates, identifying and documenting day to day progress and issues to ensure the project remains on track.

Evaluation is the structured formal feedback to the Steering Group about the achievement against and progress towards milestones. It includes the final project evaluation. It is necessary for the agency to identify the criteria against which the project will be evaluated up front, so that appropriate data and reports can be developed to ensure that the evaluation will be achievable.

3.7 Project Support: the agency should detail how the project will relate to the broader HACC sector and how it will work collaboratively within the existing system. The agency should describe the consultation that has been or will be

engaged in to develop and implement the project. If this is a consultancy, the applicant must provide 2 referees.

Section 4: Project Budget: Within the available funding and timelines, please detail the anticipated costs associated with the project.

Section 5&6. Please follow the instructions as per Invited Recurrent Expansion.

Advertised Submission for a specified project

Please follow the instructions as per the Invited Submission for a Specified Project, but remember to describe what priority issue your submission is addressing. It is important to clearly define the target group that you will be working with.

IF YOU REQUIRE FURTHER SUPPORT TO COMPLETE YOUR SUBMISSION, PLEASE DO NOT HESITATE TO CALL THE KEY CONTACT ON THE SUBMISSION FORM WHO WILL BE ABLE TO ASSIST YOU.

THANK YOU