



Australian Government

Department of Health and Aged Care



## National Aged Care Mandatory Quality Indicator Program Quick Reference Guide: Activities of daily living

This quick reference guide provides information for approved providers of residential aged care to understand and meet their obligations to collect and report data on activities of daily living for the QI Program.

The activities of daily living (ADLs) quality indicator is reported against:



### Percentage of care recipients who experienced a decline in activities of daily living

**ADLs** measure aspects of independence and function, that if maintained can help people enjoy a better quality of life. These include walking and moving around, eating, dressing, personal hygiene and toileting/continence.

ADL function is assessed using the Barthel Index of Activities of Daily Living (ADL assessment).

### Collect activities of daily living data



Using your service's care records, identify each care recipient's ADL assessment total score from the previous quarter



Around the same time each quarter, conduct an ADL assessment for each care recipient by completing all questions in the Barthel Index of Activities of daily Living assessment tool. Care recipient performance is established using the best available evidence. This can include using existing knowledge of the care recipient obtained through routine personal care, asking the care recipient, referring to care records or by direct observation. Direct testing is not required.



Record the number of care recipients:

- excluded because they were receiving end-of-life care
- excluded because they were absent from the service during the entire quarter
- excluded because they did not have an ADL assessment total score recorded for the previous quarter
- with an ADL assessment total score of zero in the previous quarter



For each care recipient, record the ADL assessment total score

Compare the previous quarter ADL assessment total score with the current ADL assessment total score, to determine if the care recipient experienced a decline of one or more points  
Record the number of care recipients who experienced a decline in ADL assessment total score of one or more points

*Approved providers of residential aged care must collect and report on activities of daily living data quarterly, according to the requirements set out in the QI Program Manual 3.0 – Part A (Manual).*

## Report activities of daily living data



**Report** the number of care recipients:

- who experienced a decline in ADL assessment total score of one or more points



**Additionally, report** the number of care recipients:

- assessed for ADL function
- excluded because they were receiving end-of-life care
- excluded because they were absent from the service for the entire quarter
- excluded because they did not have an ADL assessment total score recorded in the previous quarter. Include comments as to why the previous recording is absent.
- with an ADL total assessment score of zero in the previous quarter

### EXAMPLE

#### Care recipient A

- current quarter ADL assessment total score of 10
- previous quarter ADL assessment score total of 10
- experienced no decline in ADL assessment total score

#### Care recipient B

- current quarter ADL assessment total score of 1
- previous quarter ADL assessment total score of 0

#### Care recipient C

- current quarter ADL assessment total score of 10
- previous quarter ADL assessment total score of 12
- experienced a decline of 2 points in ADL assessment total score

- ② Number of care recipients assessed for ADL function
- ① Number of care recipients excluded because they were receiving end-of-life care
- ① Number of care recipients excluded because they were absent from the service for the entire quarter
- ① Number of care recipients excluded because they did not have an ADL assessment total score recorded in the previous quarter
- ① Number of care recipients with an ADL assessment total score of zero for the previous quarter
- ① Number of care recipients who experienced a decline in ADL assessment total score of one or more points

Data recording templates for each quality indicator are available on the department's website. Use the templates to automatically calculate and summarise data for submission through the My Aged Care provider portal.

## Submit QI Program data

There are three ways QI Program data can be submitted:



1. Through the My Aged Care provider portal
2. Via a bulk file upload
3. Through a third-party benchmarking company



Data must be submitted by the **21st day of the month after the end of each quarter**



### More information

The QI Program Manual, and other guidance materials, are available on the Department of Health and Aged Care [website](#).

For QI Program assistance, contact the My Aged Care provider and assessor helpline on 1800 836 799. The helpline is available between 8am and 8pm Monday to Friday, and between 10am and 2pm on Saturday local time across Australia, except for public holidays.