AGED CARE REGISTERED NURSES' PAYMENT PROGRAM - ROUND 2

Instructions on completing the staffing profile

This is a guide to help you complete the staffing profile to support your grant application for the Aged Care Registered Nurses' Payment Program.

Applications will not be accepted without a completed staffing profile. The information you provide in the staffing profile will be used to assess the number of eligible registered nurses and the total grant funding amount to be paid.

It is important that all information provided is accurate. Incorrect or missing information may delay the assessment of your application, or make your application ineligible.

You must submit the staffing profile as an Excel spreadsheet in its current form. Do not change the format or layout of the staffing profile spreadsheet.

The staffing profile has 4 main tabs

Instructions – red tab

Contains a summary of the information required for the other tabs and how that information should be added. You are not required to provide any information in this tab.

Organisation details – yellow tab

This is where you provide information about your organisation. Enter all the details required in this tab first before updating the nurses claims tab. Some of your responses will auto-populate fields in the nurses claims tab.

Organisation Name – this is your organisation's legal name. It should be identical to the name you provided under 'Applicant legal name' in the application form.

Type of Organisation – choose the type of organisation that is applicable from the drop-down list.

Registered for Aged Care Services – select either yes or no from the drop-down list. If you answer no, you must add an explanation about why your organisation should be considered for funding under this program.

NAPS identifier – this is the National Approved Provider System number. You can find your NAPS ID on your funding statements from Services Australia or your My Aged Care Provider portal details.

Organisation contact name – this is the name of the person listed as your Primary or Secondary contact in your application form.

Service or facility name (column A) – enter the name of each of your service offices or facilities that employs a registered nurse that you will list on the nurses claims tab.

Location (column B-D) – enter the Suburb/Locality, State/Territory and Postcode of the service office or facility listed in the same row.

Modified Monash Model (MMM) category – the MMM will auto-populate. No information should be entered into this column. If no MMM is found, the row will remain shaded.

If the MMM number is between 3 to 7, the registered nurses from those services or facilities may be eligible to claim the additional payment in the nurses claims tab.

Nurses claim – green tab

This tab is where you will provide information about individual registered nurses you are applying for. Only the columns under the green headings need to be completed.

NAPS service identifier (column A) – this is the National Approved Provider Service Identifier. This will be on the same statement from Services Australia where your NAPS ID appears. The NAPS Service Identifier can also be found on the My Aged Care Provider portal.

Name of registered nurse (column B-C) – enter the first name, then the surname of each of the registered nurses you are claiming for. This must match the name registered with the Australian Health Practitioner Regulation Agency (AHPRA).

AHPRA registration number (column D) – you can search for the AHPRA number of a registered nurse on ahpra.gov.au under the 'look up practitioner' section.

Employment period (column E-F) – indicate if the registered nurse was continuously employed by your organisation from 1 November 2022 to 31 October 2023 or from 1 May 2023 to 31 October 2023.

Registered nurses who are on leave, including maternity leave, long service leave, or on worker's compensation are eligible. Registered nurses who have left your organisation after 31 October 2023 are also eligible.

Average hours (column G) – using the drop-down list, select the average number of hours per week the nurse worked over the eligible period. If the registered nurse is/was on approved leave during the eligible period, the average hours are those worked during the 3 months prior to their leave.

Additional payment (column H) – using the drop-down list, select the criteria which applies to nurses who are eligible for an additional payment. Leave this column blank if the nurse does not meet any of the criteria for the additional payment.

Total (column I-L) – columns with blue headings are auto-populated and protected. Do not enter any information into these columns. If any of the blue columns do not auto-populate you will need to check the information you have previously entered.

Privacy statement - pink tab

This outlines the Department's role in collecting, using, and protecting your information. There is no information required in this tab.