



# Government Provider Management System

## User Guide: Manage Your Organisation tile

July 2025

Version 0.1

This Government Provider Management System (GPMS) User Guide aims to provide registered providers an overview of how to manage their organisational details held by the Department of Health, Disability and Ageing in the GPMS Registered Provider portal.

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# 1 Introduction

The Government Provider Management System (GPMS) is a flexible IT (Information Technology) system which is a critical part of the Aged Care Digital Transformation Initiative underway to support aged care reform through better technology.

GPMS provides greater connectivity and data sharing between aged care providers and government.

## 1.1 Purpose

This User Guide has been designed to support registered providers to view and manage their:

- Provider organisation details
- Residential care homes
- Branches
- Responsible persons and contacts
- Associated providers

## 1.2 Glossary

A [glossary](#) is available on the departments website to help users to understand the terminology used in relation to GPMS functionality.

## 1.3 Login to the GPMS portal

To login to the GPMS Registered Provider portal please visit the [GPMS portal log in page](#).

If users require assistance logging into the GPMS Portal, please refer to the Government Provider Management System – Quick Reference Guide: Logging into GPMS.

### Please note:

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**The Department of Health, Disability and Ageing will retain records of users' access to GPMS. When prompted upon login to GPMS, the user must accept the [GPMS Terms of Use](#) to be able to access the system.**

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## 1.4 Access Permission

Organisation administrators can assign the following roles in the GPMS portal via the **Manage users** function on the GPMS landing page:

**Please note:**

**New portal users for existing Providers, who are required to both submit reports and manage their organisation, will need to be created in both:**

**GPMS Approved Provider portal, and**

**GPMS Registered Provider portal**

Role	Responsibility
<b>Provider staff (Registered Provider)</b>	Users with this role can: <ul style="list-style-type: none"> <li>• View all details about their organisation and reported contacts</li> <li>• Manage all contacts for their organisation</li> </ul>
<b>Provider staff (Home/Branch)</b>	Users with this role can: <ul style="list-style-type: none"> <li>• View limited details about their organisation</li> <li>• Access information regarding Homes and Branches they have been granted access to</li> <li>• Manage contacts for Homes and Branches they have been granted access to</li> </ul>
<b>RN submission - Service</b>	Users with this role can: <ul style="list-style-type: none"> <li>• Submit 24/7 Registered Nursing reports on behalf of their organisation</li> </ul>

Role	Responsibility
<b>Financial Reporting Submission</b>	Users with this role can: <ul style="list-style-type: none"> <li>• Submit Quarterly Financial Reports on behalf of their organisation</li> </ul>
<b>QI Bench Marker</b>	Users with this role can: <ul style="list-style-type: none"> <li>• Upload bulk Quarterly Indicator data.</li> </ul>
<b>QI Role - Org</b>	Users with this role can: <ul style="list-style-type: none"> <li>• Submit Quarterly Indicator data on behalf of their organisation.</li> </ul>
<b>QI Role - Service</b>	Users with this role can: <ul style="list-style-type: none"> <li>• Submit Quarterly Indicator data on behalf of their organisation.</li> </ul>

In this document, the user role of **Provider Staff (Registered Provider)** will be referred to as provider-level user and **Provider Staff (Home/Branch)** as Home/Branch level user.

## 1.5 Session time out

Before making updates, the user should be aware of the “time-out” functions when a user is logged in to the GPMS portal.

GPMS has a time-out feature which automatically requires re-entry of username and password after 15 minutes of inactivity on the GPMS portal.

Information which is lost due to “time-out” cannot be recovered.

## 1.6 Further information and support

Please refer to the [Government Provider Management System](#) webpage and the [Manage Your Organisation](#) webpage for more information.

If users require further assistance to login to GPMS please contact the My Aged Care service provider and assessor helpline on **1800 836 799**, Monday to Friday (8am to 8pm) and Saturday (10am to 2pm) local time across Australia.

For translating and interpreting services, call **131 450** and ask for My Aged Care on **1800 836 799**.

To use the National Relay Service, visit [About the National Relay Service \(NRS\) | Access Hub](#) or call **1800 555 660**.

To access sign language interpreting and captioning services through Deaf Connect, call [1300 773 803](#) or email [interpreting@deafconnect.org.au](mailto:interpreting@deafconnect.org.au).

## 2 GPMS Registered Provider portal

The [Registered Provider portal](#) acts as a central hub for registered providers to manage their organisational details. This includes viewing or modifying details about their:

- Organisation
- Responsible persons and contacts
- Branches
- Associated providers, and
- Residential Care Homes

### 2.1 Logging in

Users are required to log in to the **Registered Provider** portal by selecting the **Log in to GPMS Registered Provider portal** button.

**GPMS Portal – Approved Provider**

Access this portal to view information about your Approved Provider entity, as it existed under the *Aged Care Act 1997*, up to 31 October 2025. Here you can:

- Submit Approved Provider reporting:
  - Quarterly Financial Report (QFR)
  - Quality Indicator (QI) Program data
  - Provider Operations Collection Form
- View previous information about your organisation and personnel, as well as:
  - Star Ratings
  - 24/7 Registered Nurse (RN) reports
  - Care Minutes Targets
  - QI Program data
  - Provider Operations
  - QFR information
- Preview the Finance & Operations: Publication Preview before it is published for the next period

[Log in to GPMS – Approved Provider](#)

**GPMS Portal – Registered Provider**

Access this portal to view information about your Registered Provider entity, as it exists under the *Aged Care Act 2024*, from 3 November 2025. Here you can:

- View and maintain the information about your organisation
- Submit Registered Provider reporting:
  - 24/7 RN report
  - QFR
  - QI Program data
- Preview Star Ratings information before it is published for the next period

As GPMS is enhanced, additional applications will be introduced through future updates.

[Log in to GPMS – Registered Provider](#)

Upon selecting the **Registered Provider** button, users will be directed to the **Log in using** page where they will be required to select their login authentication method.

Information and guidance regarding logging in to GPMS can be found in the GPMS Quick Reference Guide: Logging in to GPMS

## GPMS Portal - Registered Provider Organisation

Access this Government Provider Management System (GPMS) portal to:

- manage your organisation and personnel details
- view your residential care homes, branches and associated provider arrangements
- submit 24/7 registered nurse (RN) reporting.

To access reporting applications, use the [GPMS Approved Provider Organisation portal](#).

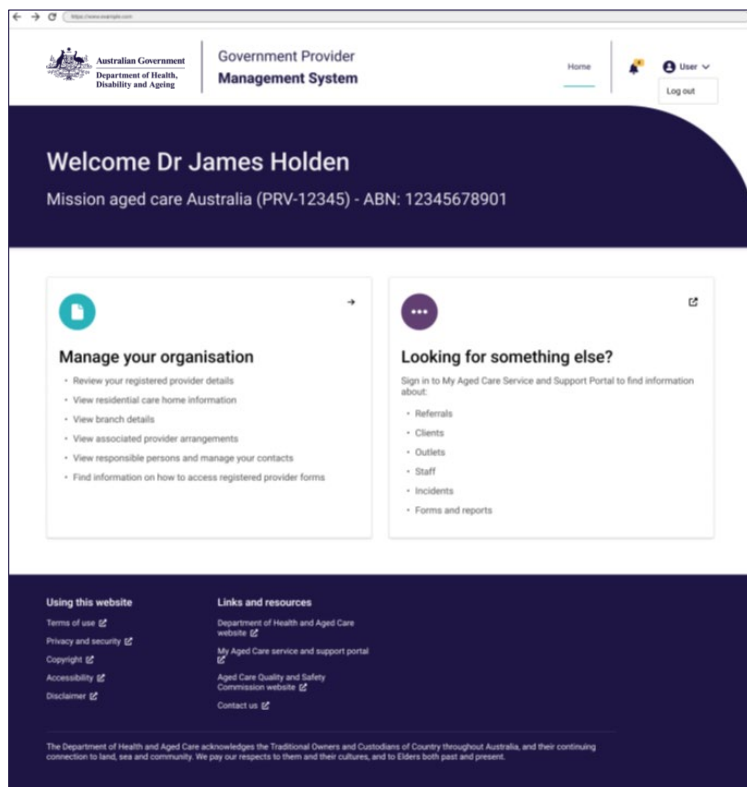
## Log in using

[Log in with VANguard Federated Authentication Service](#)

[Log in with Digital ID](#)

Once logged in, users will navigate to the GPMS **Terms of use** page and will be required to accept the **Terms of Use** to continue in the system.

The Registered Provider portal landing page will appear once the **Terms of Use** have been accepted.



The following tiles are displayed on the **Registered Provider portal** landing page:



Menu tile	Description
<b>Manage your organisation</b>	<ul style="list-style-type: none"> <li>• Review registered provider details</li> <li>• View residential care home information</li> <li>• View branch details</li> <li>• View associated provider arrangements</li> <li>• View responsible persons and manage contacts</li> <li>• Find information on how to access registered provider forms</li> </ul>
<b>24/7 Registered Nurse Reporting</b>	<ul style="list-style-type: none"> <li>• Submit 24/7 Registered Nurse (RN) reporting</li> </ul>
<b>Quarterly Financial Reporting</b>	<ul style="list-style-type: none"> <li>• Submit Quarterly Financial (QFR) reporting</li> </ul>
<b>Quarterly Indicator Program Reporting</b>	<ul style="list-style-type: none"> <li>• Submit Quarterly Indicator (QI) Program Reporting</li> </ul>
<b>Looking for something else?</b>	<p>Sign in to My Aged Care Service and Support Portal to find information about:</p> <ul style="list-style-type: none"> <li>• Referrals</li> <li>• Clients</li> <li>• Outlets</li> <li>• Staff</li> <li>• Incidents</li> <li>• Forms and reports</li> </ul>

To manage your organisation, users must select the **Manage your organisation tile**. The following tiles are then displayed once **Manage your organisation** tile is selected:

Menu tile	Description
<b>Provider details</b>	<ul style="list-style-type: none"> <li>• View registered provider details</li> <li>• View registration details</li> <li>• View and manage contact information</li> <li>• View specialist aged care programs</li> </ul>
<b>Residential care homes</b>	<ul style="list-style-type: none"> <li>• View residential care homes</li> <li>• View details of specialist aged care programs</li> <li>• View Responsible Persons and Points of Contact</li> </ul>
<b>Branches</b>	<ul style="list-style-type: none"> <li>• View branch details</li> <li>• View the branch Points of Contact</li> </ul>
<b>Responsible persons and contacts</b>	<ul style="list-style-type: none"> <li>• View and manage details about responsible persons and contacts for the organisation</li> </ul>

Menu tile	Description
	<ul style="list-style-type: none"> <li>View and manage details about responsible persons and contacts for specific residential care homes and branches</li> </ul>
<b>Associated providers</b>	<ul style="list-style-type: none"> <li>View associated provider arrangements</li> </ul>

The screenshot shows the 'Government Provider Management System' interface. At the top, there's a header with the Australian Government logo, 'Department of Health and Aged Care', and 'Government Provider Management System'. Below this is a navigation bar with 'Home', a notification bell, and a user profile. The main section is titled 'Manage your organisation' and includes a sub-header 'Mission Aged Care Australia' with 'Provider ID: PRV12345' and 'ABN: 12 345 678 901'. The main content area is titled 'Manage your organisation's details' and contains five tiles: 'Provider details' (with a house icon), 'Residential care homes' (with a house icon), 'Branches' (with a list icon), 'Responsible persons and contacts' (with a group of people icon), and 'Associated providers' (with a handshake icon). Each tile lists specific actions available to the user. At the bottom, there's a section titled 'Contact the Commission' with a link to visit the Commission's website and a list of reasons to visit, such as managing registration details or finding forms.

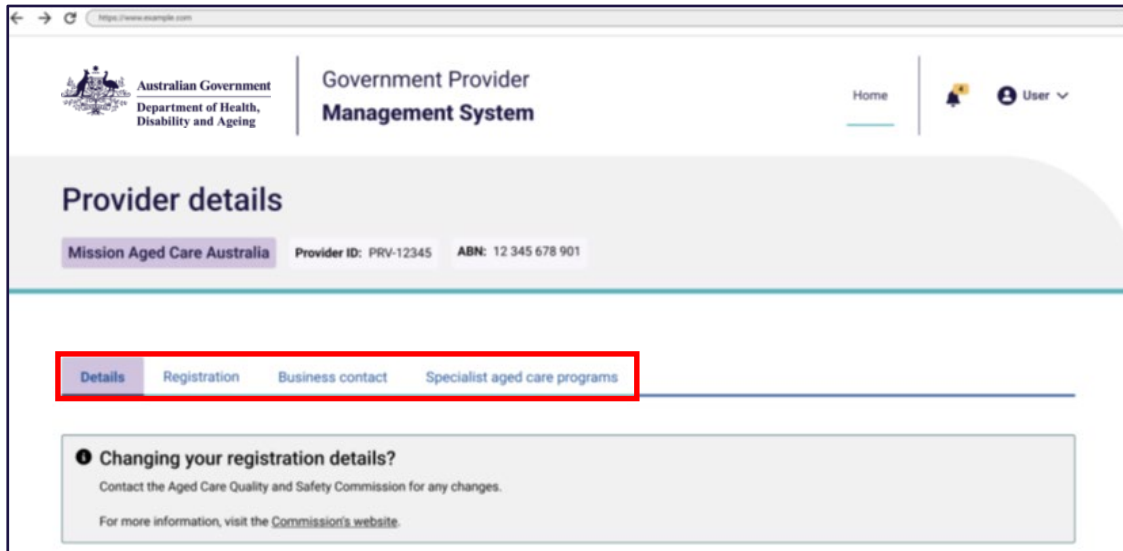
### 3 Provider Details

From the Manage your organisation landing page, users can select the **Provider Details** tile to view the **Provider Details** landing page.

This is a close-up of the 'Manage your organisation's details' section from the previous screenshot. It shows five tiles arranged in a grid. The 'Provider details' tile, located in the top-left position, is highlighted with a red rectangular border. This tile features a house icon and lists two actions: 'View your registered provider details' and 'Update contact information'. The other tiles are 'Residential care homes' (top-right), 'Branches' (top-right), 'Responsible persons and contacts' (bottom-left), and 'Associated providers' (bottom-right), each with their respective icons and action lists.

Four tabs are displayed at the top of the **Provider Details** landing page including:

- Details
- Registration
- Business contact
- Specialist aged care programs



### 3.1 Provider details – Details tab

In the **Details** tab users can view different sections for their organisation, including:

- **Registered provider details**
- **Australian Business Number (ABN) details**
- **Incorporation details**
- **Parent / holding company details**

## Provider details

Mission Aged Care Australia

Provider ID: PRV-12345

ABN: 12 345 678 901

Details

Registration

Business contact

Specialist aged care programs

### ❶ Changing your registration details?

Contact the Aged Care Quality and Safety Commission for any changes.

For more information, visit the [Commission's website](#).

### ▼ Basic details

Registered provider ID	PRV-12345
Legal name	Mission Aged Care Australia
Business name	Mission Aged Care Australia
Is this provider an Aboriginal Community Controlled Organisation (ACCO)?	

 Edit

### ▼ ABN details

ABN	12 345 678 901
Entity type	Australian private company
ABN status	Active
ABN branch number	001

### ▼ Incorporation details

Organisation type	Public listed company
Organisation purpose	Private for profit
Incorporation ID type	ACN
Incorporation ID	123456789

### ▼ Parent / holding company details

Name	Mission Aged Care Australia
ABN	12 345 678 901

### 3.1.1 Edit provider details

Depending on their access level, users can edit information held for their registered provider in real-time.

There are two types of changes as described in the sections below.

### 3.1.1.1 Non-notifiable change

These are changes that registered providers are not obligated by aged care legislation to notify the Aged Care Quality and Safety Commission (Commission) about. Information that is not notifiable and can be modified in GPMS will display an **Edit** option.

This information includes:

**Aboriginal Controlled Community Organisation** details. This field may be blank upon initial review and if blank, the edit button will be visible to update.


If the **Aboriginal Community Controlled Organisation** field contains a **Yes** or **No** then org-level users cannot edit the field and the **Edit** button will not be visible to the user. This can only be changed using the Change in Circumstance form on the Commission's website.

To update this field:

2. Select **Edit**.

▼ **Basic details**

Registered provider ID	PRV-12345
Legal name	Mission Aged Care Australia
Business name	Mission Aged Care Australia
Is this provider an Aboriginal Community Controlled Organisation (ACCO)?	

 Edit

3. Select **Yes** or **No**

4. Select **Save** to confirm. Alternatively the user can select the **Cancel** button to cancel the action and navigate back to the **Provider Details** page.

**Edit basic details**

Is this provider an Aboriginal Community Controlled Health Organisation (ACCO)?

**Yes** **No**

**Before saving**

Consider that:

- If you want to change your answer later, you will need to visit the Aged Care Quality and Safety Commission's website for further details.
- If your organisation is a grant-funded provider, updating this information will not update your contractual information. You will need to contact your contract manager to update the details of your contract.

**Cancel** **Save**

### 3.1.1.2 Changes that may impact suitability as a registered provider of aged care

Making any other changes to the information held in the **Provider details** tile can only be undertaken by notifying the Commission.

This is because it is possible that a change to this information could affect the organisation's suitability as a registered provider of aged care. Information regarding this can be found on the Commission's website or by clicking on the **Contact the Commission** hyperlink in the portal.

**Contact the Commission**

**Visit the Commission's website to:**

- Manage your provider registration details
- Learn about provider regulatory obligations and responsibilities
- Find registered provider forms, including:
  - Change in circumstances
  - All registration application forms

[Contact the Commission](#)

### 3.1.2 Provider details – Registration tab

In the registration tab, the user can view the **Registration conditions** and **Registration categories** sections.

To update the information shown in this tab, users are required to contact the Commission.

Details
Registration
Business contact
Specialist aged care programs

*Changing your registration details?*  
Contact the Aged Care Quality and Safety Commission for any changes.  
For more information, visit the [Commission's website](#).

Registration conditions

The registration may include certain conditions imposed by the Aged Care Quality and Safety Commissioner. If none are listed, no conditions have been imposed on your registration.

Registration categories

The provider is registered in the following categories:

Category 6 - Residential care

Registration categories	Category 6 - residential care
Category start date	1/7/2024
Category end date	30/6/2027
Registration status	Registered
Intended service types	Residential accommodation
Service groups	Home and community

### 3.1.3 Provider details – Business contact tab

In the Business Contact tab, users can view contact details and address details for the organisation. Users can edit the following details by selecting the **Edit** button:

- **Website**
- **Email address**

Details
Registration
Business contact
Specialist aged care programs

*Changing your registration details?*  
Contact the Aged Care Quality and Safety Commission for any changes.  
For more information, visit the [Commission's website](#).

Contact details

Business contact number	0478567021
Emergency & after hours contact	0412345678
Email address	<a href="mailto:email@organisation.com">email@organisation.com</a>
Website	<a href="http://www.organisationwebsite.com.au">www.organisationwebsite.com.au</a>

Edit

Addresses

Main business location	99 Palmerston Street, Townsville, QLD 4810, Australia
Postal address	99 Palmerston Street, Townsville, QLD 4810, Australia

### 3.1.4 Provider details – Specialist aged care programs tab

The specialist aged care programs tab contains specific information about the organisation's specialist aged care programs, including:

- Agreement ID
- Program type
- Status
- Program start date
- Program end date

To update the information shown in this tab, users are required to contact the Commission.

DetailsRegistrationBusiness contactSpecialist aged care programs

❗

Changing your registration details?

Contact the Aged Care Quality and Safety Commission for any changes.

For more information, visit the [Commission's website](#).

Specialist aged care programs

The provider may deliver services under specialist aged care programs. If none are listed, no specialist programs are associated with this provider.

▼

National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC)

Agreement ID	SACP-12345
Program type	Block-funded subsidy
Status	Active
Program start date	30/7/2025
Program end date	29/7/2029

▼

Multi-purpose service (MPS)

Agreement ID	SACP-12345
Program type	Procurement based
Status	Active
Program start date	30/7/2025
Program end date	29/7/2029

## 4 Residential care homes

From the **Manage Your Organisation** landing page, users can select the **Residential care homes** tile to view a list of homes they are authorised to access.



## 4.1 Search and Filter Residential Care Homes

Users can search for homes by their **RCH ID, name** or **program/payment ID**, or filter the displayed list by **Program type**, **State** or by **Status** from the dropdown menu and select the **Apply Filters** button.

RCH ID, name, or prog/payment ID	Program type	State	Status
<input type="text" value="Enter RCH ID, name, or prog/payment ID"/>	Show all ▼	Show all ▼	Active ▼
<a href="#">Clear filters</a>			<button>Apply filters</button>

Users can sort this table alphabetically. The sort order is displayed when a user hovers over the column headings.

1. To view **Active** Homes
2. Click the **Status** dropdown menu.
3. Select **active**.
4. Click **Apply Filter**.

The user can view all homes by the following statuses:

- Active
- Inactive
- Show all

5. To revert to the default view, select **Clear Filters**.

RCH ID, name, or prog/payment ID	Program type	State	Status
<input type="text" value="Enter RCH ID, name, or prog/payment ID"/>	Show all ▼	Show all ▼	Active ▼
<a href="#">Clear filters</a>			<button>Apply filters</button>

Users can select the **View home details** button to view more information about specific homes, which will take them to the selected home's **Details** page.

RCH ID, name, or prog/payment ID

Enter RCH ID, name, or prog/payment ID

Program type

Show all

State

Show all

Status

Active

[Clear filters](#)

Apply filters

RCH ID	RCH name ↑	Program type	Program/ payment ID	State	Status	
ARCH-2345	Ashton aged care	NATSIFAC program	SRV-12346	VIC	Active	<div>▼</div>
ARCH-1329	Coastal care Sydney	RESI program	SRV-12747	NSW	Active	<div>View home details</div> <div>▼</div>
ARCH-1231	Evergreen mission Newcastle	MPS Program	SRV-12548	NSW	Active	<div>▼</div>
ARCH-1233	Harmony aged services Bendigo	RESI program and Transition care program	SRV-14347 SRV-12849	VIC	Active	<div>▼</div>

Once users navigate to the **home details** page, three tabs will display at the top of the page:

- **Details**
- **Aged care programs**
- **Contacts**

If the user would like to update details, they are required to contact the Commission or the Department's Local Network Office for aged care providers in their State or Territory. For more information, visit the Department's [website](#) or the Commission's [website](#).

## 4.2 Residential Care Home details – Details tab

The **details** tab contains the following information about the selected home:

- **Basic details**
- **Address**
- **Contact details**

Ashton aged care (ARCH-1235)

Details
Aged care programs
Contacts

**● Changing your registration details?**  
 Contact the Aged Care Quality and Safety Commission for any changes.  
 For more information, visit the [Commission's website](#).

**Basic details**

RCH ID	ARCH-1235
RCH name	Ashton aged care
Date of approval	20/6/2010
Approval revocation date	20/8/2024
Association start date	25/12/2012
Association end date	7/5/2024
Maximum occupancy	123
Total number of beds	113

**Address**

Physical address	111 Collins Street, Melbourne, VIC 3000, Australia
------------------	--

**Contact details**

Business contact number	0412345678
Alternate phone number	0412345679
Emergency after hours phone number	0412345670
Email address	james.smith@email.com
Website	www.xyz.com
Postal address	111 Collins Street, Melbourne, VIC 3000, Australia

## 4.3 Residential Care Home details - Aged care programs tab

The **Aged care programs** tab contains information about the programs associated with the home and allows the user to view operational and offline beds and AN-ACC classification.

## Harmony aged services Bendigo (ARCH-1233)

Details **Aged care programs** Contacts

**Changing your registration details?**  
 Contact the Aged Care Quality and Safety Commission for any changes.  
 For more information, visit the [Commission's website](#).

▼ Residential Care Home (RESI)

Program/payment ID	SRV-2340
--------------------	----------

**Beds**

Operational beds	76
Offline beds	23

**AN-ACC**

Classification	Class 10
Start date	1/1/2023
End date	1/1/2029

[View offline beds](#)

Providers can request that beds be taken offline when:

- a redevelopment, refurbishment or extension of the home is underway affecting the whole site or part of the site used for the home.
- the beds are used to offer other care which does not receive Commonwealth subsidies
- the beds are used to offer specialised aged care funding through the Multipurpose Service Program or NATSIFAC program.
- the service is experiencing workforce shortages which prevent the delivery of care
- a natural disaster has affected the operation of the home.

Residential providers will be required to email their Local Network to update their approved residential care home records when making any changes to offline beds. The request should include:

- the name of the aged care home and GPMS ID
  - the number of beds you wish to take offline or bring back online, and
5. the date of effect and the reason (i.e., taking beds offline for redevelopment purposes).

Providers can find contact details for our Local Network [here](#).

## 4.4 Residential Care Home details – Contacts tab

The **Contacts** tab contains a list of responsible persons and points of contact for the selected home. The user can also **Add a new point of contact** or edit a point of contact from this screen by selecting the **+ Add a point of contact** button.

### Harmony aged services Bendigo (ARCH-1233)

Details
Aged care programs
**Contacts**

**Changing responsible person details?**

The Aged Care Quality and Safety Commission manages changes to your responsible persons. This includes who you assign as a key contact.

Visit the [Commission's website](#) to find out how.

#### Responsible persons

Contact ID or name

Enter contact ID or name

Role status
Active

Clear filters

Apply filters

Contact ID	Contact name	Association start date	Association end date	Role status	
CON-78321	Adam Smith	11/12/2021	-	Active	View personnel profile
CON-73683	Bella Johnson	9/12/2022	-	Active	
CON-36283	Daniel Williams	1/1/2023	-	Active	
CON-73262	Hannah Lewis	17/2/2023	5/1/2028	Active	
CON-93462	Rachel Morris	12/12/2023	-	Active	
CON-91262	Zain Ali	5/7/2024	-	Active	

1-6 of 6 records

1

Rows per page 10

#### Points of contact

Contact ID or name

Enter contact ID or name

Contact purpose
Show all

Role status
Active

Clear filters

Apply filters

+ Add new point of contact

Contact ID	Contact name	Contact purpose	Position	Association start date	Association end date	Role status	
CON-12362	John Smith	Primary contact	Position	11/12/2021	-	Active	View personnel profile
CON-12365	John Smith	Emergency contact	Position	1/12/2022	-	Active	
CON-65465	Michael Carter	Emergency contact	Position	9/12/2022	-	Active	
CON-65412	Michael Carter	Alternative contact	Position	31/12/2022	12/3/2027	Active	
CON-98412	Sophia Bennett	Emergency contact	Position	1/1/2023	-	Active	

1-5 of 5 records

1

Rows per page 10

## 4.5 View transferred Registered Residential Care Home

On the **Residential Care Home** landing page, users can view information for homes that have recently been acquired or have had a change in ownership.

Information banners will display on the relevant homes' page to alert users to the transfer status of the home.

### 4.5.1 Recently acquired Residential Care Home

A registered provider that has transferred one of its homes to another registered provider will see a status of **Inactive**. The new owner of the home will see a status of active within their residential care home table

A banner will display on the homes' details page if the home has been acquired within the last 30 days.

Event	Banner display
<b>Recently Acquired RCH</b>	The ownership of this home was recently transferred to your organisation from [Previous Registered Provider's name]. Review the details to ensure they are correct.

#### Acquired home

The ownership of this home was recently transferred to your organisation from [Previous Registered Provider's Name]. Review the details to ensure they are correct.

### 4.5.2 Residential Care Home change of ownership

A registered provider that has transferred one of its homes to another registered provider will see a status of **Inactive** for this transferred home.

Any updates to the home that occur after the change of ownership by the new registered provider, will not be visible to the previous registered provider. Registered providers are only able to see information relevant to transferred homes up until the date of home transfer.

The user will not be able to add any new contacts to a transferred home.

If searching for a transferred home in the **Residential Care Homes** landing page, select **Inactive** status and apply relevant filters.

A banner will display on the home's details page if the home has been transferred within the last 30 days.

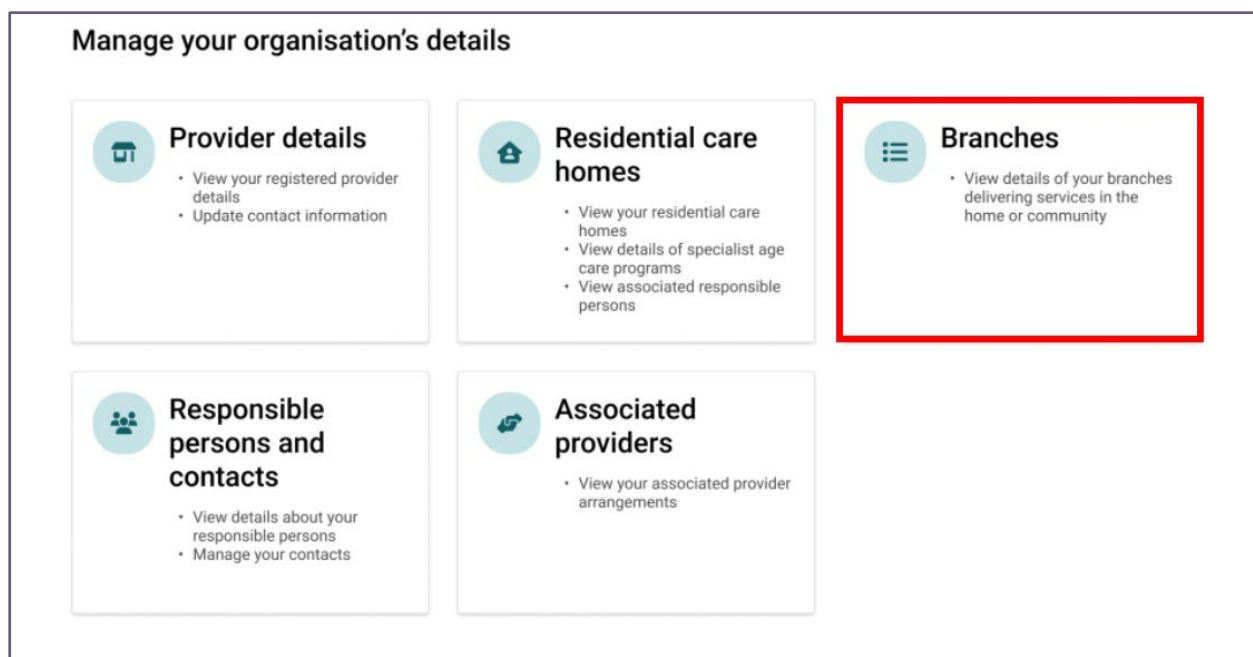
Event	Banner display
<b>Change of ownership RCH</b>	The ownership of this home was recently transferred from your organisation to [NEW Registered Provider's Name].

#### Change of ownership

The ownership of this home was recently transferred from your organisation to [NEW Registered Provider's Name].

## 5 Branches

From the **Manage Your Organisation** landing page, users can select the **Branches** tile to view a list of branches they are authorised to access.



## 5.1 Search and filter Branches

Users can search for a specific branch by entering a **Branch name** or **Branch ID** and can filter their search by **Program type**, **State** and **Status** and selecting **Apply** filters.

Users can filter and sort this list based on their needs and use the **View Branch details** action to open the **Branch details** page and view details about a specific Branch.

RCH ID, name, or prog/payment ID		Program type	State	Status		
Enter RCH ID, name, or prog/payment ID		Show all	Show all	Active		
				<a href="#">Clear filters</a>	<button>Apply filters</button>	
RCH ID	RCH name ↑	Program type	Program/ payment ID	State	Status	
ARCH-2345	Ashton aged care	NATSIFAC program	SRV-12346	VIC	Active	View home details
ARCH-1329	Coastal care Sydney	RESI program	SRV-12747	NSW	Active	View home details

The **Branch Details** page contains two tabs:

- Details
- Contacts

The user can view all branches by the following statuses:

- Active
- Inactive
- Show all

If the user would like to update details, they are required to contact the Department's Local Network Office for aged care providers in their State or Territory. For more information, visit the Department's [website](#).

## 5.2 Branch Details – Details tab

The **Details** tab displays all information available for the branch including:

- **Basic details** (Branch ID, Branch name, Program type, Specialist aged care program ID, Status and Start date)
- **Address** (Branch address)
- **Contact details** (Email address, Business contact number, Alternate phone number, Emergency after hours phone number and Postal address)

### Clearview mission Melbourne (SRV-1236)

Details

Contacts

Acquired branch

This branch has been recently transferred to your organisation from [Previous Registered Provider's Name]. Review the details of this branch to ensure they are correct and remain accurate.

Changing your branch details?

To update your branch details contact the Department's local network office for aged care providers in your state or territory.

For more information, visit the [Department's website](#).

Basic details

Branch ID	SRV-1236
Branch name	Clearview mission Melbourne
Program type	Service delivery branch
Status	Operational
Start date	16/12/2023

Address

Branch address	111 Collins Street, Melbourne, VIC 3000, Australia
----------------	--

Contact details

Email address	<a href="mailto:johnsmith@email.com">johnsmith@email.com</a>
Business contact number	0412345678
Alternate phone number	0412345679
Emergency after hours phone number	0412345670
Postal address	111 Collins Street, Melbourne, VIC 3000, Australia



## 5.3 Branch Details – Contacts tab

By selecting the **Contacts** tab, users can view a list of points of contact relating to the selected branch. The user can also **Add a new point of contact** from this screen by selecting the **+ Add a new point of contact** button.

**Clearview mission Melbourne (SRV-1236)**

Details **Contacts**

**Points of contact** **+ Add new point of contact**

Contact ID or name:  Enter ID or name

Contact purpose:  Show all

Role status:  Active

[Clear filters](#) [Apply filters](#)

Contact ID	Contact name ↑	Contact purpose	Position	Association start date	Association end date	Role status	
CON-12345	John Smith	Primary contact	Position	11/12/2021	-	Active	View personnel profile
CON-12335	John Smith	Emergency contact	Position	1/12/2022	-	Active	View personnel profile
CON-65426	Michael Carter	Emergency contact	Position	9/12/2022	-	Active	View personnel profile
CON-65542	Michael Carter	Alternative contact	Position	31/12/2022	12/3/2027	Active	View personnel profile
CON-98343	Sophia Bennett	Emergency contact	Position	1/1/2023	-	Active	View personnel profile

1-5 of 5 records

1

Rows per page: 10

## 5.4 View transferred Branch

On the **Branch Details** page, users can view information for a Branch that has recently been acquired or had a change in ownership.

Information banners will display on the relevant branches page to alert users to the transfer status of the branch.

### 5.4.1 Recently acquired Branch

A registered provider that has transferred one of its branches to another registered provider will see a status of **Transferred**. The new owner of the branch will see a status of **Operational** within their branch table.

A banner will display on the branches' details page if the branch has been acquired within the last 30 days.

Event	Banner display
<b>Recently Acquired Branch</b>	The ownership of this branch was recently transferred to your organisation from [Previous Registered Provider's name]. Review the details to ensure they are correct.

#### Acquired branch

This branch has been recently transferred to your organisation from [Previous Registered Provider's Name]. Review the details of this branch to ensure they are correct and remain accurate.

## 5.4.2 Branch change of ownership

A registered provider that has transferred one of its branches to another registered provider will see a status of **Transferred**.

Any updates to the branch that occur after the change of ownership by the new registered provider will not be visible to the previous registered provider. Registered providers are only able to see information relevant to transferred branches up until the date of branch transfer.

The user will not be able to add any new contacts to a transferred branch.

When searching for a transferred branch on the **Branch** landing page, select **Non-operational** status and apply relevant filters. Branches that have been transferred will display a status of **Transferred**.

A banner will display on the Branch details page if the branch has been transferred within the last 30 days.


Event	Banner display
Change of ownership Branch	The ownership of this branch was recently transferred from your organisation to [New Registered Provider's name].

#### Change of ownership

The ownership of this branch was recently transferred from your organisation to [NEW Registered Provider's Name].


## 6 Responsible persons and contacts

### Manage your organisation's details




#### Provider details

- View your registered provider details
- Update contact information




#### Residential care homes

- View your residential care homes
- View details of specialist age care programs
- View associated responsible persons




#### Branches

- View details of your branches delivering services in the home or community



#### Responsible persons and contacts

- View details about your responsible persons
- Manage your contacts



#### Associated providers

- View your associated provider arrangements

## 6.1 View Responsible Persons and Contacts

When selecting the **Responsible Persons and Contacts** tile or by selecting the **Contact** tab in either the **Residential Care Homes** or **Branches** tiles, the user will be presented with a table that displays the personnel the user is authorised to access. It will also display different information depending on the user profile, specifically:

- a Provider Staff (Registered Provider) user will see **all** Responsible Persons and contacts associated with the whole organisation.
- a Provider Staff (Home / Branch) user will only see those associated with the Residential Care Homes or Branches they have been given access to by the **Organisation Administrator**.

**Changing responsible person details?**  
The Aged Care Quality and Safety Commission manages changes to your responsible persons. This includes who you assign as a key contact.  
Visit the [Commission's website](#) to find out how.

**Key contact**  
**Emily Thompson**  
CON-12345

**All responsible persons and points of contact** [+ Add new point of contact](#)

**Contact ID or name** **Role status**

Enter contact ID or name Active [Clear filters](#) [Apply filters](#)

Contact ID	Contact name ↑	Responsible person	Point of contact	Role status	
CON-12398	Benjamin Collins	✓	✓	Active	⌵
CON-12340	Charlotte Hayes		✓	Active	View personnel profile ⌵
CON-12345	Emily Thompson	✓	✓	Active	⌵
CON-12433	James Walker	✓	✓	Active	⌵
CON-12532	Michael Carter		✓	Active	⌵
CON-12239	Olivia Foster	✓	✓	Active	⌵
CON-12538	Sophia Bennett		✓	Active	⌵
CON-12637	William Turner	✓	✓	Active	⌵
CON-12336	Zahida Parveen	✓		Active	⌵
CON-12335	Zain Ali	✓	✓	Active	⌵

1-10 of 10 records 1 Rows per page 10

The table displays the following information:

- Contact ID
- Contact Name
- Responsible Person – tick indicates the person is currently assigned as a Responsible Person
- Point of Contact – tick indicates the person is currently a point of contact
- Role Status
- Active – this indicates that the personnel has at least one active role in the organisation, either as a Responsible Person or a Point of Contact.
  - Inactive – This indicates that the personnel does not have any active Responsible Person or Point of Contact role, within the organisation.

The table can be sorted by last name or first name alphabetically. To sort, hover the mouse over the column headers and click to change the order of the displayed list.

#### Please note:

The steps set out in this section are intended to cover all users with access to the GPMS portal – Manage Your Organisation. Users with limited access will not be able to perform all of these steps outlined in this document.

#### Please Note:

If the table displays duplicate records, meaning that the same individual is listed more than once, users are required to advise the Department by completing and submitting the [GPMS - Reporting a Duplicate Contact form](#), available on the Department's website. This will help to improve the information held about organisations in GPMS.

## 6.2 Key Contact

Users can identify the Key Contact for their organisation in the **All** tab of the **Responsible Persons and Contacts** tile.

The **Key Contact** card will be displayed at the top of the page.

If no Key Contact is assigned, the card will display **Not assigned** instead of a name.

**Responsible persons and contacts**

Mission Aged Care Australia    Provider ID: PRV-12345    ABN: 12 345 678 901

**All**    Residential care homes    Branches

**Changing responsible person details?**

The Aged Care Quality and Safety Commission manages changes to your responsible persons. This includes who you assign as a key contact.

Visit the Commission's website to find out how.

**Key contact**

**Emily Thompson**

CON-12345

## 6.3 Managing personnel information

- **Provider Staff (Registered Provider)** – can manage all contacts for their organisation
- **Provider Staff (Home/Branch)** – can only manage contacts for assigned Homes and Branches

There are three tabs within the **Responsible Persons and Contacts** tile with the **All** tab set as default.

### 6.3.1 Responsible Persons and Contacts – All tab

The **All** tab allows users to view all **Responsible Persons** and **Contacts** the user is authorised to access.

To search contacts in the **All** tab, users can enter a **Contact Id** or **Name** in the input field and then click **Apply Filters**.

All responsible persons and points of contact

+ Add new point of contact

Contact ID or name: Enter contact ID or name

Role status: Active

Clear filters

Apply filters

Contact ID	Contact name ↑	Responsible person	Point of contact	Role status	
CON-12398	Benjamin Collins	✓	✓	Active	
CON-12340	Charlotte Hayes	✓	✓	Active	View personnel profile

Users can then sort the results table alphabetically. The sort order is displayed when a user hovers over the column headings.

Users can view profiles of contacts by clicking on the drop down arrow in the row of the contact they wish to view and selecting **View personnel profile**. This action will navigate the user to the **View Personnel profile** screen.

All

Residential care homes

Branches

Changing responsible person details?

The Aged Care Quality and Safety Commission manages changes to your responsible persons. This includes who you assign as a key contact.

Visit the Commission's website to find out how.

Key contact

Emily Thompson

CON-12345

All responsible persons and points of contact

+ Add new point of contact

Contact ID or name: Enter contact ID or name

Role status: Active

Clear filters

Apply filters

Contact ID	Contact name ↑	Responsible person	Point of contact	Role status	
CON-12398	Benjamin Collins	✓	✓	Active	
CON-12340	Charlotte Hayes	✓	✓	Active	View personnel profile

By clicking **Edit** in the **View Personnel profile** screen, the **Edit personal details** window will appear and allow users to update essential details. Before saving the changes, the user will be required to acknowledge the Declaration confirming they

have received consent from the individual to disclose their details and advised the individual to review the **Notice of Collection**.

## Edit point of contact information

\* Position

Director

\* Primary phone number

0412345678

Alternate phone number

0412345670

\* Email address

emilythompson1999@email.com

Grant-funded provider?

If your organisation is a grant-funded provider, updating this information will not update the contract recorded within your contract. You will need to contact your contract manager to update these details.

\* Declaration

By ticking the box, you confirm the individual consents to the disclosure of their details to the Australian Government, and they have been advised to review the [Notice of Collection](#) to understand how their personal information is used and how their information will be protected in accordance with our privacy policies and the Privacy Act 1988 (Cth).

☐ I agree

Cancel

Save

Users can also add a new point of contact by selecting the **+ Add a new point of contact** button. For more information on adding a new point of contact, see section [6.4.2 Add a new Point of Contact](#).

**Please note:**

**Edits can only be made to those personnel that do not have an active Responsible Person role within the organisation. If the contact that requires updating has an active Responsible Persons association, users are required to inform the Aged Care Quality and Safety Commission.**

## Please note:

The system will run a duplication check once the user selects **Save**. If potential duplicate contacts are flagged, a *matching records found* screen will appear and allow the user to check their updates against existing contact records in the system. The user will be required to select *cancel* if they believe the flagged contact records match or *proceed with update* if they believe the flagged contacts are not matching.

### 6.3.2 Responsible Persons and Contacts – Residential Care Homes tab

The **Residential Care Homes** tab in the **Residential care homes** screen allows all users to view responsible persons and contacts for residential care homes.

Users can search and filter by **RCH ID**, **RCH name**, **Contact ID**, **Contact name** and **Role status** with the results table displaying key details such as **RCH name**, **Contact name** and **assigned roles**.

Users can also add a new Point of Contact directly from this page by clicking on the **+ Add a new Point of Contact** button. For more information regarding adding a new point of contact, see section [6.4.2 Add a new Point of Contact](#).

The screenshot shows the 'Residential care homes' tab selected. At the top, there are tabs for 'All', 'Residential care homes', and 'Branches'. Below this is a notification box titled 'Changing responsible person details?' with text about the Aged Care Quality and Safety Commission. The main heading is 'Responsible persons and points of contacts in residential care homes'. To the right of this heading is a button '+ Add new point of contact'. Below the heading is a search and filter section. It includes a text input field for 'RCH ID or name, contact ID or name' with the placeholder 'Enter RCH ID or name, contact ID or name'. To the right of this is a dropdown menu for 'Role status (per home)' with 'Active' selected. There are also 'Clear filters' and 'Apply filters' buttons. Below the search section is a table with the following columns: 'RCH ID', 'RCH name', 'Contact ID', 'Contact name', an upward arrow icon, 'Responsible person', 'Point of contact', 'Primary contact', and 'Role status (per home)'. The table is currently empty.

### 6.3.3 Responsible Persons and Contacts – Branches tab

The **Branches** tab allows users to view personnel for Branches they have access to.

Users can search and filter by **Branch ID**, **Branch name**, **Contact ID**, **Contact name**, and **Role status**, with a structured table displaying key details such as **branch name**, **contact name**, **primary contact** and **status**.

Users can also add a new Point of Contact directly from this page by clicking on the **+ Add a new Point of Contact** button. For information about adding new points of contact, see section [6.4.2 Add a new Point of Contact](#).

## 6.4 Point of Contact

### 6.4.1 What is a point of contact?

A point of contact is a person who is nominated as a contact for a specific purpose. For a Branch or Residential Care Home, this could be one or more people who have different point of contact roles.

There must be at least one person nominated as a primary contact for each Residential Care Home and Branch. Meaning they will be the first point of contact for either the Department or the Commission.

The nominated person must be able to engage with representatives of the Department or Commission in relation to that specific role.

### 6.4.2 Add a new Point of Contact

Users can access the **+ Add a new Point of Contact** screen by following the below steps:

- Select **+ Add new Point of Contact**, from the Responsible Persons and Contacts table page.
- Select the **+ Add new point of contact** button via the **Residential care homes** or **Branches** pages to add a point of contact to a specific home or branch.

**Please note:**

---

**A point of contact for a specific home or branch can only be created if the entity is in a status of *Operational (Branch)* or *Active (Home)*.**

---

1. Before adding a new point of contact, users are required to perform a search for the individual to confirm whether they have an existing contact record. The user can search by the contact's name or contact ID.



**Search and select individual**

Listed below are the individuals associated with your organisation.

Select from the list to create a point of contact role for that individual. If the individual is not listed, add them as a new point of contact using the 'Add' option below.

Search for individuals

Q Enter contact ID or name Clear Search

Contact ID	First name ↑	Second name	Last name	Preferred name	Date of birth
<input checked="" type="radio"/> CON-12346	Emily		John	Emily	1/2/2001
<input type="radio"/> CON-12327	Emily	Grace	Tom	Emily	3/5/2002
<input type="radio"/> CON-12354	Emily	Grace	Thompson	Emily Thompson	10/10/2000
<input type="radio"/> CON-12356	Emily	Grace	Watson	Emily Watson	9/5/1991

1-5 of 5 records ← 1 → Rows per page 10 ▾

Can't find the individual you are looking for?  
☒ Add a new individual as a point of contact

Cancel Next

- If a contact record is found in the above search, users can select the **checkbox** in the correct contacts row in the display table and then select **Next** to continue with the contact's existing details

Or:

- If no contact record is found for the individual they are searching for, users can select **Add a new individual as a point of contact** and select **Next** which will direct them to the **Add personal details** page

## Add personal details page

When navigating to the **add personal details** page after selecting an existing contact in the **search and select individual** table, the fields in the **add personal details** page will be prepopulated with existing information. If the **Add a new individual as a point of contact** option was selected. These fields will remain blank.

Several fields on the **Add personal details** page are required fields and are marked with an asterisk, including:

- Title
  - First Name
  - Last Name
6. Once all required fields have been completed, the user can select **Next** to proceed.
  7. By selecting **Next** on the **Add personal details** page, the system will run a duplication check for any existing contact records that match the information entered by the user. If matching records are found, the **Matching records found** pop up will display a list of matching contact records.
  8. Users will be required to review the matching records and identify if there is a match. They can then choose to:
    - **Proceed with the information provided**, which means they are disregarding any duplicate records found or;
    - **Select matching contact record from the list displayed**

### Matching records found

One or more existing contact records found, that match the details you have provided.

**If you believe one of these existing records refer to the same person:**

- Consider updating the existing contact record instead
- The existing contact may not currently be an active point of contact. You will need to add them first as a point of contact in order to update their details.

Otherwise, you can proceed with saving your updates to this contact record.

**Updated personal details**

Contact ID	First name	Second name	Last name	Preferred name	Date of birth
CON-12345	Emily	Grace	Thompson	Emily Thompson	1/2/1998

**Existing records matching your entry**

Contact ID	First name	↑	Second name	Last name	Preferred name	Date of birth	Email address
CON-12345	Emily		Grace	Thompson	Grace Thompson	10/10/2000	gthompson1999@email.com
CON-12377	Emily		Grace	Smith	Grace Smith	10/10/2000	gracethompson2000@email.com

Cancel
Proceed with update

Please note:

If an existing contact is select and the individual is an active responsible person, the user will not be able to make updates to the personal details. Updates to responsible persons details are managed by the Commission.

9. Once the user selects **Next** they will be directed to the **Entity selection** page where they will be required to assign the point of contact to an operational entity, which is either the Provider itself (therefore creating a point of contact for the organisation) or one or more of any of the Residential Care Homes and/or Branches.
10. Users can search by **entity name** or **ID** or click anywhere in the search bar to view the dropdown list. The dropdown list displays entities in alphabetical order.
11. The user will select the appropriate entities from the drop down list and select **Next**.

**John Smith Thompson (CON-12345)**

**Which entities should this point of contact be assigned to?**

Search for entities by name or ID to assign the Point of contact role. Entities that are no longer operational will not appear in the list.

**\* Search and select entities**

Enter entity ID or name

Select at least one entity: provider, residential care home (RCH), or branch

Cancel Previous **Next**

12. Once entities have been selected, the user will be directed to the **Add role-specific contact and position details** page.

There are some required fields on this page including:

#### **Role-specific contact details**

- Primary phone number
- Email address

#### **Position details**

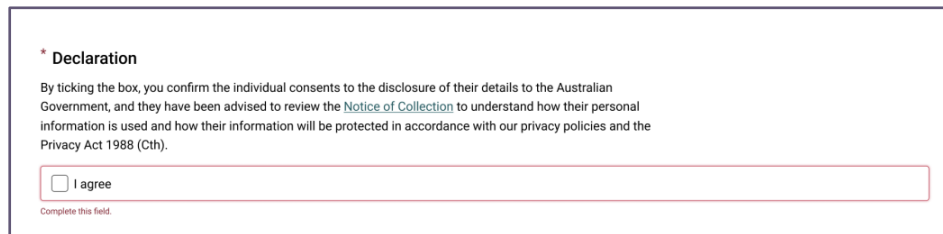
- Position
- Contact purpose
  - Primary Contact
  - Alternative contact
  - Emergency contact
- Start date

#### **Please note:**

**Multiple contact purposes can be assigned to each contact even if the home entity is not 'active'. This can be done by selecting the + Add another contact purpose button. Users can remove the additional contact purpose field by selecting – Remove. This step can only be done before the saving the record, however.**

**A user cannot add a point of contact to an entity if the branch entity been transferred or is in the status of Closed**

13. The final step to creating a point of contact is to review the entered details and select the checkbox stating the contact agrees for their information to be disclosed to the Australian Government. Once the user ticks the **I agree** checkbox and selects **Next**, they will be displayed a success banner to confirm that the Point of contact creation is complete.



\* Declaration

By ticking the box, you confirm the individual consents to the disclosure of their details to the Australian Government, and they have been advised to review the [Notice of Collection](#) to understand how their personal information is used and how their information will be protected in accordance with our privacy policies and the Privacy Act 1988 (Cth).

☐ I agree

Complete this field.



## 6.5 Edit a Point of Contact

Users will be able to edit the **Personal Details** and view **Role Details** tabs for personnel as permitted by their user access level.

### Please note:

---

**This does not apply if the personnel is a Point of Contact and an active Responsible person. Updates to the personal details of Responsible persons are required to be notified to the Commission. Where a person is both an active Responsible person and an active Point of contact, only some of the position details for their role as a Point of contact are editable.**

---

Provider-level users will be able to update all personnel with a Point of Contact role however a home/branch level user will only have edit or update access for personnel assigned to Homes and Branches they have been granted access to. The following system limitations apply:

- Users can only update the Point of Contact Name fields (**Title/First Name/Middle Name/Last Name**) **once per day**. An update made on 1 July 2025 cannot be updated again until 2 July 2025.
- A Point of Contact cannot be edited, and the **edit** button will not display, if the personnel is associated with:
  - the Point of Contact is historical, meaning their role as a Point of contact has ceased.

A user cannot edit a Point of Contact if:

- the branch has been transferred or is in the status of 'Inactive'.
- the home is not 'active'.

## 6.5.1 Edit Personal details

1. Go to the Responsible persons and contacts table using one of the navigation steps set out in [5.3 View Responsible Persons and Contacts](#).
2. Select **View personnel profile** on the contact, this will navigate to the **Personal details** page of the selected contact.
3. Select the **Edit** button in the Personal details screen.


**Emily Grace Thompson (CON-12345)**

Personal details

Role details

**Personal details**

Title	Ms
Full name	Emily Grace Thompson
Preferred name	Emily Thompson
Date of birth	1/2/1998

 Edit

4. A new window will display allowing users to update the required information.

Fields marked with a red asterisk are mandatory. The user may choose to include a Preferred name and Date of birth.

5. Once changes have been made, review the Declaration to confirm via a tick box that the user has obtained the personnel's consent for their details to be disclosed to the Department.
6. The user cannot proceed if they do not tick '**I agree**' in the Declaration box.
7. Select **Save** to complete the change. Alternatively, select **Cancel** to return to the Profile page.

## Edit personal details

\* Title

Ms

\* First name

Emily

Second name

Grace

\* Last name

Thompson

Preferred name

Emily Thompson

Date of birth

1/2/1998

Grant-funded provider

If your organisation is a grant-funded provider, updating this information will not update the contact recorded within your contract. You will need to contact your contract manager to update these details.

\* Declaration

By ticking the box, you confirm the individual consents to the disclosure of their details to the Australian Government, and they have been advised to review the [Notice of Collection](#) to understand how their personal information is used and how their information will be protected in accordance with our privacy policies and the Privacy Act 1988 (Cth).

☐ I agree

Cancel

Save

### Please note:

The system will run a duplication check once the user selects **Save**. If potential duplicate contacts are flagged, a *matching records found* screen will appear and allow the user to check their updates against existing contact records in the system. The user will be required to select *cancel* if they believe the flagged contact records match or *proceed with update* if they believe the flagged contacts are not matching.

The table below contains information to guide the user in making changes to existing contact information:

Contacts role type	Steps to follow
Primary Contact	If the user is updating the current primary contact for a Home or Branch, a new Primary Contact must be added in order to cease the current primary contact.

Contacts role type	Steps to follow
<b>Contact</b>	<p>To update the <b>contact purpose</b> of a Point of Contact with an incorrect contact purpose, the Contact's role must be end-dated, and a new role with the correct contact purpose must be added.</p> <p>To update the contact purpose for a Point of Contact that has changed roles within the organisation, resulting in a change to their contact purpose as a Point of Contact, the individual's Point of Contact role must first be ceased, then a new role with a start date can be added that reflects when the Point of Contact commenced their new role.</p>
<b>Responsible persons</b>	Changes to responsible persons details must be made via the Change in Circumstance form to the Aged Care Quality and Safety Commission.

## 6.5.2 Role details

Select the Role details tab to view Role Details.

The **Role details** tab displays three tables including

- **Responsible person role** (Association ID, Position, Start date, End date, Role status)
- **Residential care homes associations under the Responsible person role** (RCH ID, RCH name, Start date, End date, Role status)
- **Point of contact roles** (Entity ID, Entity name, Position, Contact purpose, Start date, End date, Role status)

Users can click on the dropdown arrow to view **position details**.



Emily Grace Thompson (CON-12345)

Personal details

Role details

● Changing responsible person details?

Contact the Aged Care Quality and Safety Commission if you are adding, updating or removing a responsible person.

For more information, visit the Commission's website.

Responsible person role

Role status

Active

Clear filters

Apply filters

Association ID	Position	Start date	End date	Role status	
CRL-12345	Director	1/1/2024		Active	<div>View position details</div>

1 of 1 records

Residential care homes associations under the Responsible person role

Residential care home ID or name

Role status

Enter ID or name

Active

Clear filters

Apply filters

Residential care home ID	Residential care home name	Start date	End date	Role status
ARCH-3276	Abbe aged care	1/1/2024		Active
ARCH-1234	Ashton aged care	1/1/2024		Active
ARCH-9823	Berly aged care	6/11/2024		Active

1 of 3 records

Records per page: 10

Point of contact roles

Entity ID or name

Contact purpose

Role status

Enter ID or name

Show all

Active

Clear filters

Apply filters

Entity ID	Entity name	Position	Contact purpose	Start date	End date	Role status
PRV-12345	Mission aged care Australia	Director	Primary contact	1/1/2026		Active
ARCH-1234	Ashton aged care	Registered Nurse	Primary contact	1/1/2024		Active
ARCH-1234	Ashton aged care	Administrative Officer	Emergency contact	1/1/2024		Active
ARCH-9823	Berly aged care	Facility Manager	Alternative Contact	1/1/2024		Active
SRV-1236	Star aged care	Branch Manager	Primary contact	1/1/2022		Active
SRV-1237	Sunrise aged care	Administrative Officer	Emergency Contact	1/1/2021	1/1/2027	Active

1 of 6 records

Records per page: 10

Emily Grace Thompson (CON-12345)

Point of contact information

Entity ID	ARCH-1234
Entity name	Ashton Aged Care
Association ID	CRL-23456
Position	Director
Primary phone number	0412345678
Alternate phone number	0412345670
Email address	emilythompson1999@email.com

✎ Edit

Contact purpose

Contact purpose	Emergency contact
Start date	1/1/2024
End date	-

Cease

## 6.6 Cease a Point of Contact

User access roles will determine what Point of Contact records a user can cease. From the **Position details** page, users can select the **cease** button to initiate the cessation.

If the contact role that the user wants to cease is the Primary Contact, the user must first follow the steps to add a new primary contact to that entity (i.e. Home or Branch). When a new Primary Contact is added to a Home or a Branch, the current primary contact will be automatically ceased/end dated.

Where the Point of Contact is located in a home or branch, the cease button will only be visible if the home or branch is in the following status:

- Active (Home)
- Operational (Branch)

Below outlines the process for ceasing the role of a point of contact:

1. Go to the Responsible persons and contacts table using one of the navigation steps set out in the [View Responsible persons and contacts](#) section of this document.
8. Select **View position details** on the contact to cease the Point of Contact role. This will navigate to the Position details page of the person the user wants to cease.

**Changing responsible person details?**  
The Aged Care Quality and Safety Commission manages changes to your responsible persons. This includes who you assign as a key contact.  
Visit the [Commission's website](#) to find out how.

**Key contact**  
**Emily Thompson**  
CON-12345

**All responsible persons and points of contact** + Add new point of contact

**Contact ID or name** Role status  
 Active Clear filters Apply filters

Contact ID	Contact name ↑	Responsible person	Point of contact	Role status	
CON-12398	Benjamin Collins	✓	✓	Active	
CON-12340	Charlotte Hayes	✓	✓	Active	<span>View personnel profile</span>

9. Under the **Contact purpose** section of the person's **Position details** page, select the **Cease** button.

## Emily Grace Thompson (CON-12345)

### Point of contact information

Entity ID	ARCH-1234
Entity name	Ashton Aged Care
Association ID	CRL-23456
Position	Director
Primary phone number	0412345678
Alternate phone number	0412345670
Email address	<a href="mailto:emilythompson1999@email.com">emilythompson1999@email.com</a>

 Edit

### Contact purpose

Contact purpose	Emergency contact
Start date	1/1/2024
End date	-

Cease

10. A new window will display to allow the user to enter a cessation date for the selected role. The following system rules apply to this date field:

- The end date can be a past, present or future date
- The role end date cannot be prior to the role start date
- The role end date can be the same as the role start date
- The role end date must be entered in order to cease the role

## Cessation of Emily Grace Thompson

You are ceasing Emily Grace Thompson as the emergency contact at Ashton Aged Care (ARCH-1234), LOT 131, ACCEDENS RISE, BAKERS HILL, WA, 6562.

When you save this action, this point of contact role will cease. You will no longer be able to update this record.

If the cessation date is set to a future date, the role will be considered active until that date is reached.

\* Cessation date

11/12/2025



### Grant-funded provider

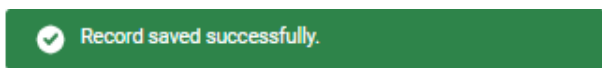
If your organisation is a grant-funded provider, updating this information will not update the contact recorded within your contract. You will need to contact your contract manager to update these details.

Cancel

Save

11. Select **Save** to complete the change. Alternatively, select cancel to return to the Position details page.

The user will see a confirmation message displayed on screen when the cessation is successful, confirming that the **Record saved successfully**.



## 7 Associated Providers

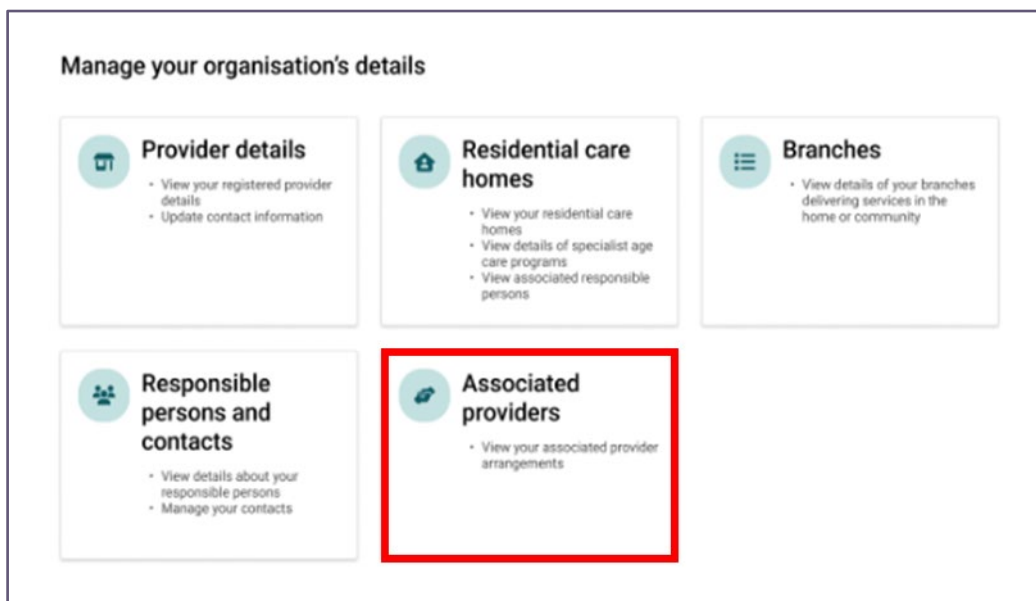
Authorised users can view a list of all associated providers associated to their registered provider via the **Associated Provider** tile.

Users can also view the details held on each associated provider via the **Associated provider Details** page.

Users with organisation level access can view and select the Associated Provider tile. Home or Branch level users will not see this tile on the **Manage Your Organisation's Details** page.

### 7.1 View Associated provider Arrangements

From the Manage your organisation landing page, select the **Associated Provider** tile to view the associated provider arrangements associated with the organisation.



#### 7.1.1 Search and Filter

1. Users can search for an associated provider by **Associated provider ID, Name** or filter by **Service types** or **Status** and select **Apply Filters** button.

The table's default view is **active** associated provider arrangements, however a user can view inactive association by updating the status filter.

2. Users can sort this table alphabetically by hovering the mouse pointer over the column headers.
3. **Clear filters** can be selected to return to the default view of the list.

The screenshot shows a table with the following filters at the top: 'Associated provider ID or name' (text input), 'Service types' (dropdown menu showing 'Show all'), and 'Status' (dropdown menu showing 'Active'). To the right of the filters are two buttons: 'Clear filters' and 'Apply filters'. The table has five columns: 'Associated provider ID', 'Associated provider name', a sort icon (up arrow), 'Service types', and 'Status'. There are three rows of data:

Associated provider ID	Associated provider name	↑	Service types	Status	
APRV-12341	Aged care clinical		Domestic assistance, Meals	Active	▼
APRV-12342	Australian transition care		Transport	Active	▼
APRV-12343	Australian billing management		Nursing care	Active	View associated provider details

## 7.2 View Associated provider details

By selecting the **View associated provider details** drop down for a selected record in the table, users can view information regarding the selected associated provider, including:

1. Basic details – this is information about the Associated provider arrangement including:
  - Associated provider ID – this is their organisation's record ID, assigned by the Department
  - Associated provider name – this is their organisation's name
  - ABN
  - Registered to provide aged care – this indicates if the associated provider is also a Registered Provider in their own right. This will be **Yes** or **No**

Information held about an associated provider arrangement is provided by the Registered Provider, when they notify the Commission about the arrangements they have in place.

2. Association details – this is information about the arrangements that the Registered Provider has with the Associated provider including:
  - Association ID
  - Status
  - Service types – these services align with the services provided under the Home Care Program
  - Association start date – the date the arrangement commenced with the Registered Provider.

- Association end / review date – the date that the contract/agreement is to cease. If the contact/agreement has a renewal date rather than an end date, this will be the date the contract/agreement is intended to be renewed.

To edit any of the details displayed on this page, the user is required to notify the Commission formally. More information on this can be found on the Commission's website.