Government Provider Management System

User Guide: Manage Your Organisation tile

October 2025

Version 0.2

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.

Contents

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.

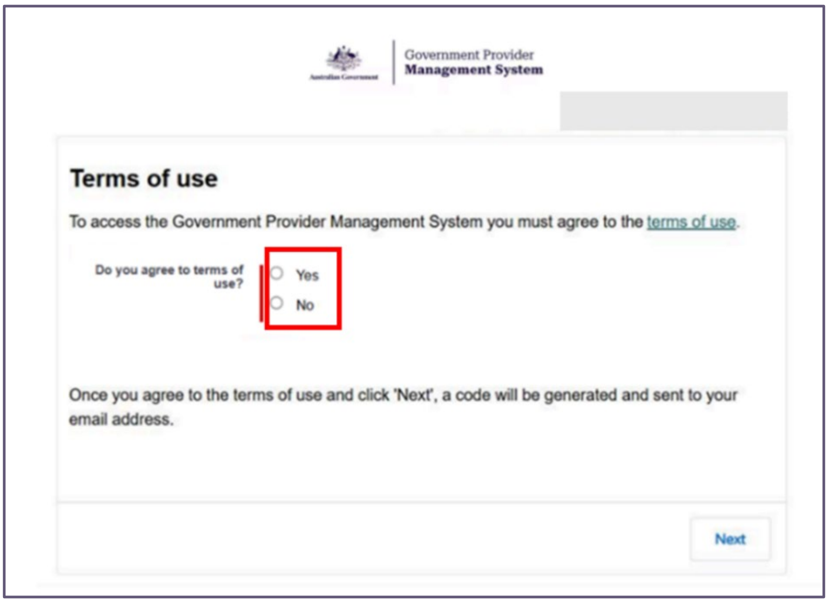
1.3 Login to the GPMS portal

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:

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.



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:

Role	Tasks the user can perform
Provider staff (Registered Provider)	• View all details about their organisation and reported contacts • Manage all contacts for their organisation
Provider staff (Home/Branch)	• View limited details about their organisation • Access information regarding Homes and Branches they have been granted access to • Manage contacts for Homes and Branches they have been granted access to
RN submission - Service	• Submit 24/7 Registered Nursing reports on behalf of their organisation
Financial Reporting Submission	• Submit Quarterly Financial Reports on behalf of their organisation
QI Bench Marker	• Upload bulk Quarterly Indicator data.
QI Role - Org	• Submit Quarterly Indicator data on behalf of their organisation.

Role	Tasks the user can perform
QI Role - Service	• Submit Quarterly Indicator data on behalf of their organisation.

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.

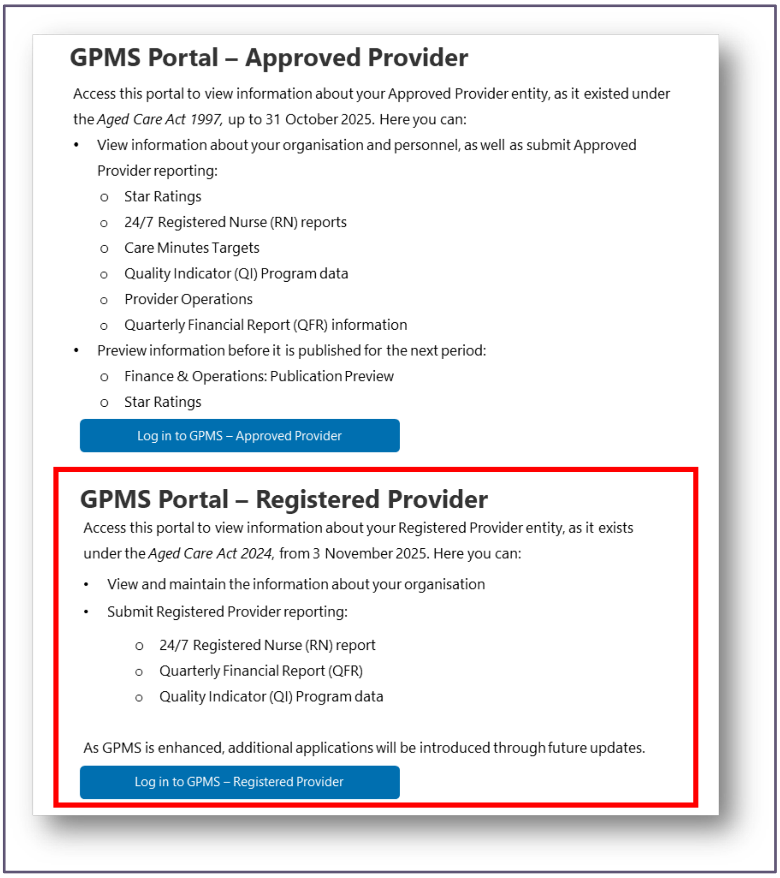
2 GPMS Registered Provider portal

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
- Residential Care Homes, and
- Associated providers

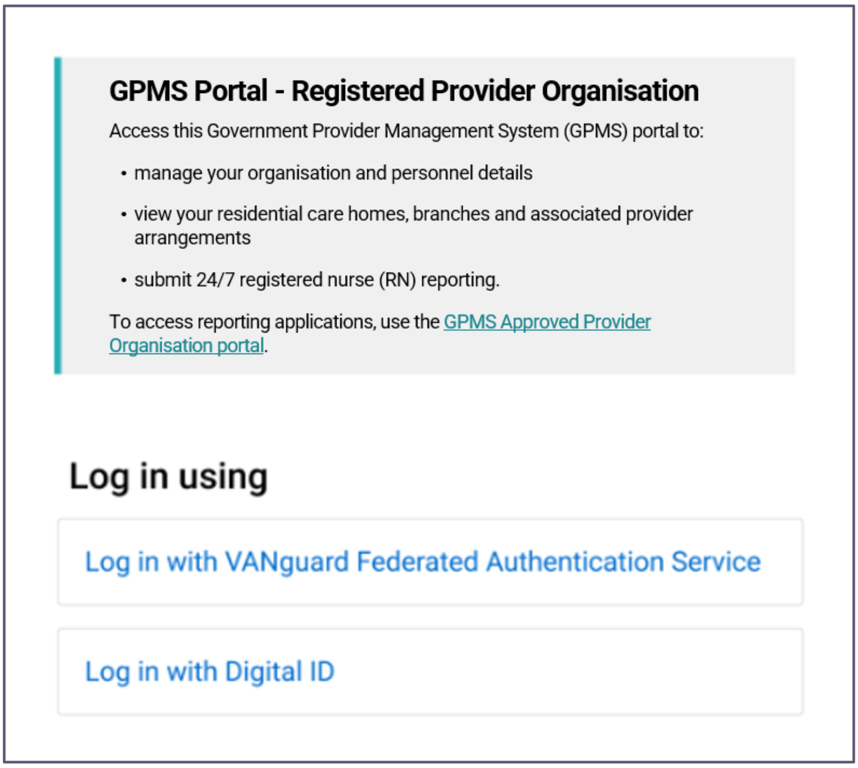
2.1 Logging in

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



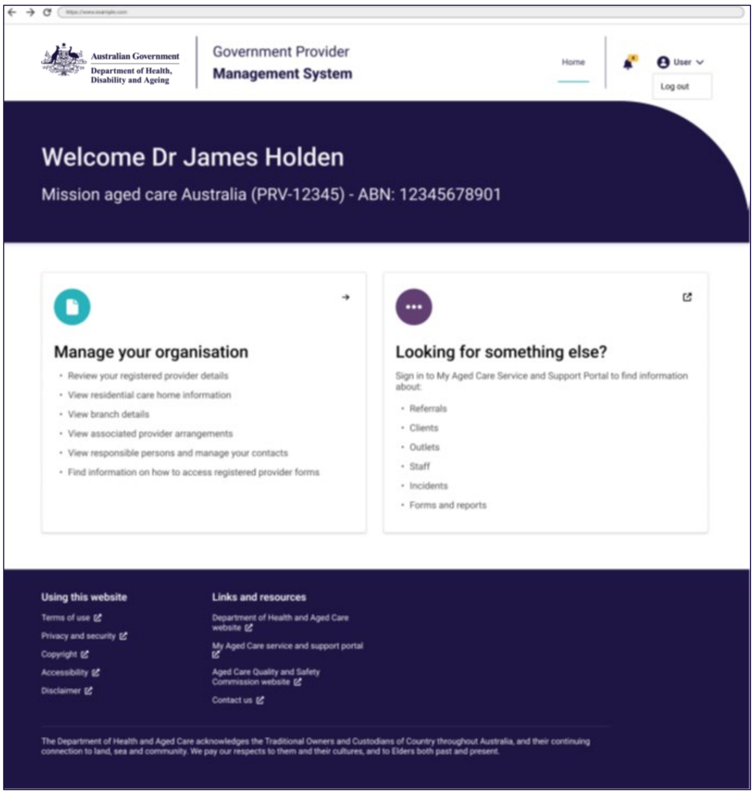
Upon selecting the **Registered Provider** button, users will be directed to the **Log in using** page where they will be required to select their login authentication method.

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



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.



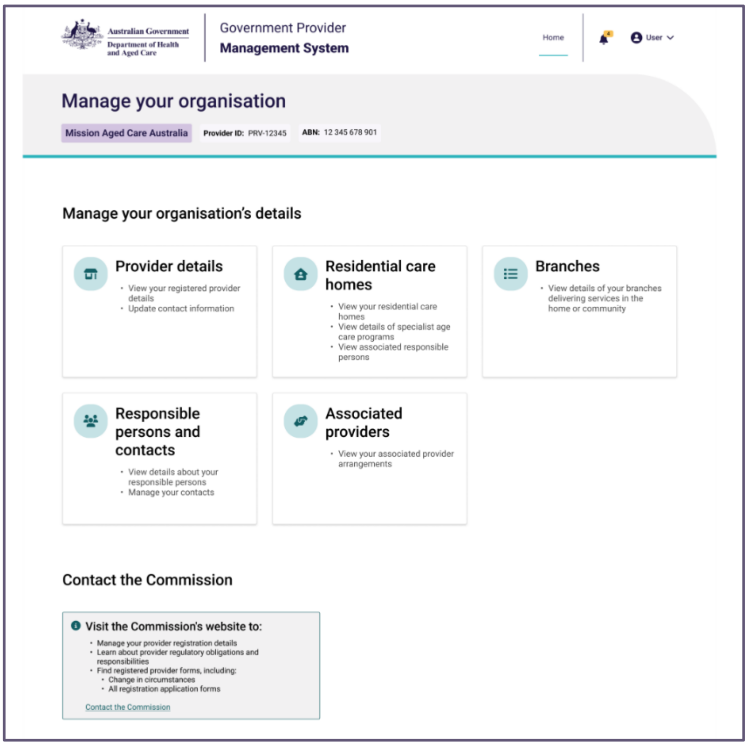
The following tiles are displayed on the **Registered Provider portal** landing page:

Menu tile	Description
Manage your organisation	• Review registered provider details • View residential care home information • View branch details • View associated provider arrangements • View responsible persons and manage contacts • Find information on how to access registered provider forms
24/7 Registered Nurse Reporting	• Submit 24/7 Registered Nurse (RN) reporting
Quarterly Financial Reporting	• Submit Quarterly Financial (QFR) reporting
Quarterly Indicator Program Reporting	• Submit Quarterly Indicator (QI) Program Reporting
Looking for something else?	Sign in to My Aged Care Service and Support Portal to find information about: • Referrals • Clients • Outlets • Staff • Incidents • Forms and reports

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:

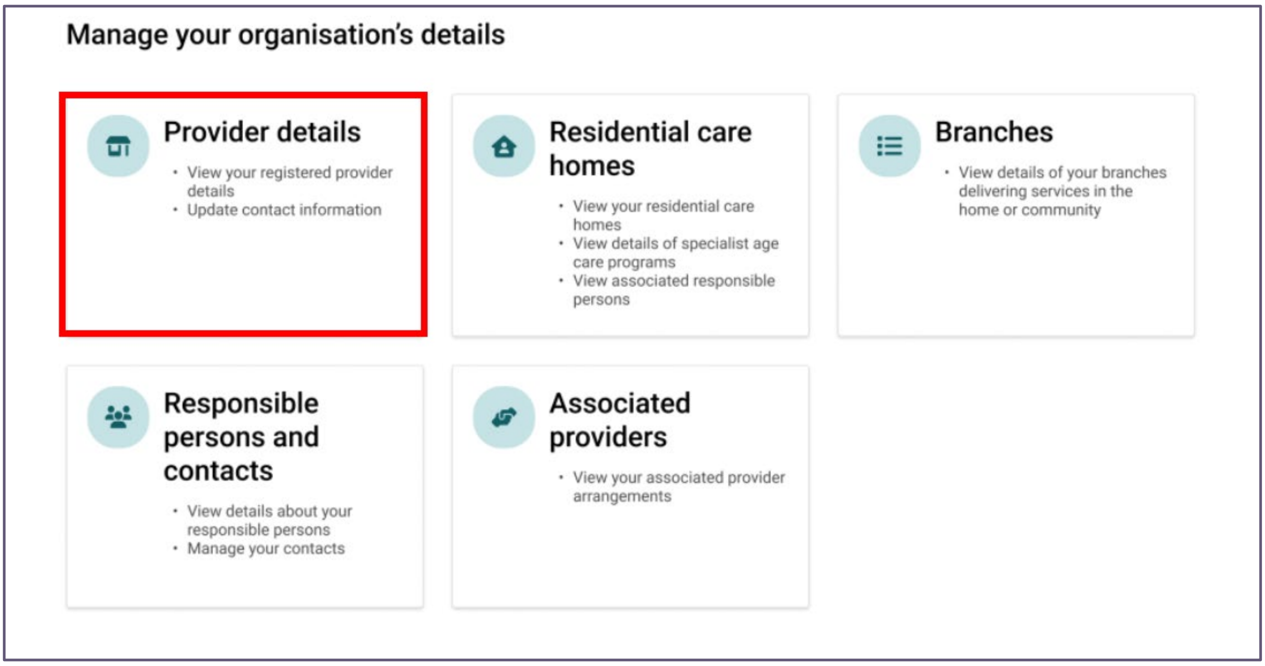
Menu tile	Description
Provider details	• View registered provider details • View registration details • View and manage contact information • View specialist aged care programs
Residential care homes	• View residential care homes • View details of specialist aged care programs • View Responsible Persons and Points of Contact
Branches	• View branch details • View the branch Points of Contact
Responsible persons and contacts	• View and manage details about responsible persons and contacts for the organisation

Menu tile	Description
	• View and manage details about responsible persons and contacts for specific residential care homes and branches
Associated providers	• View associated provider arrangements



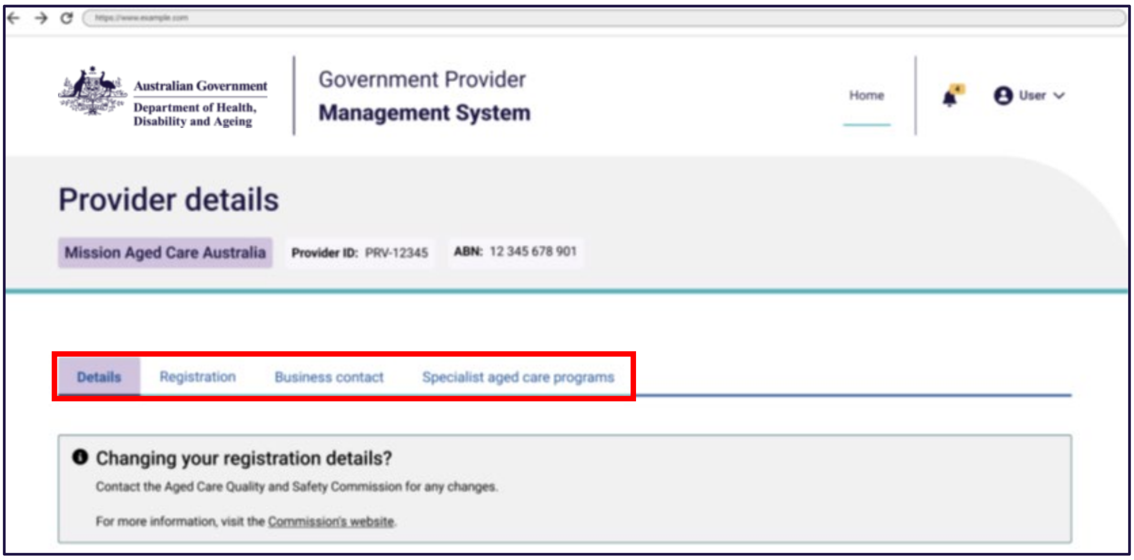
3 Provider Details

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



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

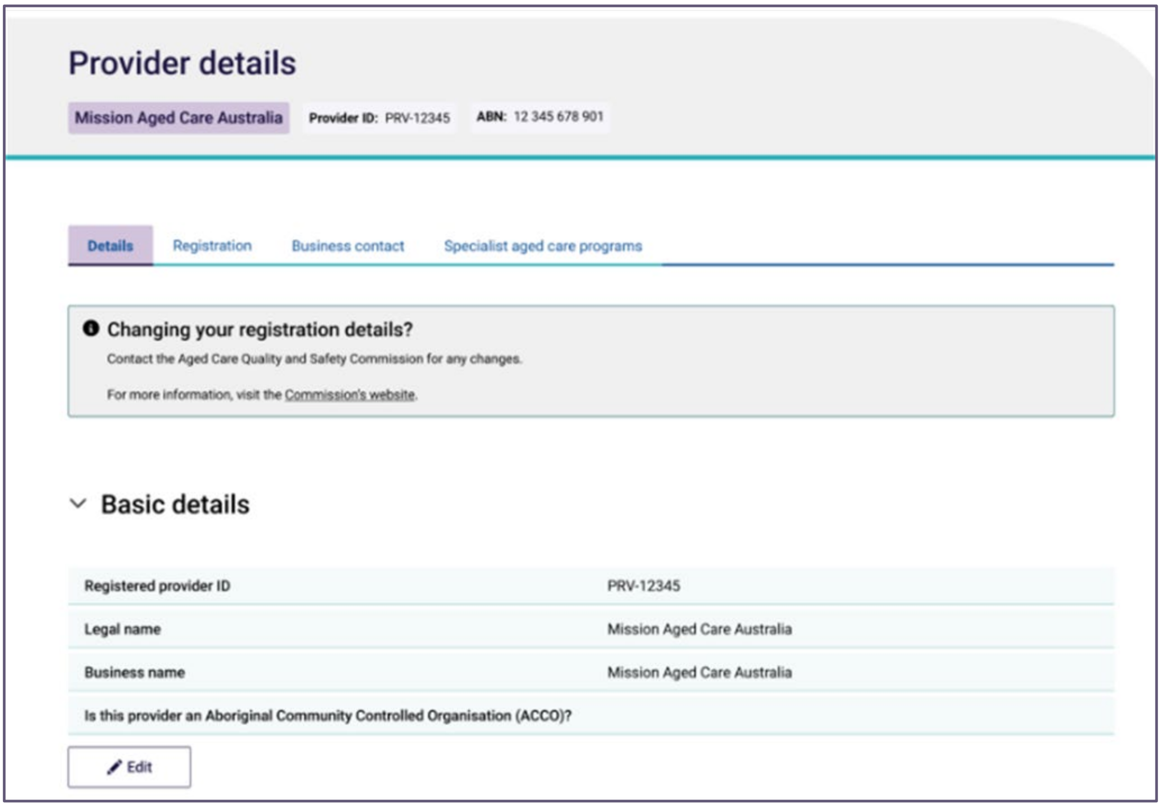
- Details
- Registration
- Business contact
- Specialist aged care programs

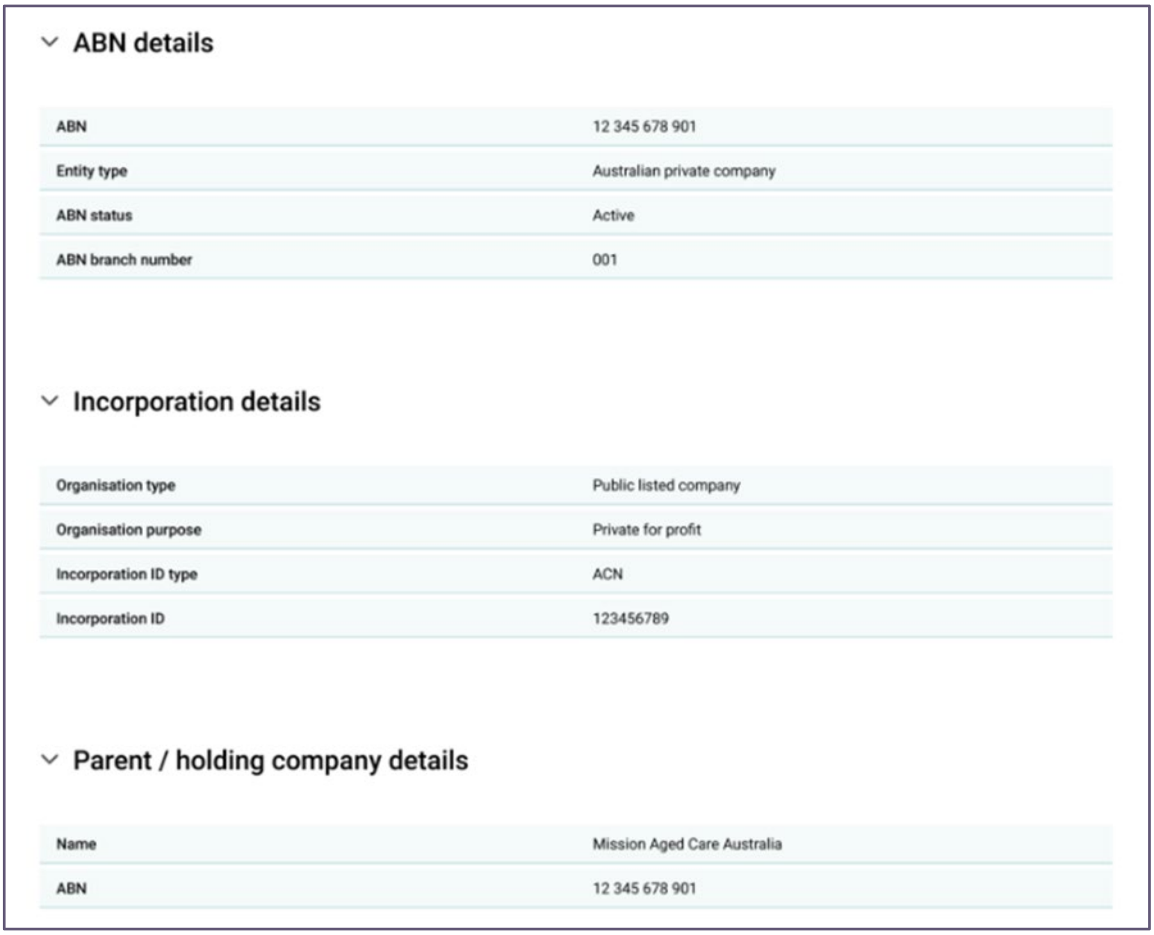


3.1 Provider details – Details tab

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**





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.

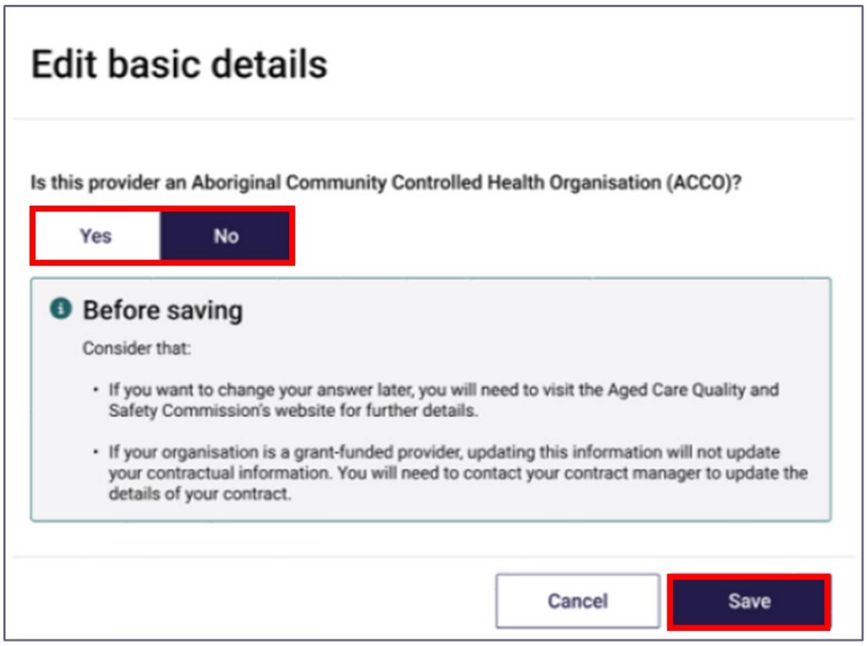
If the **Aboriginal Community Controlled Organisation field** contains a **Yes** or **No** then org-level users cannot edit the field and the **Edit** button will not be visible to the user. This can only be changed using the Change in Circumstance form on the Commission's website.

To update this field:

2. Select **Edit**.

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.



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

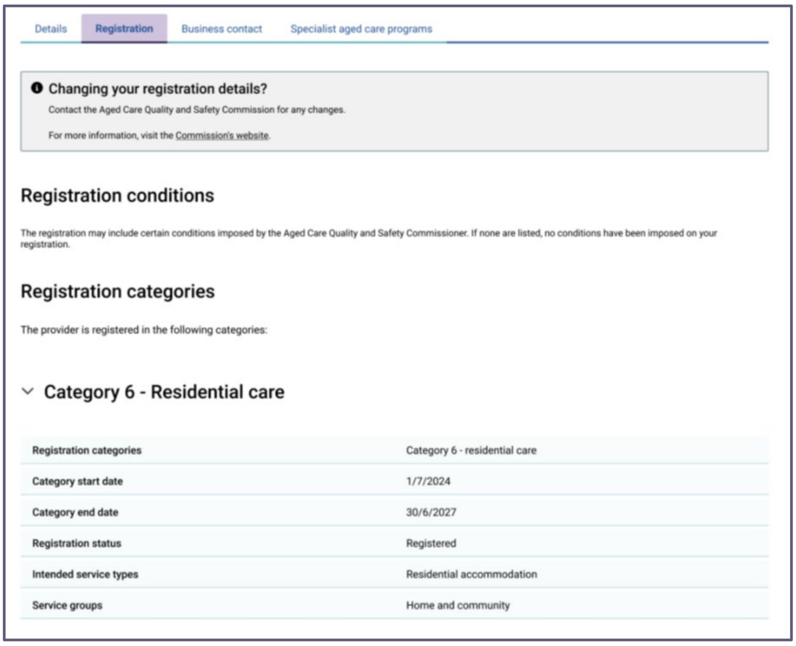
Making any other changes to the information held in the **Provider details** tile can only be undertaken by notifying the Commission.

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.

3.1.2 Provider details – Registration tab

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

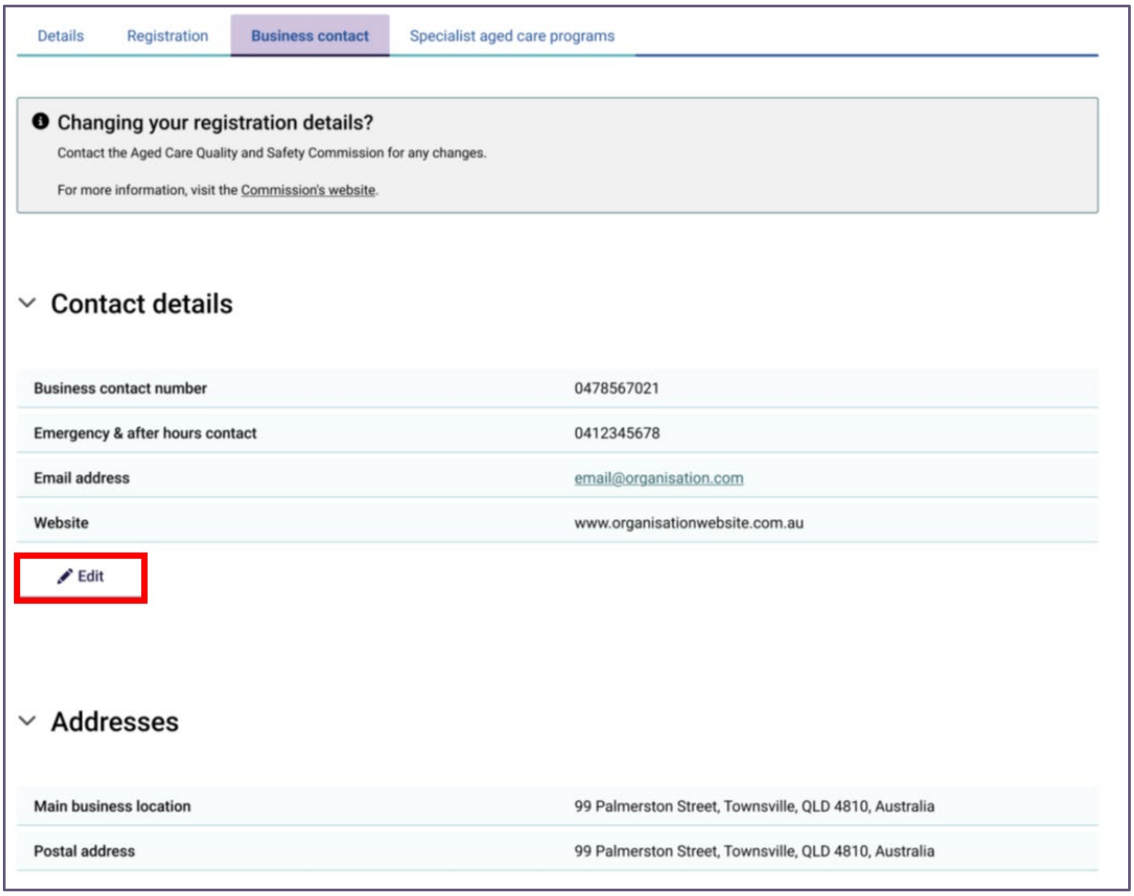
To update the information shown in this tab, users are required to contact the Commission.



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**



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.

Note:

If there are no specialist aged care programs associated with this provider, this list will remain blank

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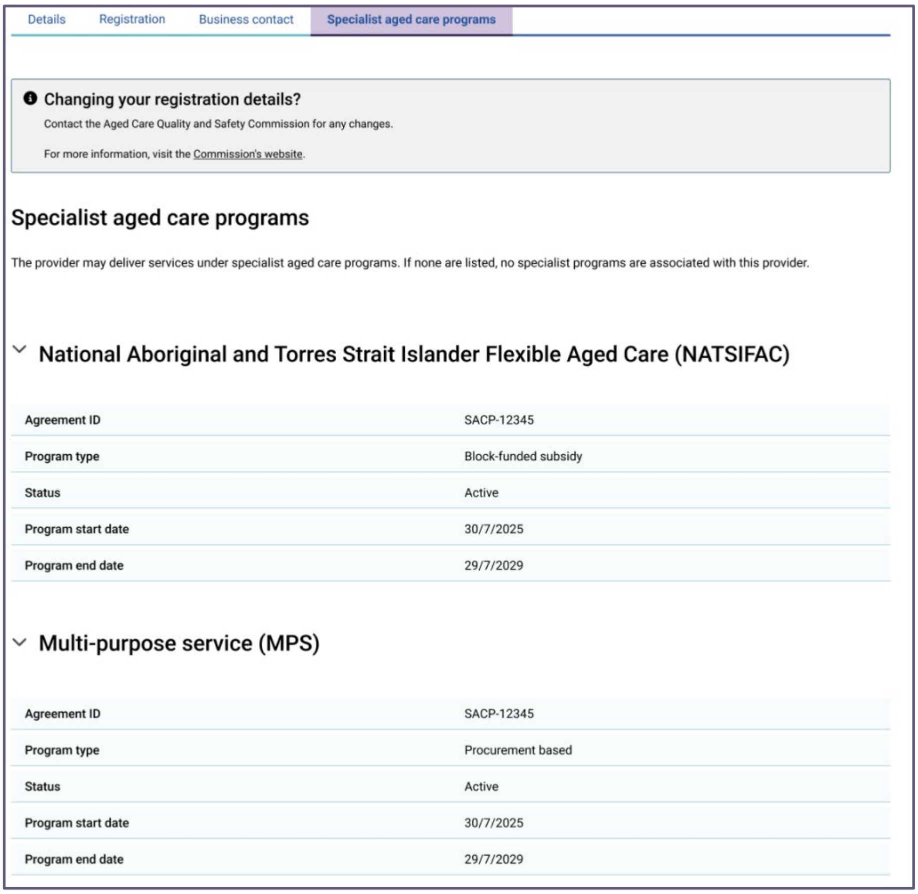
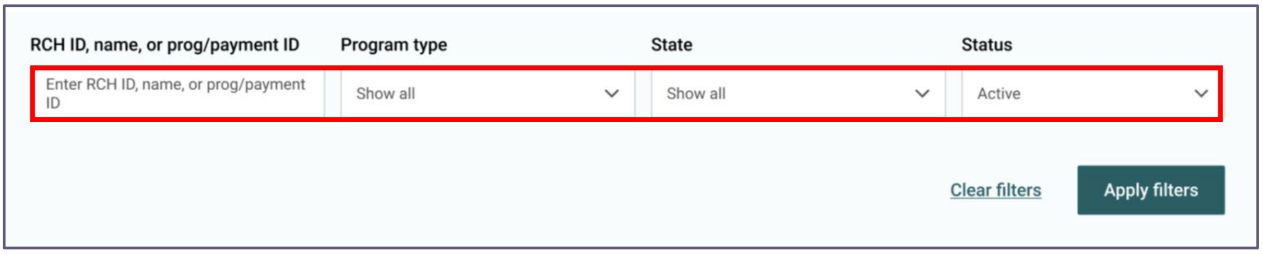


4 Residential care homes

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.



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

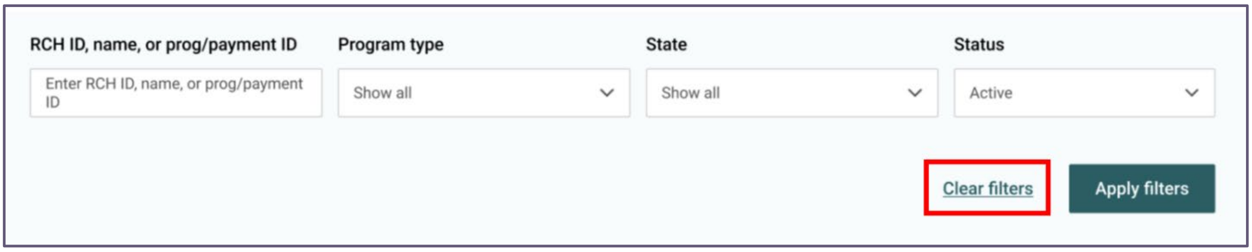
The status of **Active** is selected by default.

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

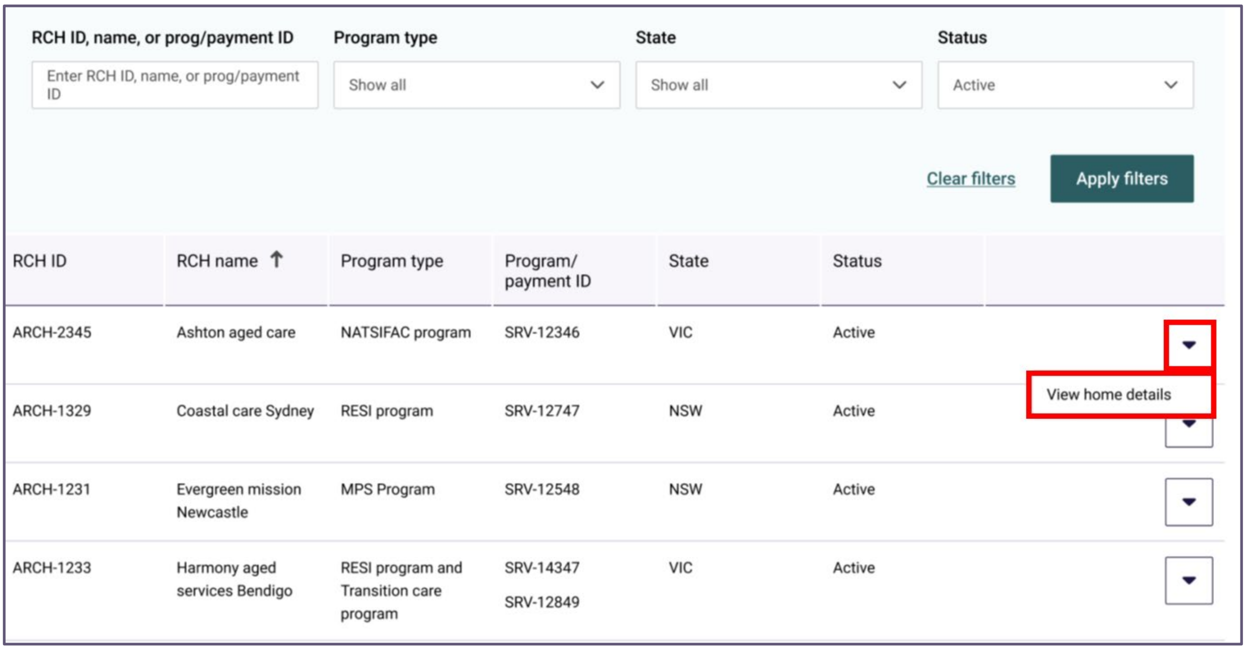
The user can view all homes by the following statuses:

- Active
- Inactive
- Show all

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



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.



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

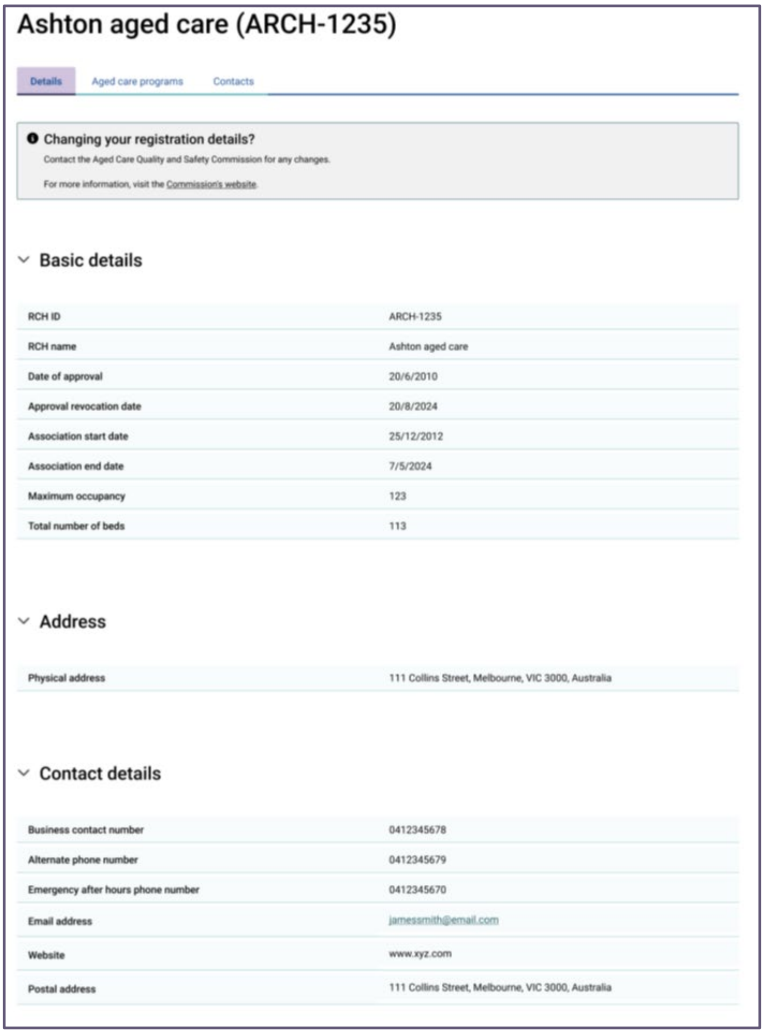
- **Details**
- **Aged care programs**
- **Contacts**

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

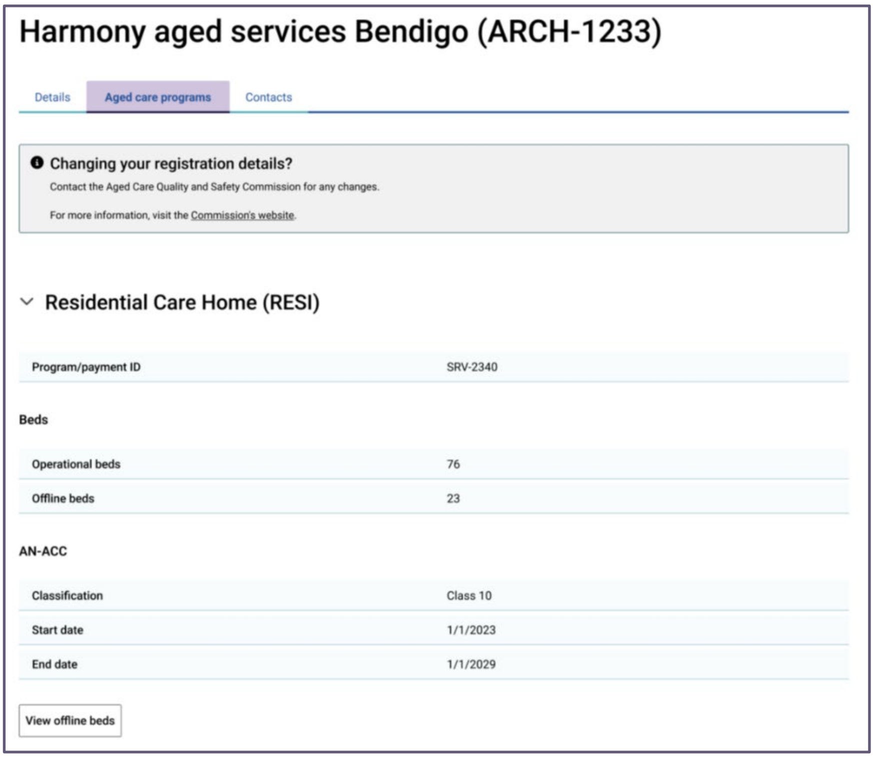
The **details** tab contains the following information about the selected home:

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



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.



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.

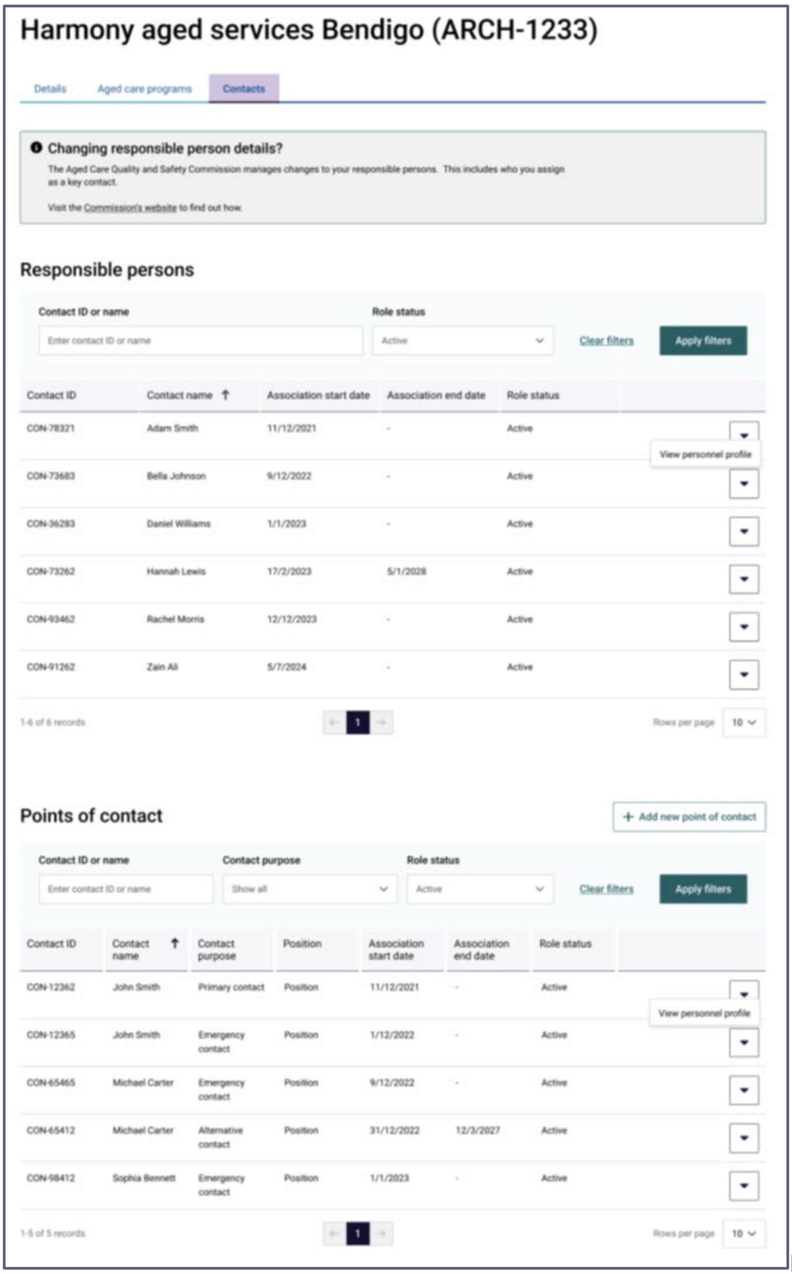
Residential providers will be required to email their Local Network to update their approved residential care home records when making any changes to offline beds. The request should include:

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

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

4.4 Residential Care Home details – Contacts tab

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



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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.

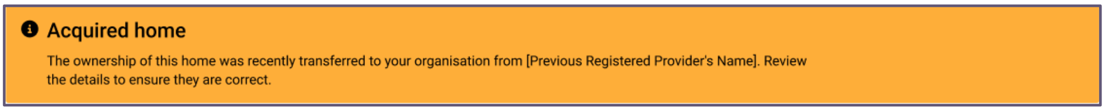
Information banners will display on the relevant homes' page to alert users to the transfer status of the home.

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
Recently Acquired RCH	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.

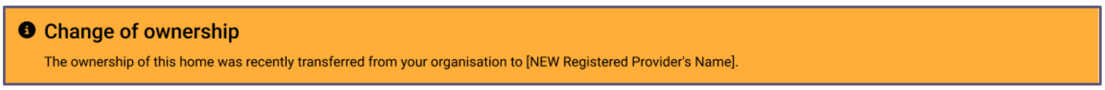
Any updates to the home that occur after the change of ownership by the new registered provider, will not be visible to the previous registered provider. Registered providers are only able to see information relevant to transferred homes up until the date of home transfer.

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.

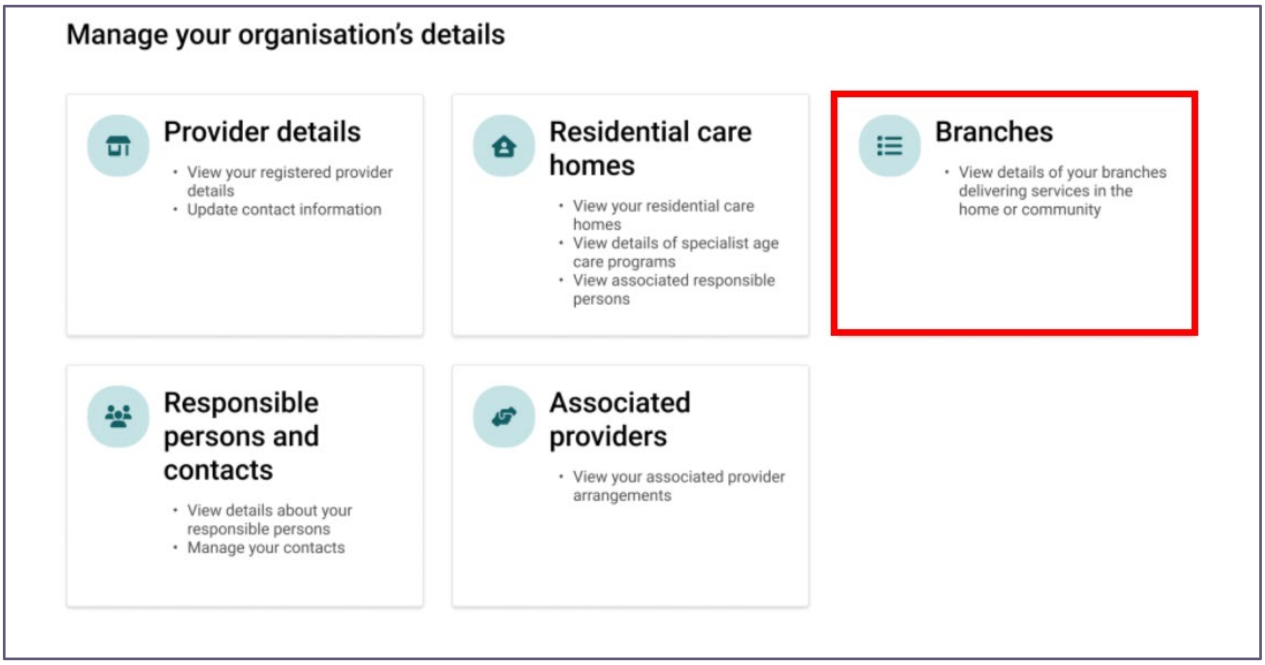
A banner will display on the home's details page if the home has been transferred within the last 30 days.

Event	Banner display
Change of ownership RCH	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.



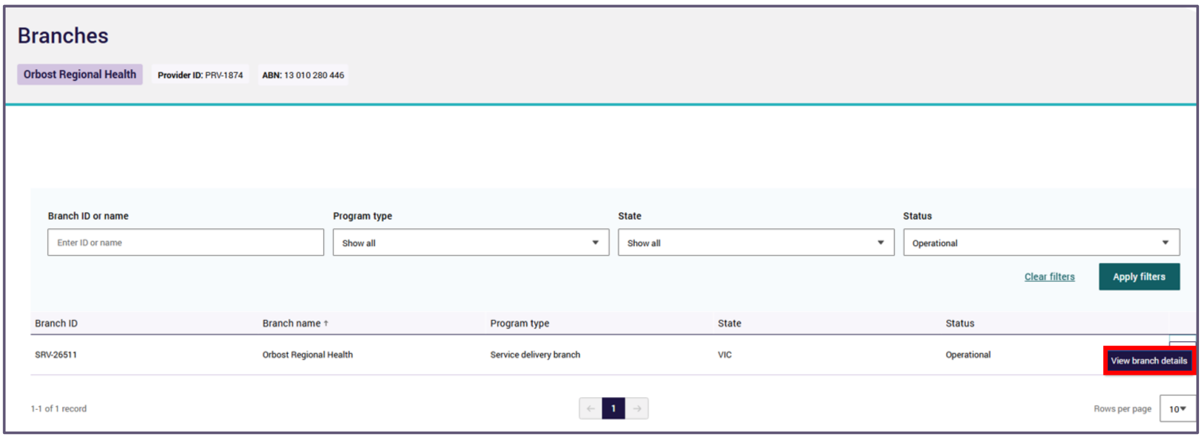
5.1 Search and filter Branches

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

The user can view all branches by the following statuses:

- Operational (selected by default)
- Non-operational
- Show all

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.



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

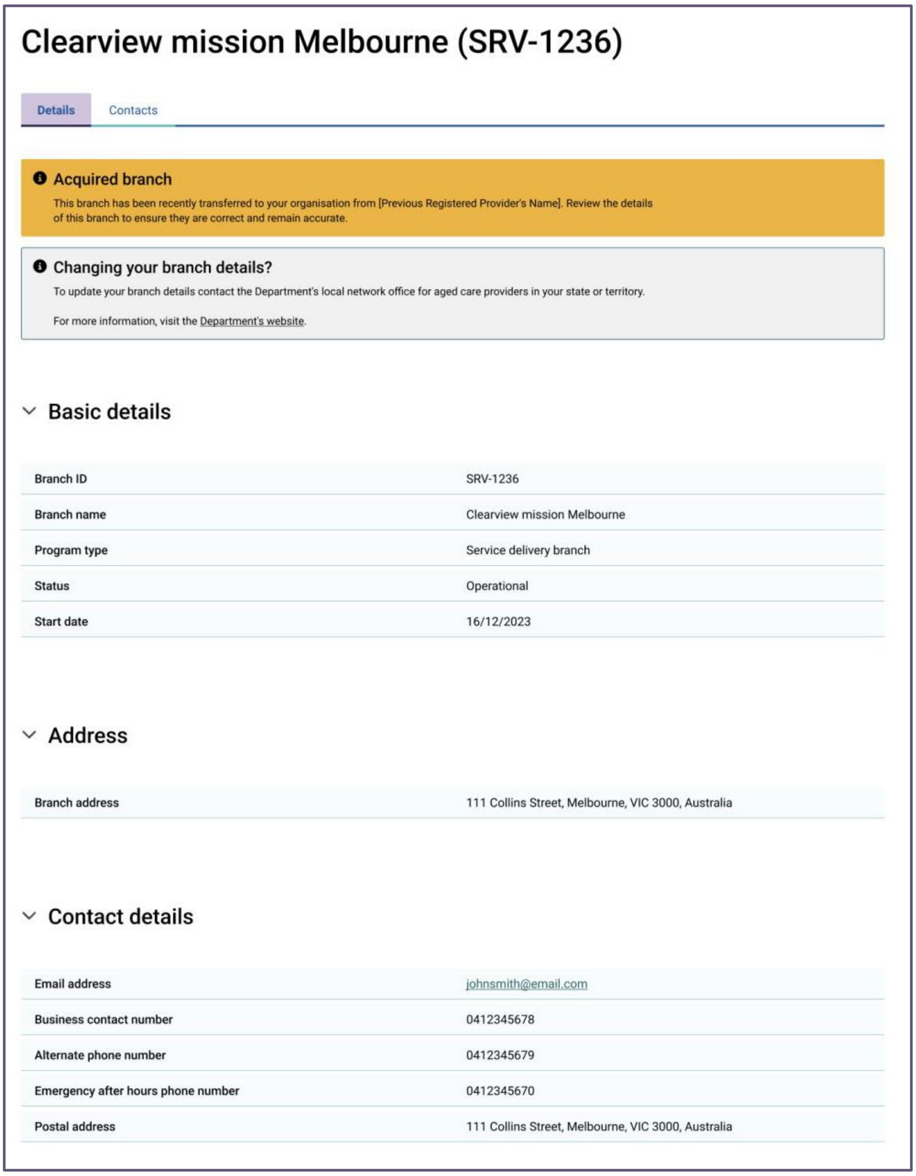
- Details
- Contacts

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

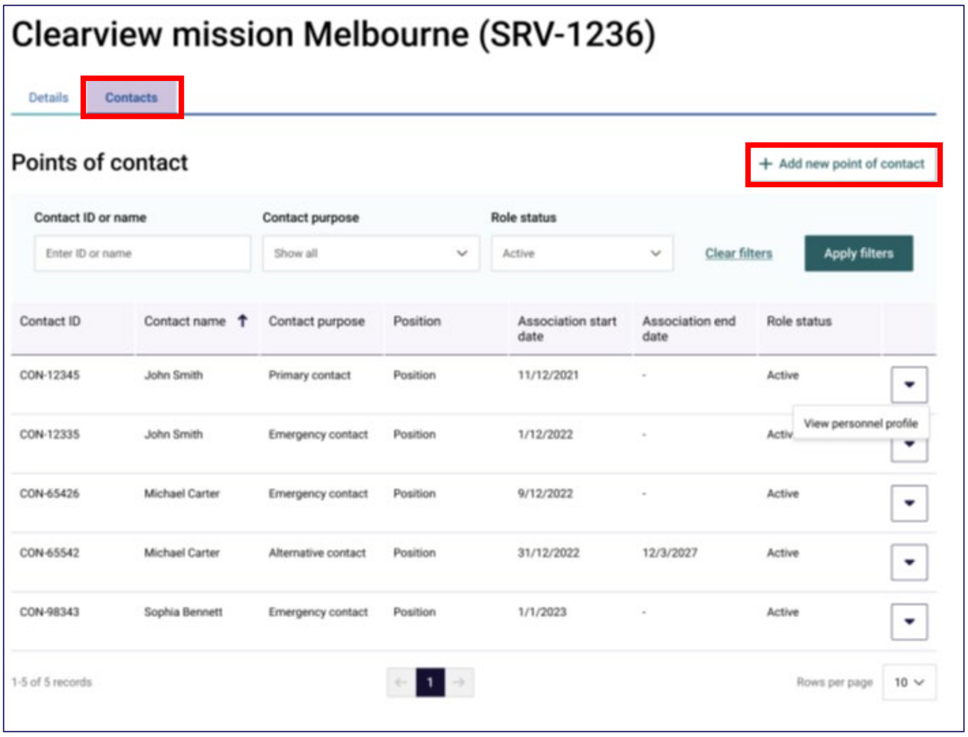
The **Details** tab displays all information available for the branch including:

- **Basic details** (Branch ID, Branch name, Program type, 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)



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.



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
Recently Acquired Branch	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.

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**.

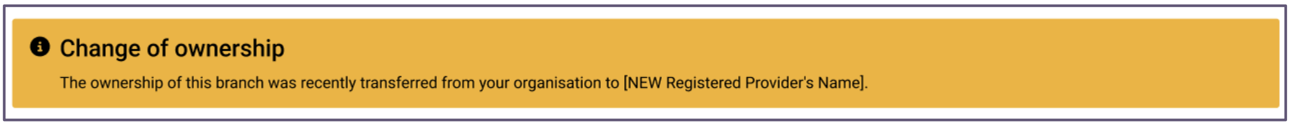
Any updates to the branch that occur after the change of ownership by the new registered provider will not be visible to the previous registered provider. Registered providers are only able to see information relevant to transferred branches up until the date of branch transfer.

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

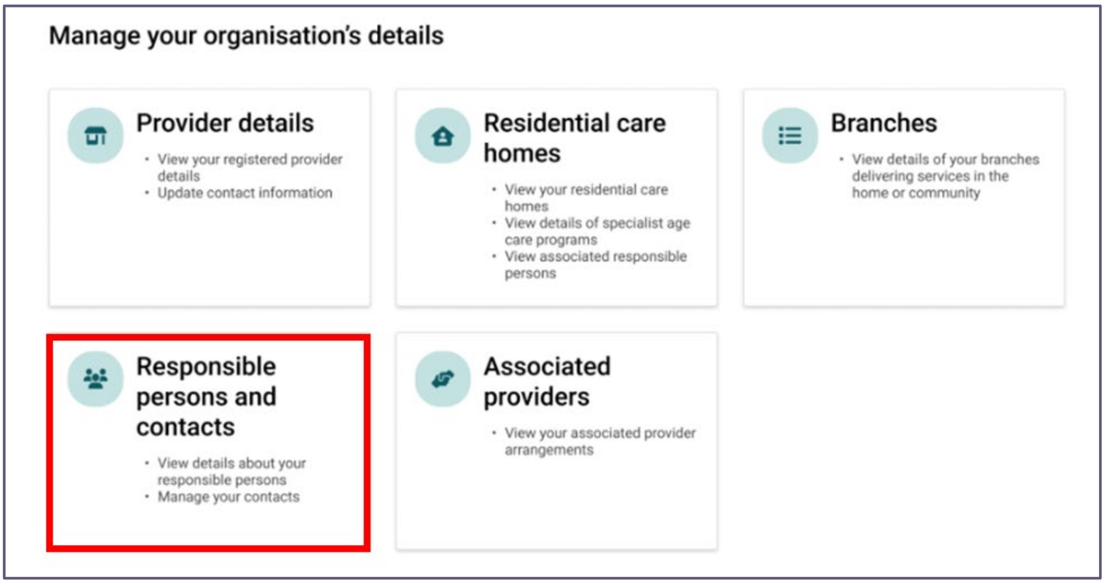
When searching for a transferred branch on the **Branch** landing page, select **Non-operational** status and apply relevant filters. Branches that have been transferred will display a status of **Transferred**.

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].



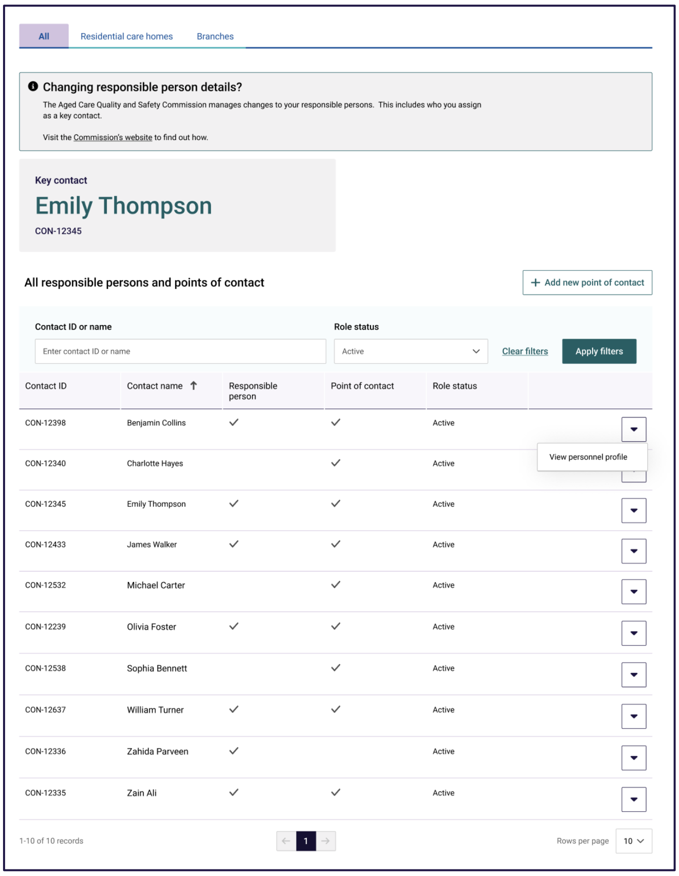
6 Responsible persons and contacts



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**.



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 Registered Provider portal. Users with limited access will not be able to perform all of these steps outlined in this document.

Please Note:

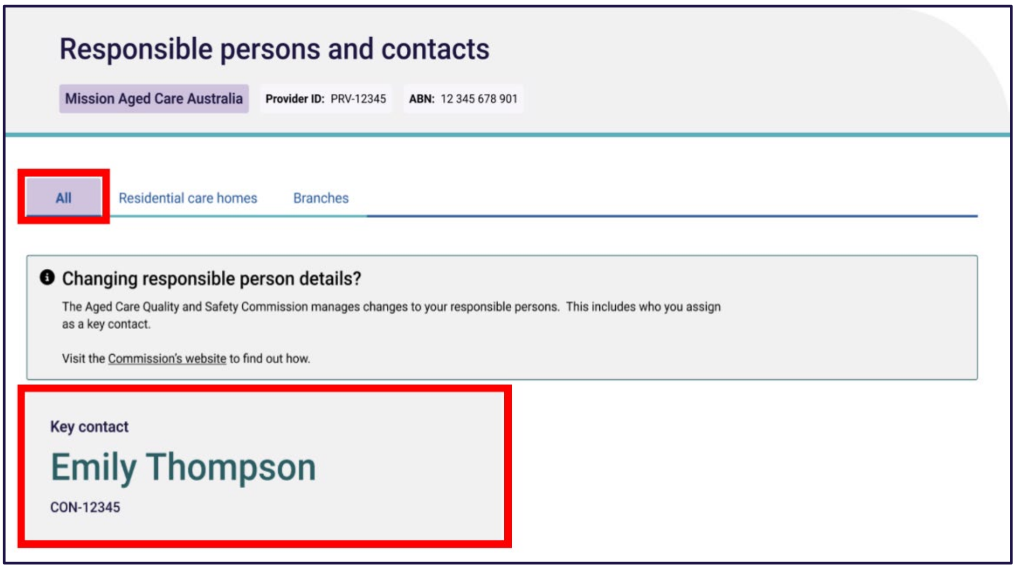
If the table displays duplicate records, meaning that the same individual is listed more than once, users are required to advise the Department by completing and submitting the GPMS - Reporting a Duplicate Contact form, available on the Department's website. This will help to improve the information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



6.3 Managing personnel information

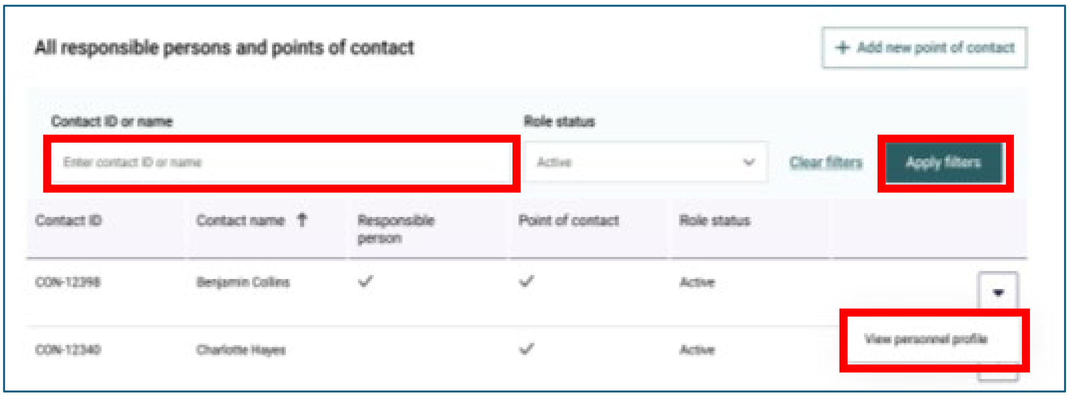
- **Provider Staff (Registered Provider)** – can manage all contacts for their organisation
- **Provider Staff (Home/Branch)** – can only manage contacts for assigned Homes and Branches

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

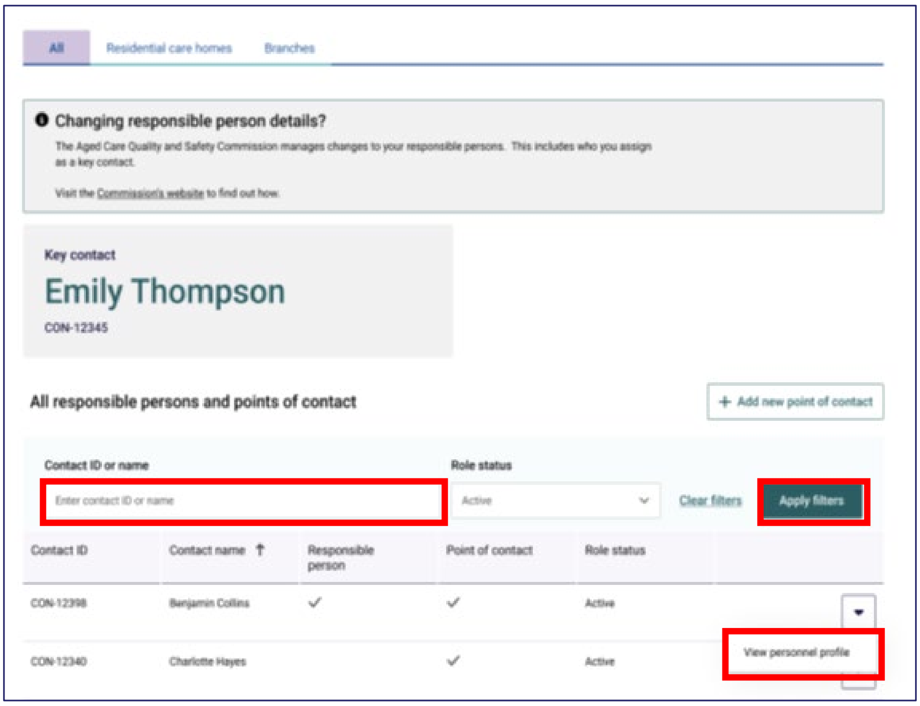
The **All** tab allows users to view all **Responsible Persons** and **Contacts** the user is authorised to access.

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

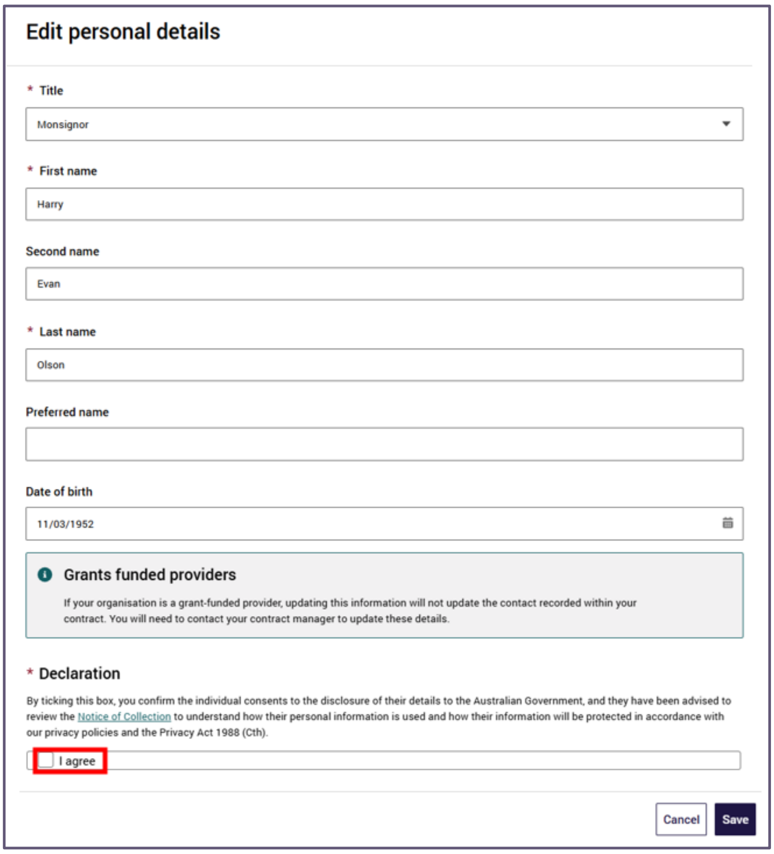


Users can then sort the results table alphabetically. The sort order is displayed when a user hovers over and clicks on the column headings.

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.



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**.



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:

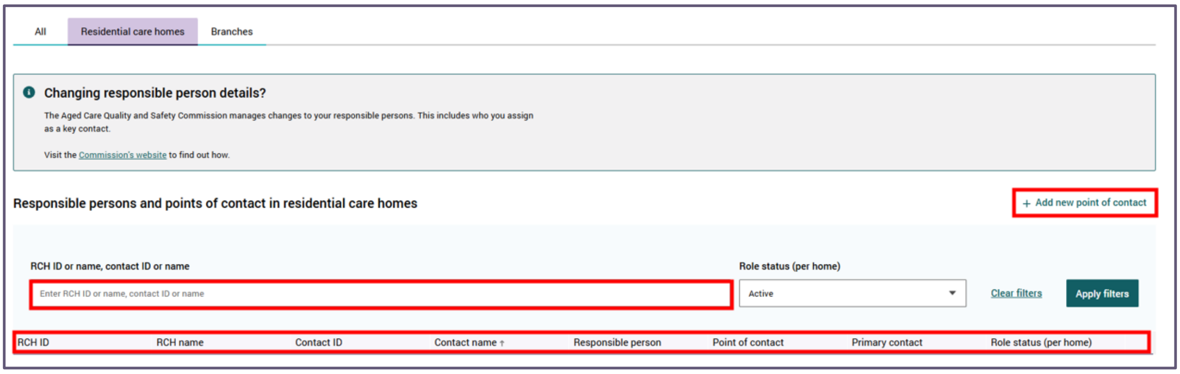
The system will run a duplication check once the user selects *Save*. If potential duplicate contacts are flagged, a *matching records found* screen will appear and allow the user to check their updates against existing contact records in the system. The user will be required to select *cancel* if they 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 **Contacts** 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.



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 ID, **Branch name**, **Contact ID**, **Contact name**, **primary contact** and **Role status (per branch)**.

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

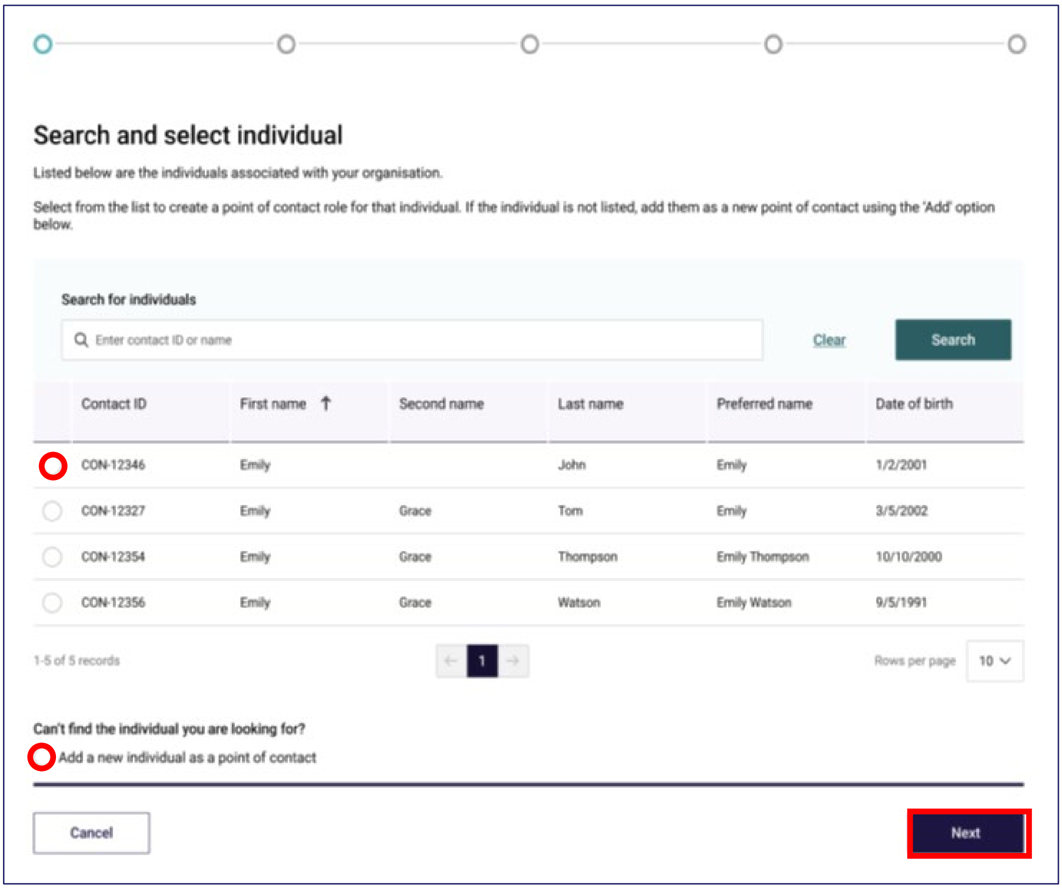
Users can access the **+ Add a new Point of Contact** screen by following the below steps:

- 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.



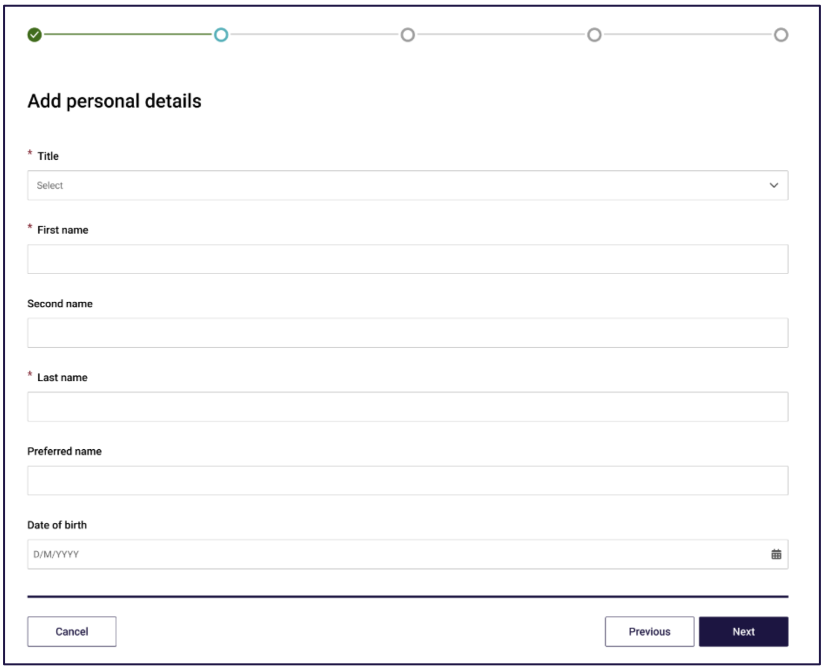
- If a contact record is found in the above search, users can select the **checkbox** in the correct contacts row in the display table and then select **Next** to continue with the contact's existing details

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

6.4.3 Add personal details page

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



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

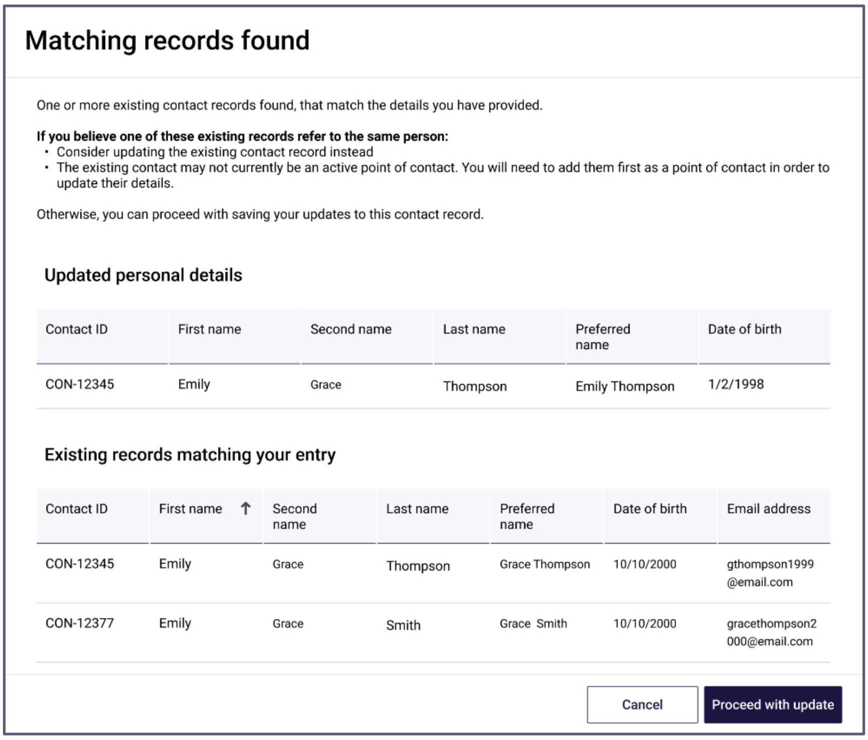
- Title
- First Name
- Last Name

5. Once all required fields have been completed, the user can select **Next** to proceed.

6. 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.

7. 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

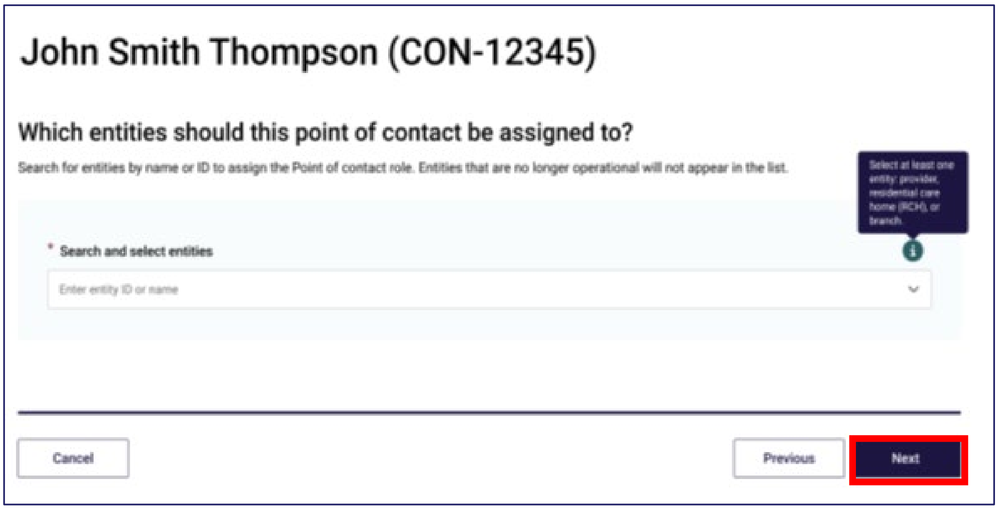
Please note:

If an existing contact is selected 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.

8. 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.

9. 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.

10. The user will select the appropriate entities from the drop down list and select **Next**.



11. 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

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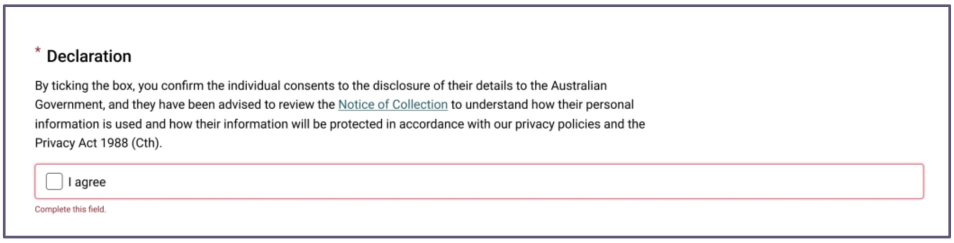
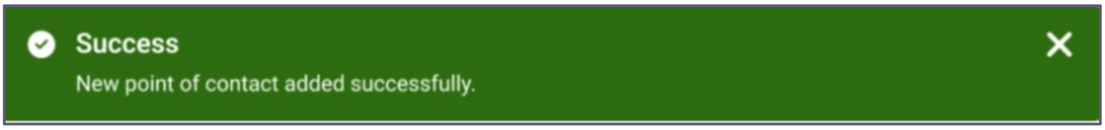
12. The final step to creating a point of contact is to review the entered details and select the checkbox stating the contact agrees for their information to be disclosed to the Australian Government. Once the user ticks the **I agree** checkbox and selects **Next**, they will be displayed a success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





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/Second 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:

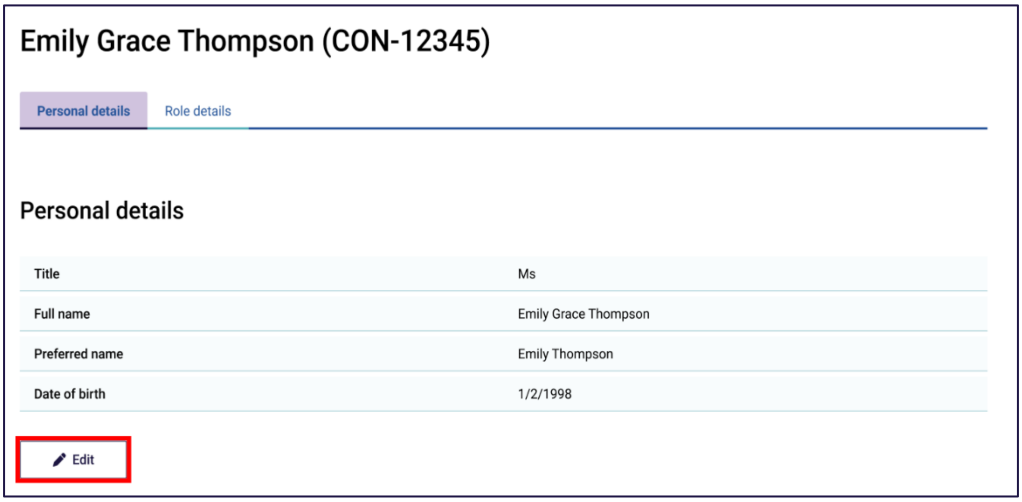
- the branch has been transferred or is in the status of 'Inactive'.
- the home is not 'active'.

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.



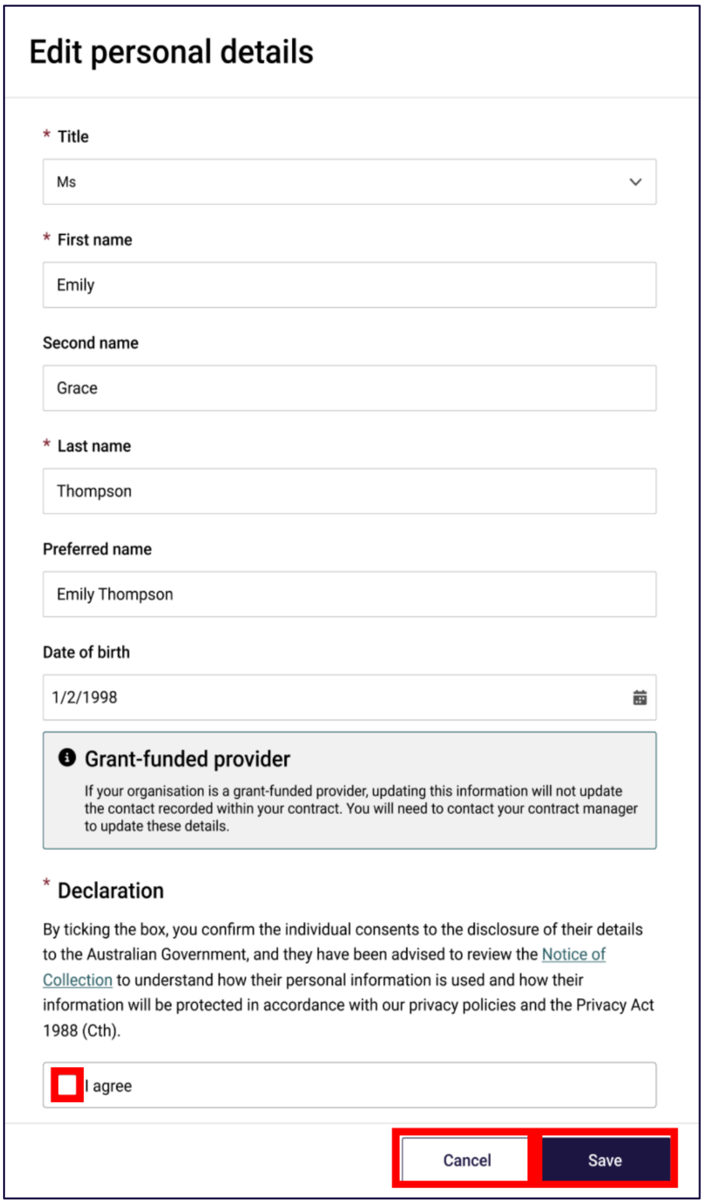
4. A new window will display allowing users to update the required information.

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.



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
Contact	To update the **contact purpose** 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. 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.
Responsible persons	Changes to responsible persons details must be made via the Change in Circumstance form to the Aged Care Quality and Safety Commission.

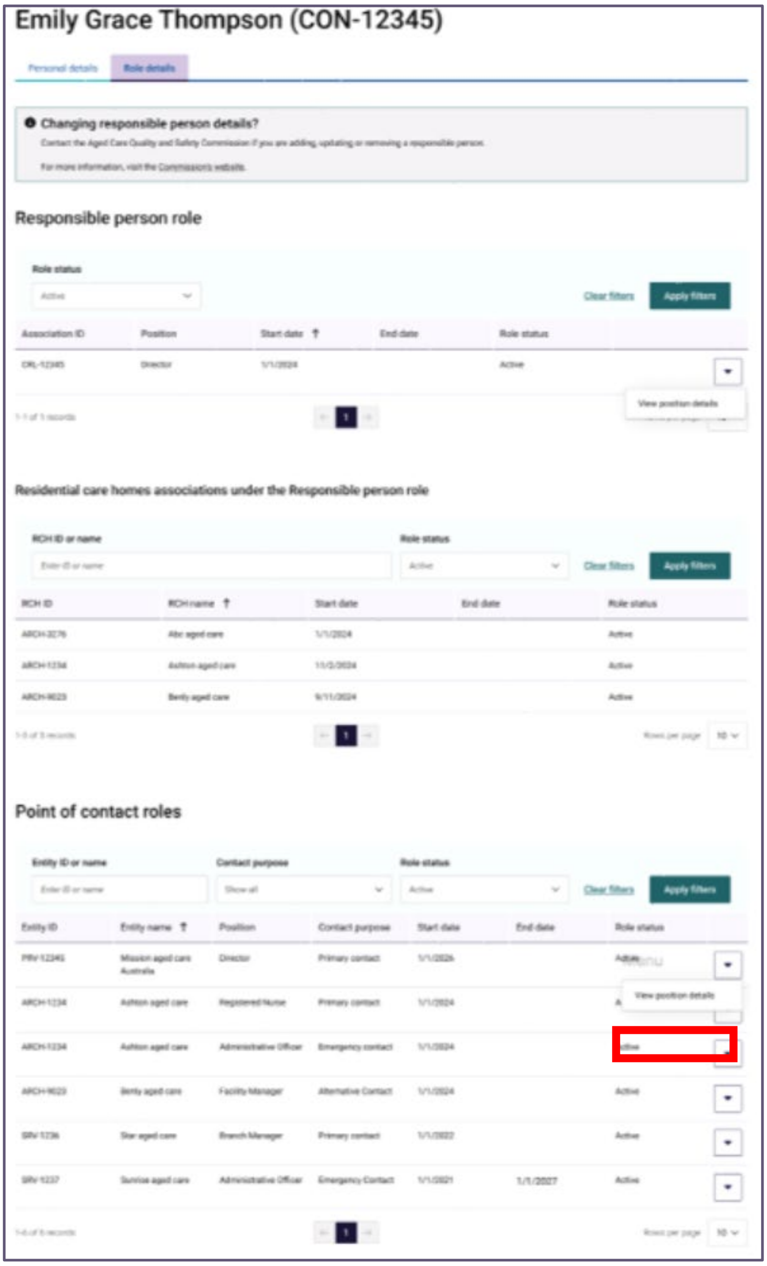
6.5.2 Role details

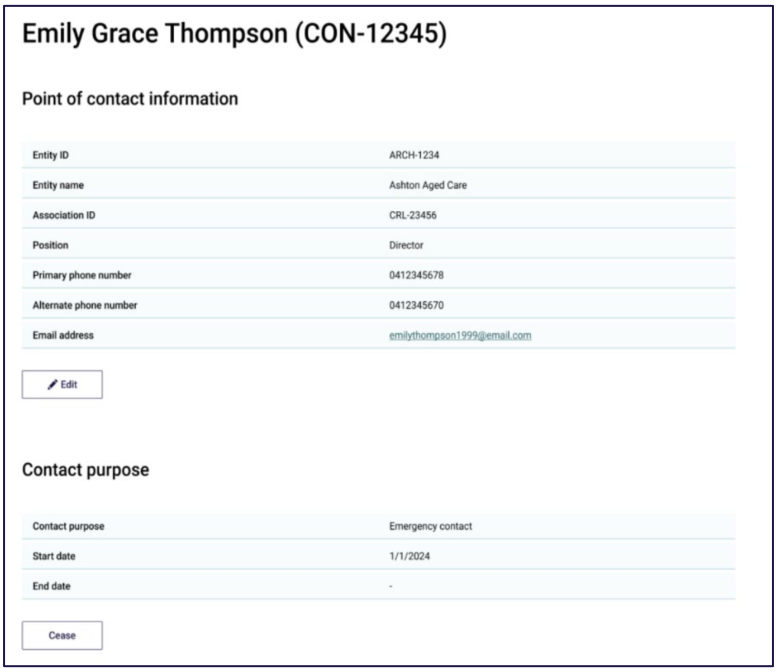
Select the Role details tab to view Role Details.

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)
Changing responsible person details?
Responsible person role
Role status
Clear filters
Apply filters
Association ID
Position
Start date
End date
Role status
Residential care homes associations under the Responsible person role
RCH ID or name
Point of contact roles
Entity ID or name
Contact purpose
Entity ID
Entity name
Position
Contact purpose
Start date
End date
Role status


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.

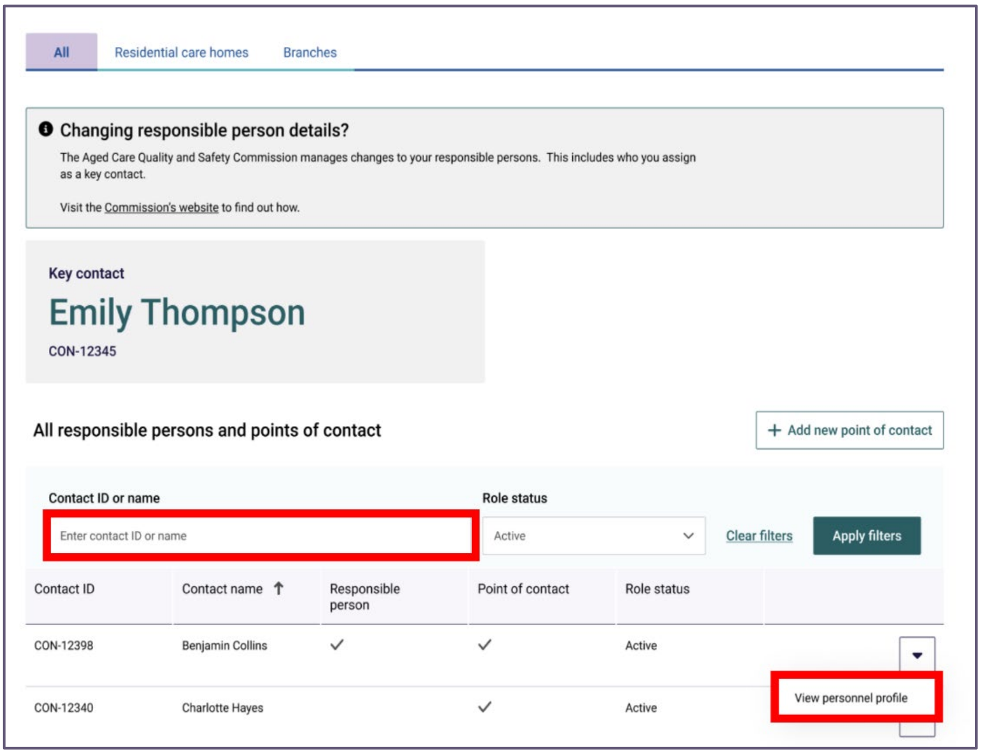
Where the Point of Contact is located in a home or branch, the cease button will only be visible if the home or branch is in the following status:

- Active (Home)
- Operational (Branch)

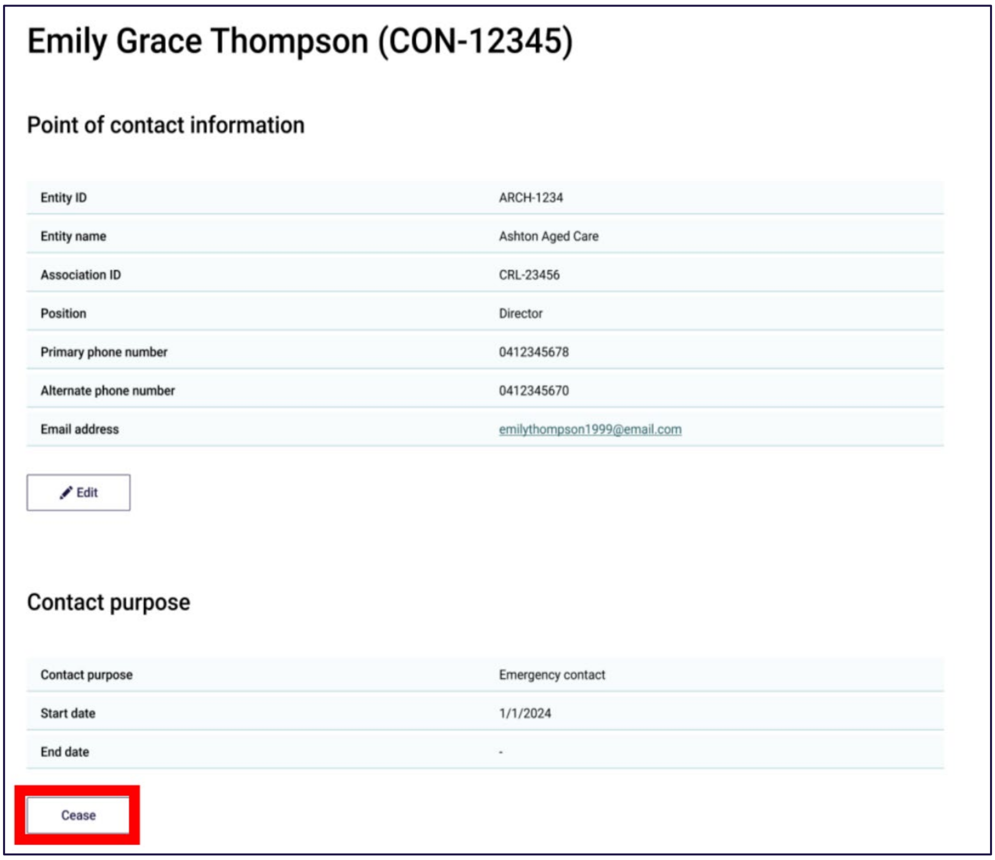
Below outlines the process for ceasing the role of a point of contact:

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.

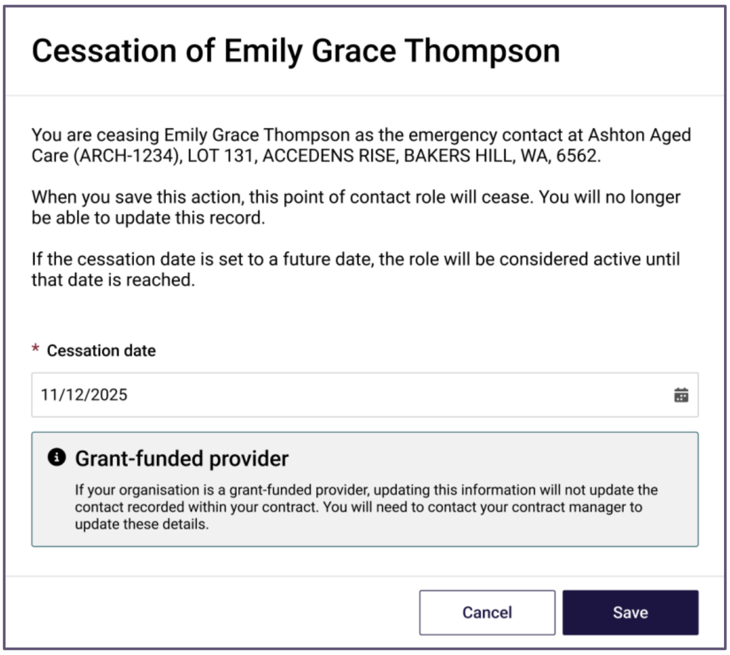


9. Under the **Contact purpose** section of the person's **Position details** page, select the **Cease** button.



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



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

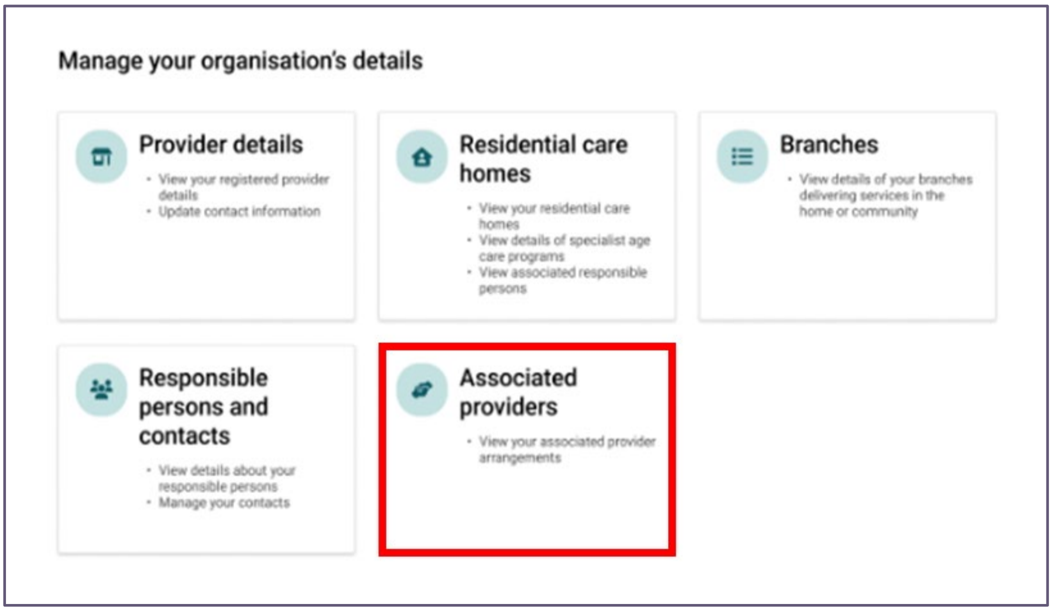
Authorised users can view a list of all associated providers associated to their registered provider via the **Associated Provider** tile.

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.



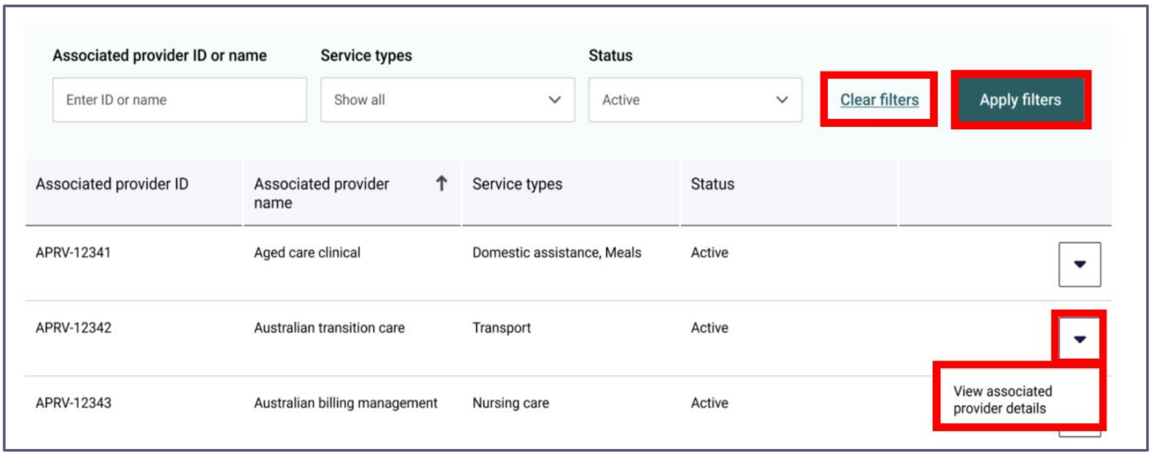
7.1.1 Search and Filter

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.



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.