



Australian Government

Department of Health, Disability and Ageing



National Aged Care Quality Indicator Program (QI Program)

Quick Reference Guide: Activities of daily living

This guide helps registered providers of approved residential care homes to collect and report data on activities of daily living for the QI Program.

You must report the activities of daily living (ADLs) quality indicator against:



- **Percentage of individuals who experienced a decline in activities of daily living**

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

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

Collect activities of daily living data



Review care records and identify each resident's ADL assessment total score from the previous reporting period (quarter)



Around the same time each quarter, conduct an ADL assessment for each resident by completing all questions in the Barthel Index of Activities of Daily Living assessment tool.

Resident performance is established using the best available evidence. This can include using existing knowledge of the resident gained through routine personal care, asking the resident, referring to care records or by direct observation.



Record the number of residents:

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



For each resident:

- record the ADL assessment total score
- compare the previous quarter's ADL assessment total score with the current ADL assessment total score
- determine if the resident experienced a decline of one or more points
- record the number of residents who experienced a decline in ADL assessment total score of one or more points

Registered providers of approved residential aged care homes must collect and report on activities of daily living data quarterly. See the [QI Program Manual - Part A](#).

Report activities of daily living data



Report the number of residents:

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



Additionally, report the number of residents:

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

Example

Resident A	Resident B	Resident C
- current quarter ADL assessment total score of 10 - previous quarter ADL assessment score total of 10 - experienced no decline in ADL assessment total score	- current quarter ADL assessment total score of 1 - previous quarter ADL assessment total score of 0	- current quarter ADL assessment total score of 10 - previous quarter ADL assessment total score of 12 - experienced a decline of 2 points in ADL assessment total score
 Number of residents assessed for ADL function		
 Number of residents excluded because they were receiving end-of-life care		
 Number of residents excluded because they were absent from the service for the entire quarter		
 Number of residents excluded because they did not have an ADL assessment total score recorded in the previous quarter		
 Number of residents with an ADL assessment total score of zero for the previous quarter		
 Number of residents who experienced a decline in ADL assessment total score of one or more points		

Data recording templates for each quality indicator are available on the [QI Program resources webpage](#). Use the templates to calculate and summarise data to submit through the Government Provider Management System (GPMS).

Submit QI Program data

There are **3 ways** you can submit QI Program data:

- 
1. through the GPMS
 2. via a bulk file upload
 3. through a third-party benchmarking company



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

More information



You can find the QI Program Manual, and other guidance on the [QI Program's resources webpage](#).

For assistance, contact the My Aged Care provider and assessor helpline on **1800 836 799** and select option 5.

The helpline is closed on Sunday and public holidays. It is open:

- between 8am and 8pm Monday to Friday
- between 10am and 2pm on Saturday.

Improving Australia's aged care system

The Australian Government has delivered major changes to improve aged care.



Visit **health.gov.au/aged-care-reforms**



Phone **1800 200 422** (My Aged Care's free-call phone line)

For translating and interpreting services, call 131 450 and ask for 1800 318 209.

To use the National Relay Service, visit nrschat.nrscall.gov.au/nrs to choose your preferred access point on their website, or call the NRS Helpdesk on 1800 555 660.