

Service and Support Portal User Guide - Part 1: Administrator Functions

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1 Background and overview of the Service and Support Portal

1.1 Purpose of the Guide

The My Aged Care Service and Support Portal User Guide – Part One (User Guide) outlines how Commonwealth-funded service providers (providers) set up and maintain the My Aged Care Service and Support Portal (Portal) for your organisation.

The User Guide is split into two parts as follows:

- Part One (this document) provides an overview of the Portal and describes the functions an Administrator can perform.
- Part Two provides an overview of the Portal and describes the functions that a Team Leader or Staff Member can perform.

This guide does not cover:

- Detailed instructions on how to set up organisations in the Relationship Authorisation Manager, which can be found on the [RAM website](#).
- Detailed instructions on how portal users obtain a myID (which can be found in the user guide [Logging in to the Aged Care Systems](#)).

! This symbol is used to highlight important information.

1.2 Introduction to using the Service and Support Portal

The Service and Support Portal is used to:

- Manage information about the services you provide.
- Manage referrals for service(s) issued by My Aged Care contact centre staff or aged care needs assessors (assessors) by accepting, rejecting, or placing on a waitlist.
- Update client records with information about services being delivered.
- Request that an assessor undertakes a Support Plan Review for a client.
- Report Serious Incident Response Scheme (SIRS) Priority 1 and Priority 2 incidents in residential, in-home, and Support at Home aged care services.
- Generate reports.
- Manage residential client classifications, reassessments, reconsiderations, and palliative care administration.
- Administering existing Diverse Needs Specialisations under the 2022 Framework.

1.3 Service and Support Portal Access

To access the Service and Support portal, each administrator must have a My Aged Care portal user account linked to a supported third-party authentication service. For more information regarding setting up users and logging into the system please refer to [Logging in to the Aged Care Systems](#).

1.4 Staff roles in the Service and Support Portal

The person nominated as the Organisation Administrator needs to be the first person from your organisation to log in to the Portal. Refer to [Logging in to the Aged Care Systems](#) for more information.

The Organisation Administrator will be responsible for assigning roles to other staff; this can include assigning other staff the administrator role to help set up and maintain information about your organisation in the Portal. Roles should be assigned in accordance with the duties the person performs within your organisation.

! If you are assigned more than one role, this access will apply across all outlets you have been granted access to in the Service and Support Portal.

The tables on the following page outline the functions for each role within the Portal. It includes both client-focussed and organisation-focussed tasks.

Client Focussed Key Functions	Organisation Administrator	Outlet Administrator	Team Leader	Staff Member
Search for a client record (for referred clients)			✓	✓
View client records (for referred clients)			✓	✓
View referrals			✓	✓
Accept, reject, and revoke referrals			✓	
View tasks and notifications	✓	✓	✓	✓
Manage organisation preferences for tasks and notifications	✓			
Manage outlet preferences for tasks and notifications	✓	✓		
View My Aged Care interactions	✓	✓	✓	✓
Add client service information			✓	✓
Transfer clients between services	✓			
Submit notifications under the Serious Incident Response Scheme	✓	✓	✓	✓

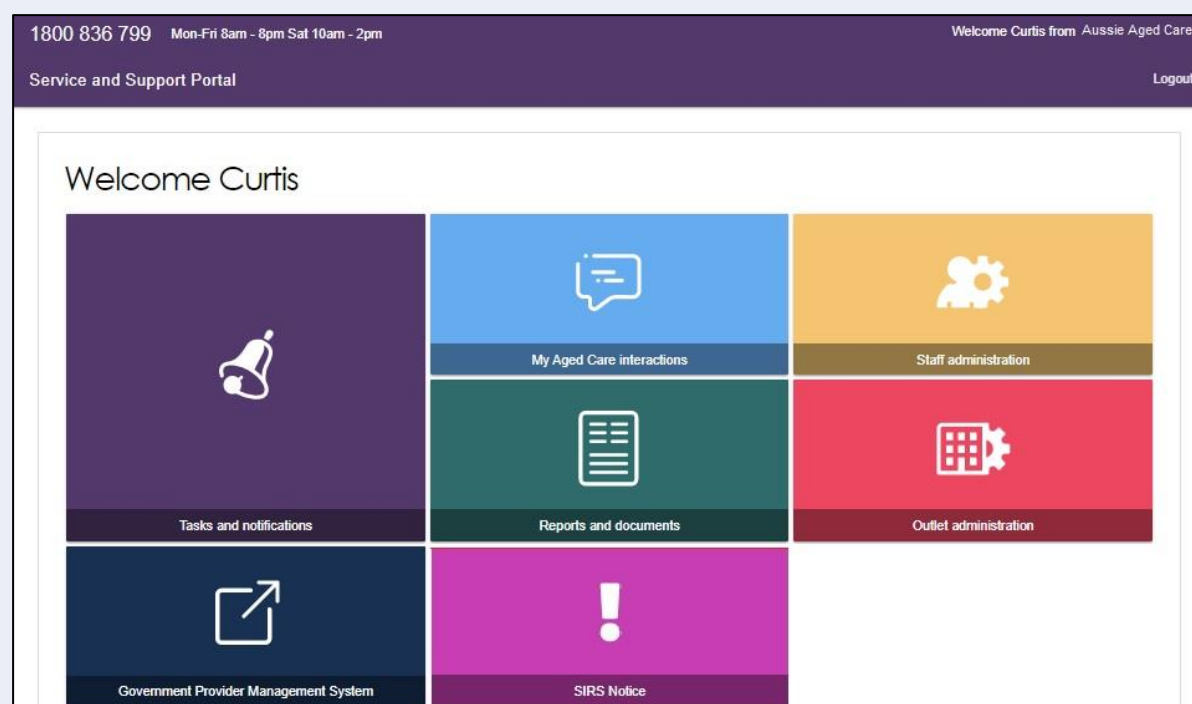
Organisation Focussed Key Functions	Organisation Administrator	Outlet Administrator
Request change to contractual information	✓	✓
Add outlets	✓	
Manage outlets: edit, activate, deactivate, remove	✓	✓
Manage services: add, edit, activate, transfer (Organisation Administrators only) or deactivate	✓	✓
Manage staff (organisation level): add, edit, deactivate, remove	✓	
Manage staff (outlet level): add, edit, deactivate, remove	✓	✓

1.4.1 Homepage views by role type

1.4.1.1 Administrator homepage

Administrators at an Organisation level can view and manage information for the entire organisation in the Service and Support Portal. Administrators for one or more outlet(s) in the organisation (Outlet level) will only be able to view and manage information for the outlet(s) they have been assigned.

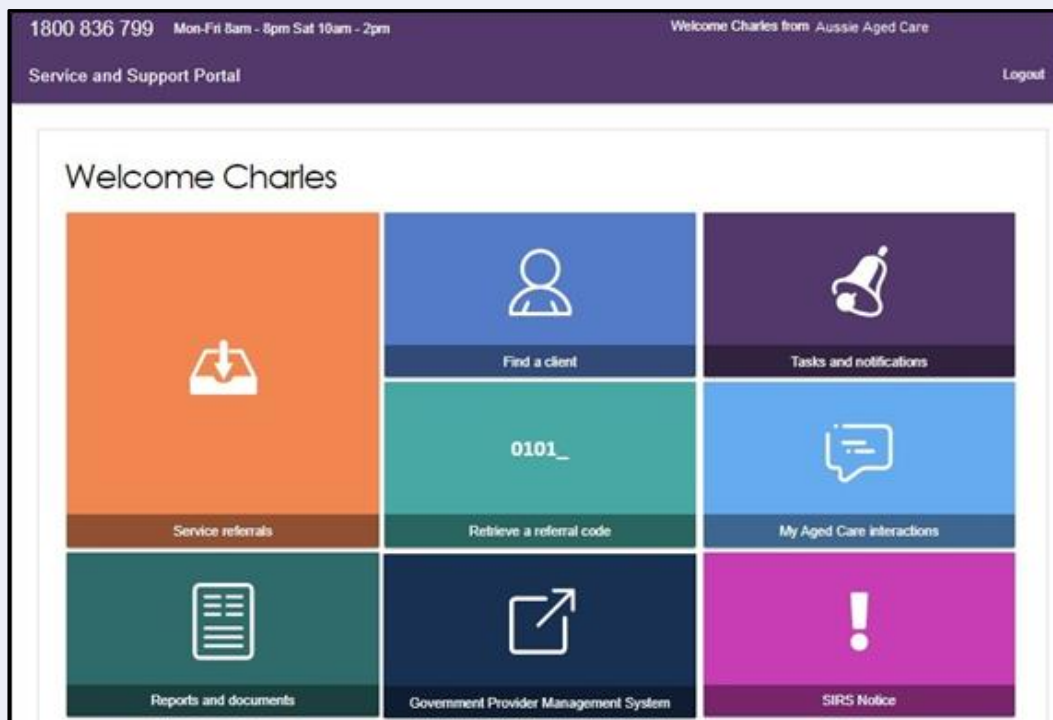
If you log in to the Service and Support Portal as an Administrator, you can view **Tasks and notifications**, **My Aged Care interactions**, **Reports and Documents**, **Outlet administration**, **SIRS Notice**, **Government Provider Management System** and **Staff administration** tiles on your homepage.



1.4.1.2 Team Leader homepage

People assigned the Team Leader role in the Service and Support Portal have the same functions as the Staff Member role but are also responsible for managing referrals for service(s).

If you log in to the Service and Support Portal as a Team Leader, you can view **Service referrals**, **Find a client**, **Tasks and notifications**, **My Aged Care interactions**, **Reports and Documents**, **Retrieve a referral code**, **SIRS Notice**, and **Government Provider Management System** tiles on your homepage.



If you do not have access to the SIRS notice tile, your Administrator for Service and Support Portal can add the **SIRS** role to your staff profile.

For information on how to add the serious incident report tile for staff members please refer to the guide on [How to use the Serious Incident Response Scheme Portal](#).

1.4.1.3 Staff Member homepage

People assigned the Staff Member role in the Service and Support Portal are responsible for adding and updating client service information in the client record.

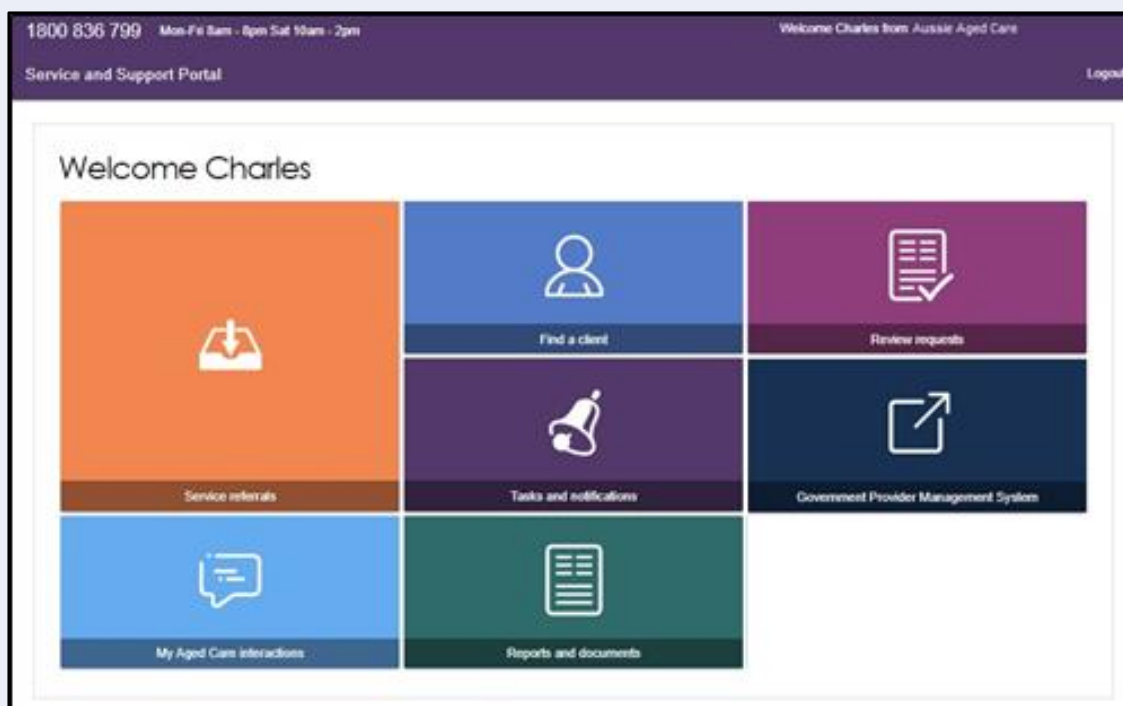
If you log in to the Service and Support Portal as a Staff Member, you can view **Service referrals**, **Find a client**, **Review requests**, **Tasks and notifications**, **My Aged Care interactions**, **Government Provider Management System** and **Reports and documents**.

If you do not have access to the SIRS Notice tile, your Administrator for the Portal can add the **SIRS** role to your staff profile.

For information on how to add the SIRS Notice tile for staff members please refer to the guide on:

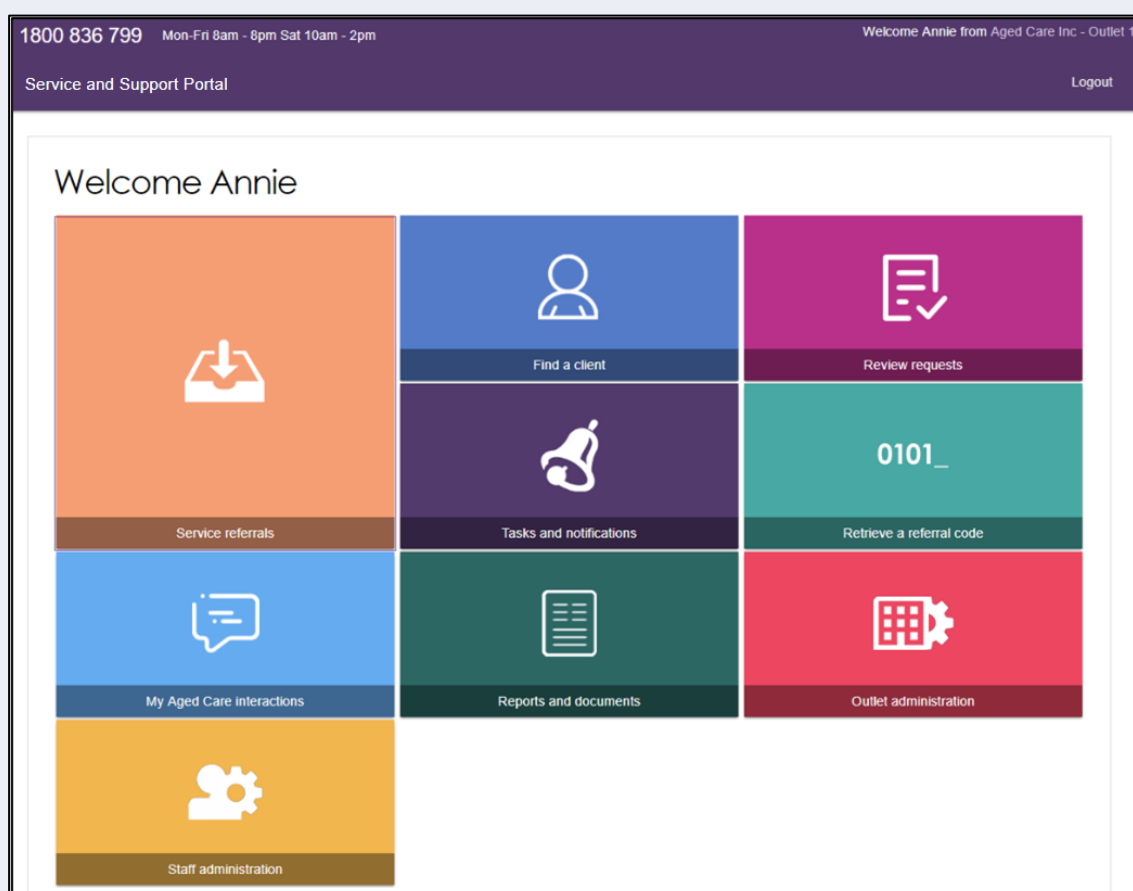
- [How to access and use the Service and Support Portal for Serious Incident Response Scheme – Residential Aged Care services](#)

If you have been assigned the **SIRS** role by your Organisation Administrator, you will have access to a **SIRS Notice** tile.



1.4.1.4 Homepage for users assigned multiple roles

If you log in to the Service and Support Portal as a user with Administrator, Team Leader, and/or Staff Member roles, you can view the functions for all your roles on the homepage.



2 The Administrator Role

Service information is publicly displayed in the My Aged Care service finder (service finder) on the My Aged Care website.

My Aged Care contact centre staff and assessors use this service information to send referrals. Potential My Aged Care recipients and their support network use this service information to research and access services.

It is the Administrator's responsibility to set up and maintain this information to ensure accurate referrals.

2.1 Creating service delivery outlets

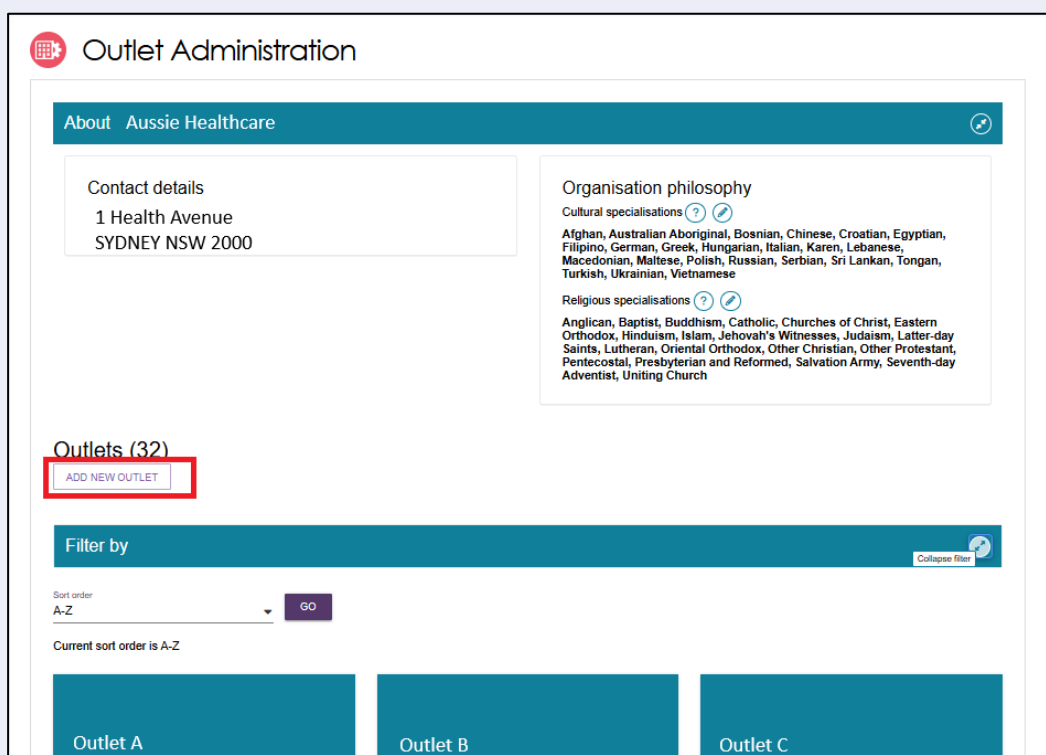
Administrators will need to set up at least one outlet in the Service and Support Portal before they can add their organisation's service information such as service items. Administrators can choose how to set up service(s) in the Portal: either all under one outlet or under multiple outlets.

Each outlet you set up can have different staff, service information, locations, and contact details recorded. Ideally, outlets should be established based on distinct delivery areas to manage client intake effectively and avoid overlapping delivery areas between outlets to prevent confusion and duplication of services. Refer to the user guide on [Create service delivery outlets and add service information](#) for further information about outlets.

2.1.1 Creating or adding a new outlet

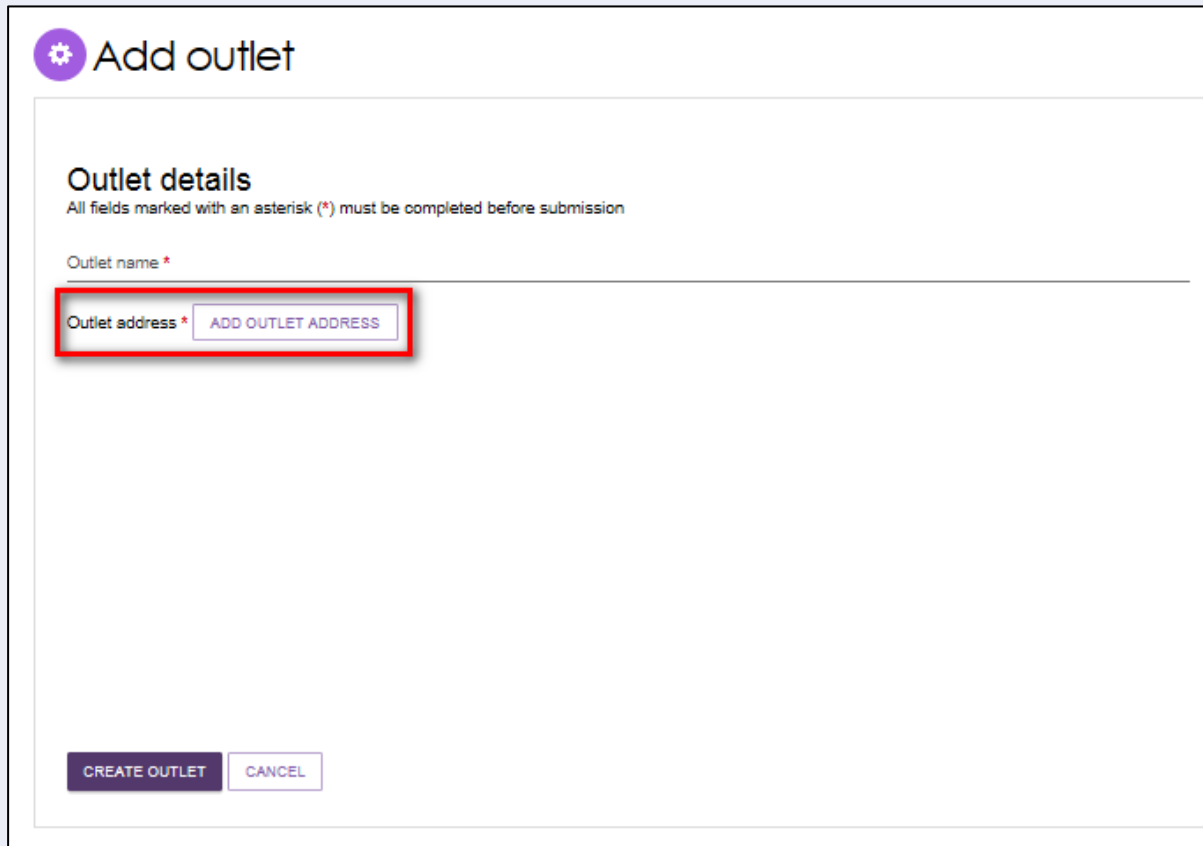
Administrators need to set up outlets in the Portal before service information can be added. When you create an outlet, the status is set to **Inactive** by default. You must activate the outlet and create service items in an outlet before it can be made operational.

1. From the Outlet administration page, select **ADD NEW OUTLET**.

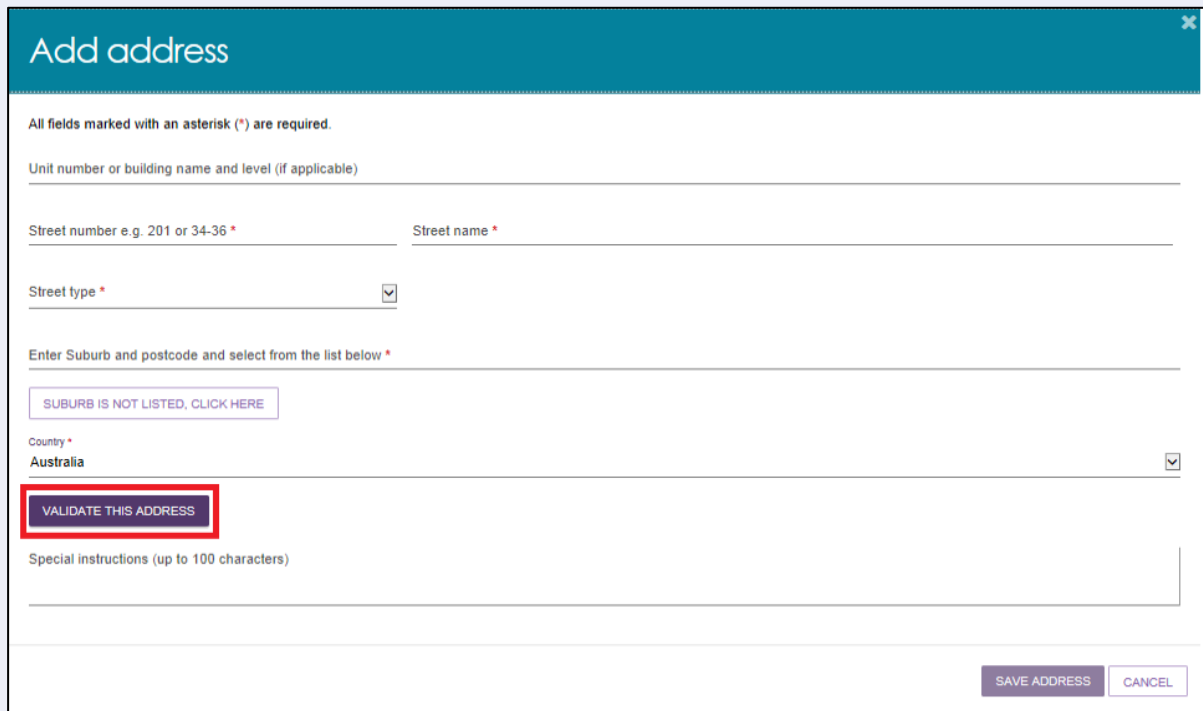


2. Enter outlet details.

To add an outlet address, select **ADD OUTLET ADDRESS**.



3. Fill out your address details, then select **VALIDATE THIS ADDRESS**.



4. Confirm that the address is displayed correctly, then select **SAVE ADDRESS**. If the address has been entered correctly but is not returned as a result, select **Not found use entered address anyway**.

Add address

All fields marked with an asterisk (*) are required.

Unit number or building name and level (if applicable)

Street number e.g. 201 or 34-36 *
5

Street name *
SMITHERS

Street type *
Street ☒

Enter Suburb and postcode and select from the list below *
SYDNEY, NSW, 2000

SUBURB IS NOT LISTED, CLICK HERE

Country *
Australia ☒

VALIDATE THIS ADDRESS

Did you mean

☒ Lot 3 5 SMITHERS Street CHIPPENDALE NSW 2008

☐ Not found, use entered address anyway: 5 Smith Street SYDNEY NSW 2000

Special instructions (up to 100 characters)

SAVE ADDRESS CANCEL

- Complete the remaining fields. Select **CREATE OUTLET** to save the record and create the outlet.

Add outlet

Outlet details

All fields marked with an asterisk (*) must be completed before submission

Outlet name *

Outlet address * 
Lot Number 5 SMITHERS Street, CHIPPENDALE
NSW 2008, Australia

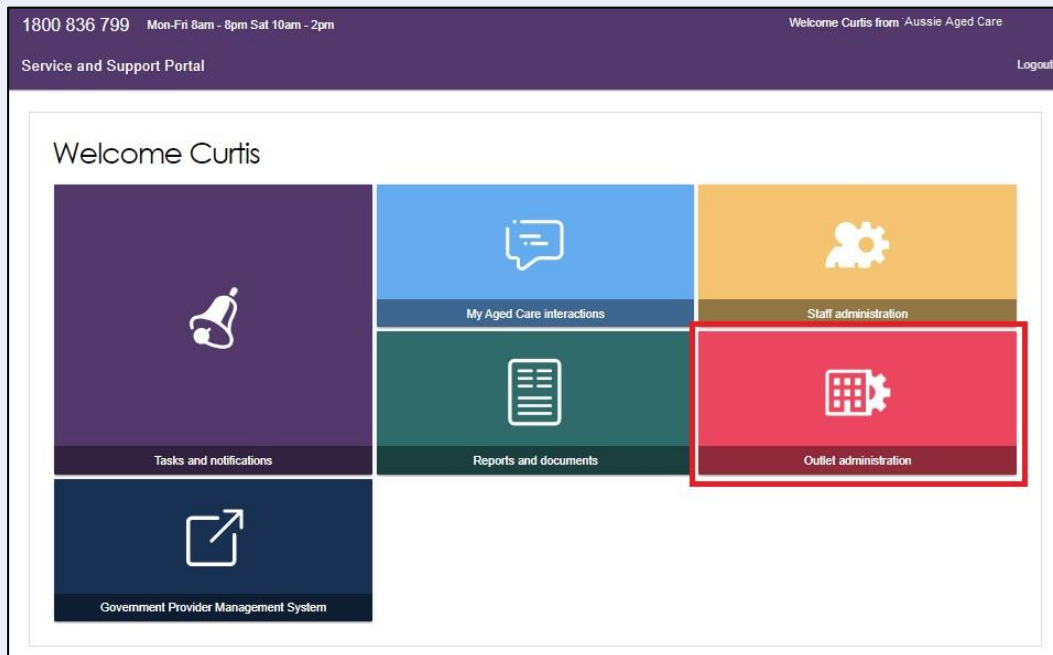
CREATE OUTLET CANCEL

The outlet has now been created and the details for the outlet have been saved. Repeat this process for remaining outlets, if required.

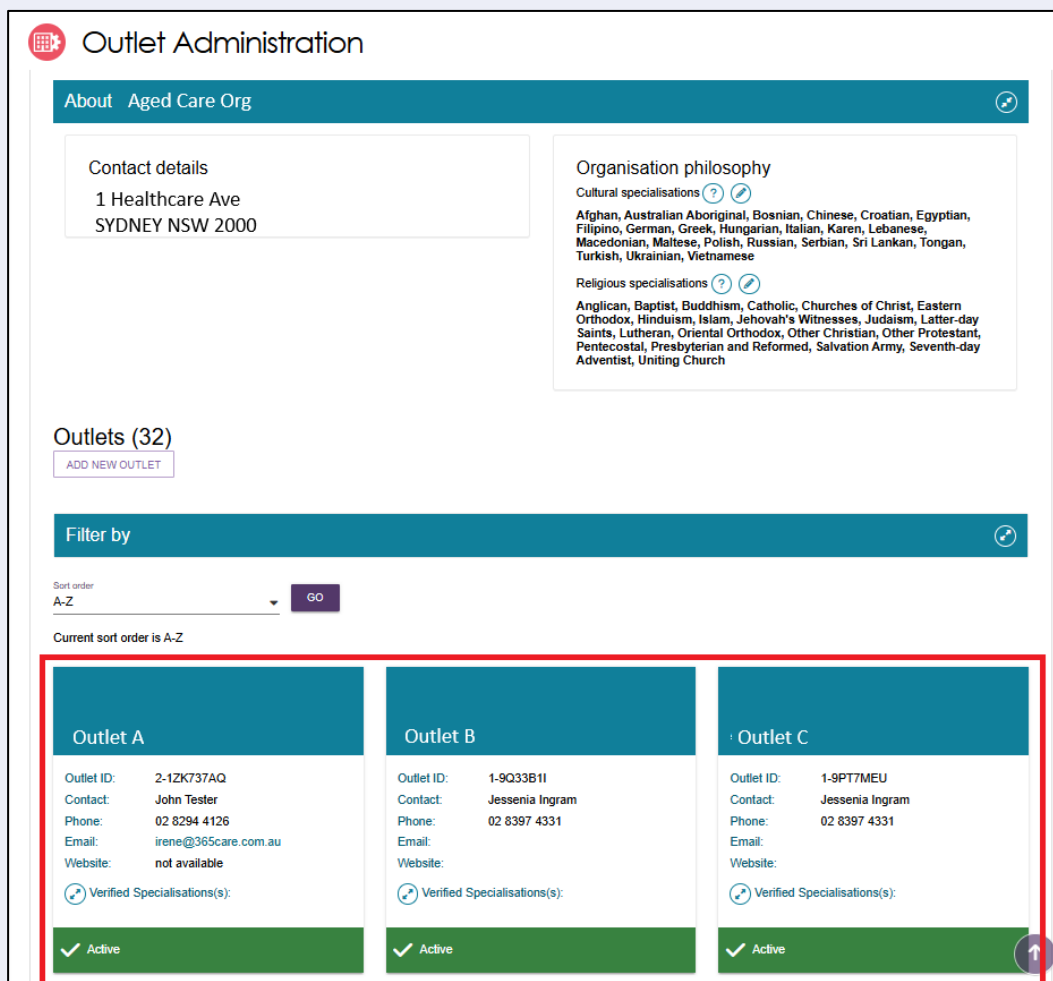
2.1.2 Viewing outlets

To view outlets, follow the procedure below.

1. Select **Outlet administration** from the homepage.



2. From here, you can view all of the outlets for your organisation.

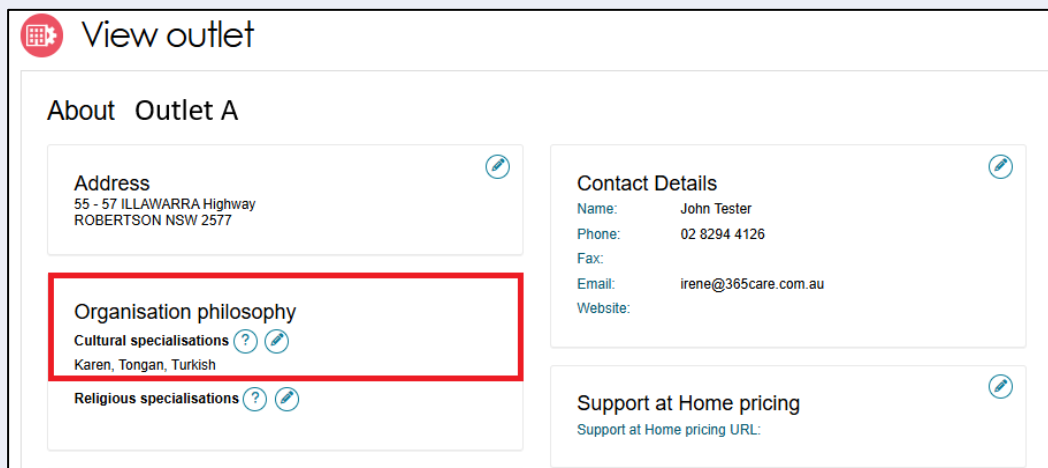


2.1.3 Editing the Organisation philosophy

Organisation philosophy attributes and other specialisations will be shown in the service finder results and displayed as part of the detailed information for each of your services. These attributes and specialisations are not verified by the Department.

1. Add/edit cultural specialisations.

In the View Outlet page, select the **Edit** icon  next to Cultural specialisations to select those groups that you have a focus on providing culturally specific care to.



View outlet

About Outlet A

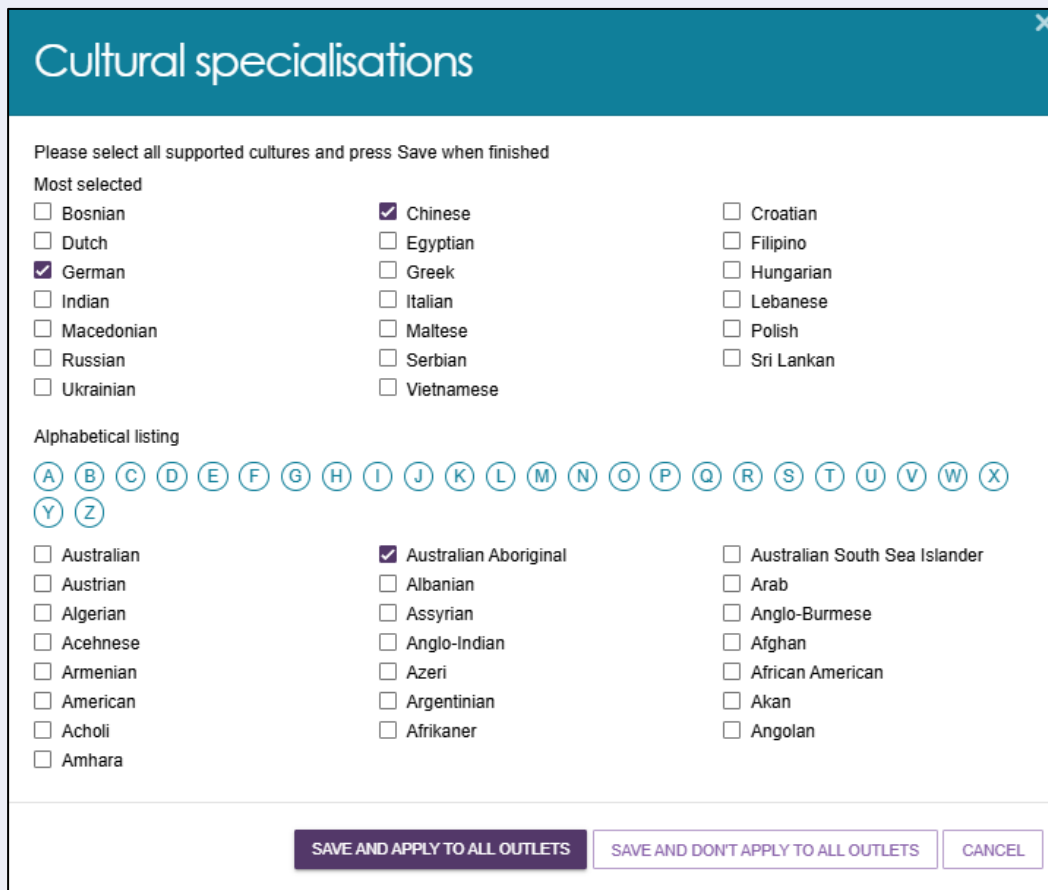
Address
55 - 57 ILLAWARRA Highway
ROBERTSON NSW 2577

Contact Details
Name: John Tester
Phone: 02 8294 4126
Fax:
Email: irene@365care.com.au
Website:

Organisation philosophy
Cultural specialisations ? 
Karen, Tongan, Turkish
Religious specialisations ? 

Support at Home pricing
Support at Home pricing URL:

You can choose to apply this to all services in your organisation by using the **SAVE AND APPLY TO ALL OUTLETS** option or save as a default for all new services added by using the **SAVE AND DON'T APPLY TO ALL OUTLETS** option.



Cultural specialisations

Please select all supported cultures and press Save when finished

Most selected

☐ Bosnian	☒ Chinese	☐ Croatian
☐ Dutch	☐ Egyptian	☐ Filipino
☒ German	☐ Greek	☐ Hungarian
☐ Indian	☐ Italian	☐ Lebanese
☐ Macedonian	☐ Maltese	☐ Polish
☐ Russian	☐ Serbian	☐ Sri Lankan
☐ Ukrainian	☐ Vietnamese	

Alphabetical listing

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

☐ Australian	☒ Australian Aboriginal	☐ Australian South Sea Islander
☐ Austrian	☐ Albanian	☐ Arab
☐ Algerian	☐ Assyrian	☐ Anglo-Burmese
☐ Acehnese	☐ Anglo-Indian	☐ Afghan
☐ Armenian	☐ Azeri	☐ African American
☐ American	☐ Argentinian	☐ Akan
☐ Acholi	☐ Afrikaner	☐ Angolan
☐ Amhara		

SAVE AND APPLY TO ALL OUTLETS **SAVE AND DON'T APPLY TO ALL OUTLETS** **CANCEL**

2. Add/edit religious specialisations.

Select the **edit** icon  next to **Religious specialisations** to indicate if you have a focus on delivering care that aligns with particular religious needs or values.

 **View outlet**

About Outlet A

Address
55 - 57 ILLAWARRA Highway
ROBERTSON NSW 2577

Organisation philosophy
Cultural specialisations  
Karen, Tongan, Turkish

Religious specialisations  
Anglican, Islam, Judaism, Uniting Church

Contact Details
Name: John Tester
Phone: 02 8294 4126
Fax:
Email: irene@365care.com.au
Website:

Support at Home pricing
Support at Home pricing URL:

You can choose to apply this to all current services in your organisation by using the **SAVE AND APPLY TO ALL OUTLETS** option or save as a default for all new services added by using the **SAVE AND DON'T APPLY TO ALL OUTLETS** option.

Religious specialisations 

Please select all supported religions and press Save when finished

Most selected
☒ Anglican
☐ Catholic
☒ Hinduism
☐ Judaism
☐ Oriental Orthodox
☐ Pentecostal
☐ Seventh-day Adventist

☐ Baptist
☐ Churches of Christ
☒ Islam
☐ Latter-day Saints
☐ Other Christian
☐ Presbyterian and Reformed
☐ Uniting Church

☒ Buddhism
☐ Eastern Orthodox
☐ Jehovah's Witnesses
☐ Lutheran
☐ Other Protestant
☐ Salvation Army

Alphabetical listing

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

☐ Anglican Church of Australia
☐ Assyrian Apostolic
☐ Albanian Orthodox
☐ Assemblies of God
☐ Aust. Aboriginal Trad. Relig.
☐ Agnosticism

☐ Anglican Catholic Church
☐ Assyrian Church of the East
☐ Antiochian Orthodox
☐ Aboriginal Evang. Missions
☐ Ancestor Veneration
☐ Atheism

☐ Armenian Apostolic
☐ Ancient Church of the East
☐ Apostolic Church (Australia)
☐ Apostolic Church of Queensland
☐ Animism

SAVE AND APPLY TO ALL OUTLETS

SAVE AND DON'T APPLY TO ALL OUTLETS

CANCEL

2.1.4 Diverse Needs Specialisations

All aged care services must provide care in which each consumer is treated with dignity and respect, with their identity, culture and diversity valued. While all service providers are required to deliver these inclusive care services, there are some that deliver specialised care for particular groups. Outlets with specific knowledge, expertise, and services, can apply to have their diverse needs specialisation verified. This helps older Australians with diverse aged care needs choose the care that best suits them.

Specialisations relating to a person's community or background are verified under the My Aged Care Provider Specialisation Verification initiative. These specialisations are:

- Aboriginal and Torres Strait Islander peoples and communities
- people from culturally and linguistically diverse backgrounds
- people who are financially or socially disadvantaged
- veterans
- people who are homeless or at risk of becoming homeless
- care leavers
- parents separated from their children by forced adoption or removal
- lesbian, gay, bisexual, transgender, and intersex people
- people who live in rural or remote areas.

Providers who wish to make claims that their outlet specialises in the care of people identifying with one or more of the Diverse Needs groups will need to apply to have these claims verified by a third-party assessor. While all providers must demonstrate that they meet the Aged Care Quality Standards, providing specialised services for the Diverse Needs groups is an optional and additional step.

Successful verification depends on the outlet's ability to demonstrate they provide specialised care. The [Specialisation Verification Framework](#) sets out the criteria providers are required to meet, and expected forms of evidence.

Verified specialisations will be published on the My Aged Care Provider profile. Providers who have not had their specialisation claim(s) verified will have those claims removed.

For more general information on the verification process, please refer to the [Specialisation Verification for Aged Care Services](#) website.

! Providers can only view and manage specialisations that were verified under the 2022 Specialisation Verification Framework in the Service and Support Portal.

From 1 November 2025, new Specialisation Verification applications will be assessed under the 2025 Framework.

Upon transferring a service to a new outlet, any diverse needs specialisations recorded against the service will be removed. The ability for outlet administrators to add/remove diverse needs specialisations against that service will be controlled by the current specialisation verifications in place at the new outlet.

 View outlet

About Outlet A

Address

55 - 57 ILLAWARRA Highway
ROBERTSON NSW 2577

Organisation philosophy

Cultural specialisations ? 

Karen, Tongan, Turkish

Religious specialisations ? 

Anglican, Islam, Judaism, Uniting Church

Current Specialisation Verifications

Specialisation	Verification date	Valid from	Valid to
Aboriginal and/or Torres Strait Islander peoples and communities	29 Aug 2024	29 Aug 2024	29 Aug 2027

[MANAGE VERIFICATIONS](#)

Contact Details 

Name: John Tester

Phone: 02 8294 4126

Fax:

Email: irene@365care.com.au

Website:

Support at Home pricing 

Support at Home pricing URL:

[ADD ACFI CONTACT](#)

[ADD/VIEW OUTLET COVID-19 VACCINATIONS](#)

[COVID-19 SUPPORT PORTAL](#)

2.2 Service Items

You will need to create and maintain information about the aged care services that your organisation provides (known as service items in the Service and Support Portal) in order to receive referrals through My Aged Care.

Service items in general include:

- Service sub-types, for non-Support at Home programs
- Services, for Support at Home
- Service types, which are groupings of Support at Home services
- Service groups, which are groupings of Support at Home service types.

It is important that information about the services you provide is kept up to date as the information is publicly displayed for prospective My Aged Care recipients and their support network on the service finder on the My Aged Care website (www.myagedcare.gov.au), and used by My Aged Care contact centre staff and assessors to refer clients to service(s).

! Under the Aged Care Act 2024, from 1 November 2025:

- New service items are available. Some services offered under the Aged Care Act 1997 are no longer available.
- Some services continue in a different form.
- For more information about these changes please refer to the Department's webpage on [New Aged Care Act resources](#).

Services need to be linked to one or more of your outlets.

2.2.1 Adding a service item

Follow these steps to add a service item:

! From 1 November 2025, there will be new and renamed services in all Aged Care Programs. Previous applications will have their selected services remain the same, with new applications showing the updated service list. For more information on the service names, refer to the [Aged care service list](#) website.

1. [From the Outlet administration page](#), select the name of the outlet on the outlet card that you want to add a service item to. The **View Outlet** page then appears.

The screenshot displays the 'Outlet Administration' interface. At the top, there's a header with 'About Aged Care Org' and a search icon. Below this, the page is divided into two main sections: 'Contact details' and 'Organisation philosophy'. The 'Contact details' section lists '1 Healthcare Ave' and 'SYDNEY NSW 2000'. The 'Organisation philosophy' section includes 'Cultural specialisations' (Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese) and 'Religious specialisations' (Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church). Below these sections, there's a 'Filter by' bar and a 'Sort order' dropdown set to 'A-Z' with a 'GO' button. The current sort order is 'A-Z'. The main content area shows a list of outlets, with 'Outlet A' highlighted by a red box. 'Outlet A' details include: Outlet ID: 2-1ZK737AQ, Contact: John Tester, Phone: 02 8294 4126, Email: irene@365care.com.au, Website: not available, Verified Specialisations(s):, and a green 'Active' status bar. 'Outlet B' and 'Outlet C' also show similar details and are marked as 'Active'.

Outlet A	Outlet B	Outlet C
Outlet ID: 2-1ZK737AQ	Outlet ID: 1-9Q33B1I	Outlet ID: 1-9PT7MEU
Contact: John Tester	Contact: Jessenia Ingram	Contact: Jessenia Ingram
Phone: 02 8294 4126	Phone: 02 8397 4331	Phone: 02 8397 4331
Email: irene@365care.com.au	Email:	Email:
Website: not available	Website:	Website:
Verified Specialisations(s):	Verified Specialisations(s):	Verified Specialisations(s):
✓ Active	✓ Active	✓ Active

2. From the **View outlet** page, select **VIEW SERVICE ITEMS**.

Aussie Healthcare
(Active) Outlet Id 2-21UIPQ2C DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address
BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details
Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy
Cultural specialisations
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese
Religious specialisations
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing
Support at Home pricing URL:

VIEW SERVICE ITEMS

3. From the View Service Items page, select **ADD A SERVICE ITEM**.

View Service Items

ADD A SERVICE ITEM

Commonwealth Home Support Programme Flexible Aged Care Programme Residential Care Support at Home

Filter by

Status
Offline

Service availability

ADVANCED SEARCH CLEAR FILTERS

Status is Offline

FILTER CLEAR

Select the program for the service that you wish to add.

Add service item

All fields marked with an asterisk (*) are required.

Select the Programme that applies to this service item *

The Programme field is required.

SAVE **CANCEL**

If applicable, select **Funded or Non-funded** for the program that you are adding.





Add service item

All fields marked with an asterisk (*) are required.

Select the Programme that applies to this service item *

Residential Care

Which of the following applies to this service item?*

☐ Funded

☐ Non-funded

SAVE

CANCEL

For Support at Home services this option will not be available as all services must be Commonwealth government subsidised. You will be asked to specify a unique service item name instead.



Add service item

All fields marked with an asterisk (*) are required.

Select the Programme that applies to this service item *

Support at Home

Programme	Service provider	Service item name	NAPS ID	Service type	Start date	End date
☒ Support at Home	AG SAH SP-SSP	SAH	1586	Support at Home		

Service Item Name: *

|

Please specify Service Item Name

SAVE

CANCEL

4. Add the service item/s under the program.

For funded services, select the service you want to add to your outlet by selecting the relevant service item and then select **SAVE**. You can refine the list of service items by entering details and using the **FILTER** function.

Add service item

All fields marked with an asterisk (*) are required.

Select the Programme that applies to this service item *

Residential Care

Which of the following applies to this service item?*

☒ Funded
☐ Non-funded

Filter the list of available service items by entering full or partial details in the corresponding fields below and selecting the Filter button.

Service provider

Service type
Residential Respite Care

Funding region type

Funding region

FILTER **CLEAR ALL**

	Programme	Service provider	Service item name	NAPS ID	Service type	Funding region type	Funding region state	Funding region	Location	Start date	End date
☐	Residential Care	ALZHEIMER'S ASSOCIATION OF QUEENSLAND INC	Rosalie Nursing Care Centre	3776	Residential Respite Care	Aged Care Planning Region	QLD	Brisbane North		01 Jul 1981	

SAVE **CANCEL**

If you are adding a new Support at Home service, you will be required to enter a unique name for the service in the **Service Item Name** field that is displayed.

Add service item

All fields marked with an asterisk (*) are required.

Select the Programme that applies to this service item *

Support at Home

	Programme	Service provider	Service item name	NAPS ID	Service type	Start date	End date
☐	Support at Home	BENDIGO HEALTH	Support at Home	1265	Support at Home	01 NOV 2025	
☐	Support at Home	Yass Valley Aged Care Limited	Horton House EACH	17561	Support at Home	01 NOV 2025	
☐	Support at Home	ALZHEIMER'S ASSOCIATION OF QUEENSLAND INC	Dementia and Aged Care Services - Central Coast	27789	Support at Home	01 NOV 2025	

Service Item Name: *

Please specify Service Item Name

SAVE **CANCEL**

5. The service item will now display in the Outlet details page under **Services**.

The new service will be listed with a status of Offline. A banner will also indicate that you have successfully added a service item to the outlet, and to remind you to Edit and Submit.

The status will need to be changed to **Operational** before it is displayed on the public service finder. Refer to [Activating or deactivating a service item](#) for more information.

Community cottage respite, Commonwealth Home Support Programme, funded

Loddon/Mallee

NAPS Service ID 123 , Service item name: Cottage Respite

See Sub-types

Domestic assistance, Commonwealth Home Support Programme, funded

Loddon-Mallee

You have successfully added a service item to this outlet. Click on 'Edit' to add service details; expand the service item to view/edit details or remove the sub types available; and 'Submit' to send the service details that require approval to the Department for validation. You must then change the status to Operational for the service to be published. Approval process may take up to 3 working days to complete.

Status: Operational Offline

Service availability: Yes No

Waitlist availability: Yes No

6. Once service items have been added to an outlet, you can filter the list of services under a specific program by status, service availability and waitlist availability.

View Service Items

ADD A SERVICE ITEM

Commonwealth Home Support Programme Flexible Aged Care Programme Residential Care Support at Home

Filter by

Status: Operational Service availability: Yes

ADVANCED SEARCH CLEAR FILTERS

Status is Operational

FILTER CLEAR

Community cottage respite, Commonwealth Home Support Programme, funded

Loddon/Mallee

NAPS Service ID 123 , Service item name: Cottage Respite

See Sub-types

Status: Operational Offline

Service availability: Yes No

Waitlist availability: Yes No

2.2.2 Editing a service item

You can edit service item details, including:

- Service item name
- Service delivery area
- Specialised services (refer to [Editing the Organisation Philosophy](#))
- Promotional attachments (for residential facilities)
- Support at Home-specific attributes e.g. service-based pricing.
- Detailed description for the service item.

Service information will be displayed on the Service Finder on the [My Aged Care website](#). When you update this information, the changes will appear on the *Service Finder* by the next day.

Follow these steps to edit service information:

! Only non-contractual information can be edited in the Service and Support Portal.

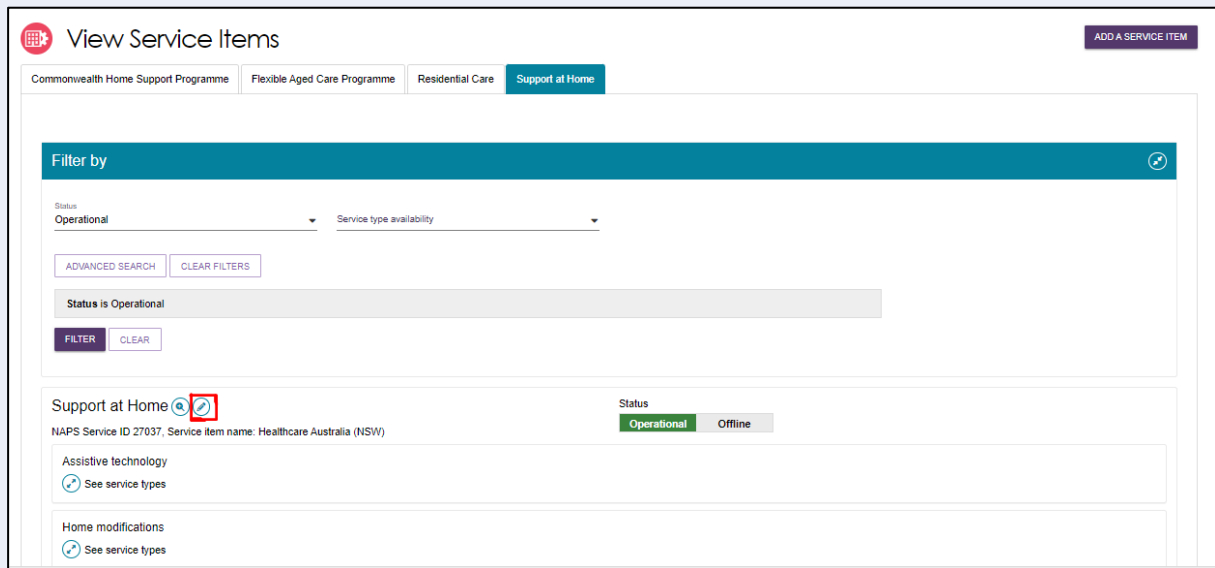
1. [From the Outlet administration page](#), select the name of the outlet on the outlet card that you want to add a service item to. The **View Outlet** page then appears.

The screenshot displays the 'Outlet Administration' interface. At the top, there's a header with a gear icon and the text 'Outlet Administration'. Below this is a sub-header 'About Aged Care Org' with a plus icon. The main content area is divided into two columns. The left column contains 'Contact details' with the address '1 Healthcare Ave, SYDNEY NSW 2000'. The right column contains 'Organisation philosophy' with sections for 'Cultural specialisations' (listing various ethnicities) and 'Religious specialisations' (listing various religions). Below this is a section titled 'Outlets (32)' with an 'ADD NEW OUTLET' button. A 'Filter by' bar is present. Below the filter bar, there's a 'Sort order' dropdown set to 'A-Z' and a 'GO' button. A message states 'Current sort order is A-Z'. The main area shows three outlet cards: 'Outlet A', 'Outlet B', and 'Outlet C'. 'Outlet A' is highlighted with a red border. Each card displays the outlet ID, contact name, phone, email, website, and a 'Verified Specialisations(s)' section. All outlets are marked as 'Active' with a green checkmark.

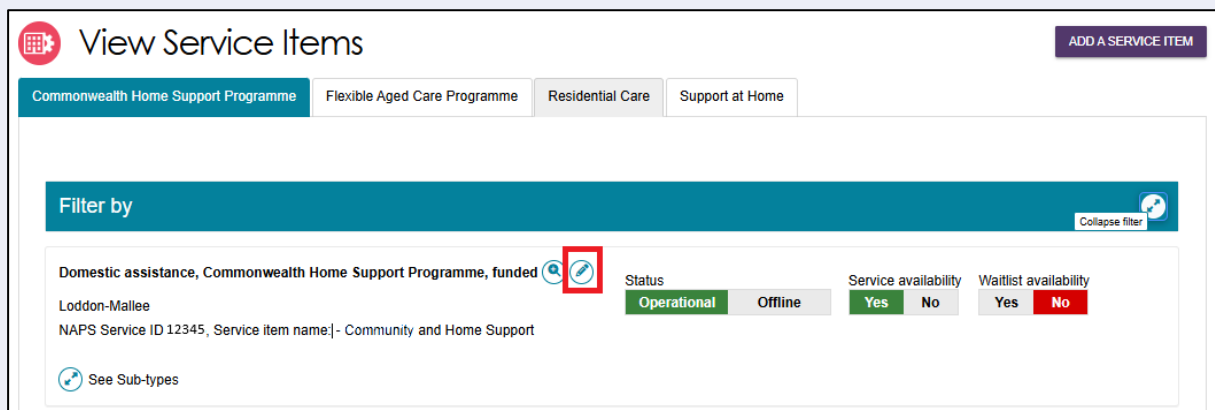
Outlet ID	Contact	Phone	Email	Website	Verified Specialisations(s)	Status
2-1ZK737AQ	John Tester	02 8294 4126	irene@365care.com.au	not available		Active
1-9Q33B1I	Jessenia Ingram	02 8397 4331				Active
1-9PT7MEU	Jessenia Ingram	02 8397 4331				Active

2. On the View outlet page, select **VIEW SERVICE ITEMS** then select the Edit (Pencil) icon next to the relevant service item, or next to the **Support at Home** heading.

SUPPORT AT HOME SERVICE ITEM EXAMPLE



NON-SUPPORT AT HOME SERVICE ITEM EXAMPLE



3. The **Service details** page will display.

Make the required changes and select **SAVE**. Read-only information is contractual information and cannot be edited via the Service and Support Portal. Any additional service information can be added in the **Service description** free text field. This information will be displayed in the public service finder on the My Aged Care website to assist clients in selecting a provider.

! There are different options presented on a Support at Home service details page and a CHSP (Commonwealth Home Support Program) service details page.

Support at Home services are managed by delivery area. You can select multiple service types and items available within that area.

CHSP providers will remain limited to a single service type and ACPR ([Aged Care Planning Region](#)), based on contractual information for each service item.

2.2.3 Editing availability and waitlists for a service

To indicate that a waitlist is offered for a service, you must ensure the waitlist availability status on the service item is set to **Yes** – to show that a waitlist is available, or **No** – to show that there is no waitlist.

1. [From the Outlet administration page](#), select the name of the outlet on the outlet card that you want to add a service item to. Then from the View Outlet page, select **View Service Items**.

Aussie Healthcare
(Active) Outlet Id 2-21UIPO2C DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address
BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details
Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy
Cultural specialisations
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese
Religious specialisations
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing
Support at Home pricing URL:

VIEW SERVICE ITEMS

2. Select the relevant service/waitlist availability status (yes / no) by toggling the Yes | No switch. The location of the Yes | No switches will depend on the type of outlet and service chosen.

SUPPORT AT HOME EXAMPLE

Support at Home
NAPS Service ID 1586, Service item name: SAH
Status
Operational Offline

Home support
Hide service types

Domestic assistance
Service type availability
Yes No
Classification type
• Ongoing • Short-term
Hide services

Domestic assistance
General house cleaning
Service availability Waitlist availability
Yes No **Yes** **No**

Domestic assistance
Laundry services
Service availability Waitlist availability
Yes No **Yes** **No**

Domestic assistance
Shopping assistance
Service availability Waitlist availability
Yes No **Yes** **No**

NON-SUPPORT AT HOME EXAMPLE

Domestic assistance, Commonwealth Home Support Programme, funded	Status	Service availability	Waitlist availability
Loddon-Mallee	Operational	Yes	Yes
NAPS Service ID 234, Service item name: HOME HELP IN YOUR HANDS	Offline	No	No
See Sub-types			

2.2.4 Editing service delivery area

Information about the areas you deliver Commonwealth-funded services in (referred to as service delivery areas in the Service and Support Portal) are pre-populated, based on your contractual information.

Service delivery areas can be edited for CHSP, Flexible Aged Care Program, and Residential Care service items. This functionality is not available for individual Home Support services. Changes apply to the entire Support at Home offering.

All providers (except residential care) must review their service delivery area information and edit if required. It is important that you ensure the service delivery area(s) is accurate. This information is publicly displayed in the service finders, and impacts the referrals sent by contact centre staff and assessors.

1. [From the Outlet administration page](#), select the name of the outlet on the outlet card that you want to add a service item to. Then from the View Outlet page, select **View Service Items**.

Aussie Healthcare
(Active) Outlet Id 2-21UIPO2C

DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Organisation philosophy

Cultural specialisations

Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations

Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Contact Details

Name:

John Farnham

Phone:

02 1234 5678

Fax:

Email:

john@aussiehealthcare.com.au

Website:

Support at Home pricing

Support at Home pricing URL:

VIEW SERVICE ITEMS

2. On the **View Service Items** page, select the **Edit** icon next to the relevant service item, or next to the 'Support at Home' heading.

NON-SUPPORT AT HOME EXAMPLE

View Service Items ADD A SERVICE ITEM

Commonwealth Home Support Programme | Flexible Aged Care Programme | Residential Care | Support at Home

Filter by

Status: Operational | Service availability: Operational

ADVANCED SEARCH | CLEAR FILTERS

Status is Operational

FILTER | CLEAR

Allied health and therapy, Commonwealth Home Support Programme, funded

NAPS Service ID 27725, Service item name: HCA Corporate Health Pty Ltd - Community and Home Support
116eastly EASTY Street PHILLIP ACT 2606

Status: Operational | Offline | Service availability: Yes No | Waitlist availability: Yes No

SUPPORT AT HOME EXAMPLE

View Service Items ADD A SERVICE ITEM

Commonwealth Home Support Programme | Flexible Aged Care Programme | Residential Care | Support at Home

Filter by

Status: Operational | Service type availability: Operational

ADVANCED SEARCH | CLEAR FILTERS

Status is Operational

FILTER | CLEAR

Support at Home

NAPS Service ID 27037, Service item name: Healthcare Australia (NSW)

Status: Operational | Offline

Assistive technology
 See service types

Home modifications
 See service types

3. The **Service details** page will display. Select **Edit** (Pencil) next to the **Service delivery area** section.

NON-SUPPORT AT HOME EXAMPLE

 **Service details**

All fields marked with an asterisk (*) are required.

Allied health and therapy, Commonwealth Home Support Programme, funded
NAPS ID: 25236

Service Item Name: *
Aussie Healthcare - Community and Home Support

Service delivery

Service provider name **Aged Care Inc**

Facility name **Aussie Healthcare - Community and Home Sup**

Facility previously known as

Facility locally known as

Service start date **01 July 2019**

Service end date

Maximum permissible interest rate (MPIR)

Service delivery area 

Alphabetical listing

All (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

Suburb	State	Postcode
ADELAIDE LEAD	VIC	3465
ALMA	VIC	3465
AMHERST	VIC	3371

For Support At Home, there are no list of suburbs listed.

SUPPORT AT HOME EXAMPLE

 **Support at home details**

All fields marked with an asterisk (*) are required.

Support at Home, Support at Home, funded
NAPS ID: 1265

Service Item Name: *
Aussie Healthcare Support At Home

Service delivery

Service provider name **Aussie Healthcare**

Facility name **SAH UAT1**

Facility previously known as

Facility locally known as

Service start date

Service end date

Maximum permissible interest rate (MPIR)

Changes to the following information will apply to all support at home program services in this service item

Service delivery area 

No service delivery area or location specified

4. Select the service delivery type. For residential services, select **At provider location**. For non-residential services, select **At client location**.

This step does not apply to Support at Home – both location options will be greyed out.

If you have selected **At provider location**, enter the address of the provider then select **Validate This Address**. Then select **Save Changes**.

Edit service delivery details

All fields marked with an asterisk (*) are required.

Select whether the service will be delivered at the provider location or at the client location (list of available areas). If you wish to deliver the service both at the provider location and at the client location, create separate service items for each mode of delivery.

Delivery type*

☒ At provider location ☐ At client location

Unit number or building name and level (if applicable)

Street number e.g. 201 or 34-36 * Street name *

Street type *

Enter Suburb and postcode and select from the list below *

SUBURB IS NOT LISTED, CLICK HERE

Country *
Australia

VALIDATE THIS ADDRESS

SAVE CHANGES CANCEL

If you have selected **At client location**, you can choose the state or suburb(s) the service is delivered in. By default, the entire region, in which you are funded to provide service, is selected.

You can choose to search for a specific suburb to add, add all the suburbs in the selected state, or add all the suburbs in the selected region. To remove suburbs from the list, select the suburbs you wish to remove using the checkbox and select **REMOVE SELECTED**, or use **REMOVE ALL** to start configuring your list of suburbs from the beginning.

Finally, select **Save Changes** to save the selected suburbs. Select **Cancel** to go back to editing the service.

Edit service delivery details

All fields marked with an asterisk (*) are required.

Select whether the service will be delivered at the provider location or at the client location (list of available areas). If you wish to deliver the service both at the provider location and at the client location, create separate service items for each mode of delivery.

Delivery type*

☐ At provider location ☒ At client location

Please select the suburbs that will comprise the area where the service will be delivered

Check to see if the list of serviced suburbs covers all the areas where this service is delivered.

To add suburbs to the list, use the search tool to find the suburbs to include. You can use full or partial suburb names as input. You can add all the suburbs for a selected state when you click 'Add whole state'.

You can add all the suburbs for a selected state and region when you click 'Add whole region'.

To remove suburbs from the list, select the suburbs and click 'Remove selected'. To remove all the suburbs from your delivery area click 'Remove all'.

Search

By state

By region

By postcode

By suburb

SEARCH

ADD WHOLE STATE

ADD WHOLE REGION

Alphabetical listing

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	Suburb	State	Postcode
☐	ADELAIDE LEAD	VIC	3465
☐	ALMA	VIC	3465
☐	AMHERST	VIC	3371
☐	ANNUELLO	VIC	3549
☐	APPIN	VIC	3579
☐	APPIN SOUTH	VIC	3579
☐	ARCHDALE	VIC	3475
☐	ARCHDALE JUNCTION	VIC	3475
☐	ARGYLE	VIC	3523
☐	ARNOLD	VIC	3551

PREVIOUS 1 2 3 4 5 6 ... 10 11 12 NEXT

REMOVE SELECTED

REMOVE ALL

SAVE CHANGES

CANCEL

2.2.5 Attaching promotional material

Residential Care providers can add promotional material to be displayed in the service finder. Promotional material content will not appear on the Service Finder until it has been reviewed and approved by the Department. Approval takes two business days. Once approved, the material will be visible on the Service Finder on the My Aged Care website.

Support at Home, Transition Care and Commonwealth Home Support Programme (CHSP) providers have the option to attach promotional material in the portal; however, this material will not display on the service finder.



Follow these steps to attach promotional material (for example, photos, brochures, menus):

1. [From the Outlet administration page](#), select the name of the outlet on the outlet card that you want to add a service item to. Then from the View Outlet page, select **View Service Items**.

Aussie Healthcare
(Active) Outlet Id 2-21UIPQ2C DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details

Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy

Cultural specialisations
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing

Support at Home pricing URL:

VIEW SERVICE ITEMS

2. On the **View Service Items** page, select your program's tab (e.g. **Support at Home**) and Edit the relevant service item by selecting the Edit icon to the right of the service or program name.

View Service Items

ADD A SERVICE ITEM

Commonwealth Home Support Programme Flexible Aged Care Programme Residential Care **Support at Home**

Filter by

Support at Home Edit Operational Offline

NAPS Service ID 1265, Service item name: Test 123

Assistive technology
See service types

Home modifications
See service types

Home support
See service types

3. The **Service details** page will display.

Scroll down to the Promotional section. Select **Browse** to find and attach your promotional material (file types supported include .jpg, .jpeg, .png, .pdf, .rtf, .doc and .docx) and select **Save and Submit Requested Changes for Approval** after entering information about the attachment.

The **Feature Photo** option in the **Type of the attachment** dropdown will be the primary image displayed to users of the service finder.

Promotional Attachments
 You can upload files up to 5MB. The following file types are accepted: .jpg, .jpeg, .png, .pdf, .rtf, .docx

U:\Activity Calendar.docx [Browse...](#)

Attachment name: *

Activity Calendar

Caption of the attachment: *

Activities for June/July

Type of the attachment: *

Activity Calendar ☒

Please provide a short description about the attachment:

250 characters

Website address

Type ☒ URL

http:// ☒ www.hortonhouse.com.au

Service description

Description

Residential and respite care available.

39 / 1000

Additional service information

You may wish to enter additional information about the availability of the services you provide. For example, a particular service may be temporarily unavailable due to limited staffing, or a service may only operate on certain weekdays or times.

0 / 100

[SAVE](#) [SAVE AND SUBMIT REQUESTED CHANGES FOR APPROVAL](#) [CANCEL](#)

At the bottom of the screen, a confirmation will display, and a warning message will prompt you to submit the service item update to the Department for approval.

Aged care homes

 **Residential Pe**

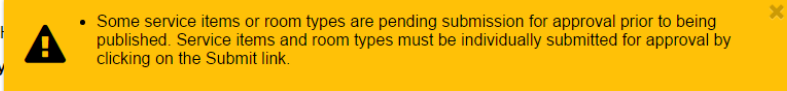
Service ID 1139

Service item name

Waitlist availability

Yes No





2.2.6 Removing a service sub-type

Follow these steps to remove a service sub-type for a service item (for non-Support at Home services).

! Support at Home services are pre-populated based on what the outlet or organisation is approved for (Provider registered category) and therefore cannot be deleted or removed from the Service and Support Portal.

1. At the Outlet Administration Tile, Select the name of the outlet on the **Outlet card** you want to remove a service sub-type from. The **View outlet** page then appears. Select **VIEW SERVICE ITEMS**.

Aussie Healthcare
(Active) Outlet Id 2-21UIP02C

DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address
BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details
Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy
Cultural specialisations
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing
Support at Home pricing URL:

VIEW SERVICE ITEMS

2. Select the blue arrow next to **See Sub-types** under the service to see expanded service details.

Domestic Assistance, Commonwealth Home Support Programme, funded

ACT
NAPS Service ID 1-560SZG9, Service item name: Domestic Assistance

Status
Operational Offline

Service availability
Yes No

Waitlist availability
Yes **No**

See Sub-types

Then select **ADD/REMOVE SUBTYPES**.

Domestic Assistance, Commonwealth Home Support Programme, funded

ACT
NAPS Service ID 1-560SZG9, Service item name: Domestic Assistance

Status
Operational Offline

Service availability
Yes No

Waitlist availability
Yes **No**

Hide Sub-types

ADD/REMOVE SUBTYPES

3. In the **Add/Remove Subtypes** box, deselect the service/s you want to remove from the service item and select **SAVE**. The service will then be removed, and information about the service will not display in the service finder. Note that when removing subtypes, there must be at least one service remaining.

Add/Remove Subtypes

All fields marked with an asterisk (*) are required.

Which sub types are you adding to this service? *

SELECT ALL

DESELECT ALL

☒ Unaccompanied Shopping (delivered to home)
 ☒ General House Cleaning

☒ Linen services

SAVE

CANCEL

2.2.7 Service attributes

When you are configuring a service, a number of attributes specific to the delivery of your particular service will become available to select and display on the service finder. These include [Diverse Needs Specialisations](#), [Specialised Services](#) and others mentioned in this section. They can be found in the Service Details page of the service item, or the Support At Home Details page of the Support at Home service.

Service and Support Portal
Logout

[Home](#) | [Outlet administration](#) | [View outlet - ABC Care](#) | [View service items](#) | [Service Details](#)

Service delivery area

Specialisations

All services must reflect the diverse characteristics and life experiences of individual recipients. Please provide details only for the services which have specific measures in place.

Specialised services

Which of the following applies to this service?

☐ Dementia
☐ Caters for cultural, spiritual or ethical food requirements

Languages

No languages specified

SELECT LANGUAGES AVAILABLE

Promotional Attachments

You can upload files up to 5MB. The following file types are accepted: .jpg, .jpeg, .png, .pdf, .docx

CHOOSE FILE
No file chosen

Website address

Type
http://
URL

Service description

Description

Additional service information

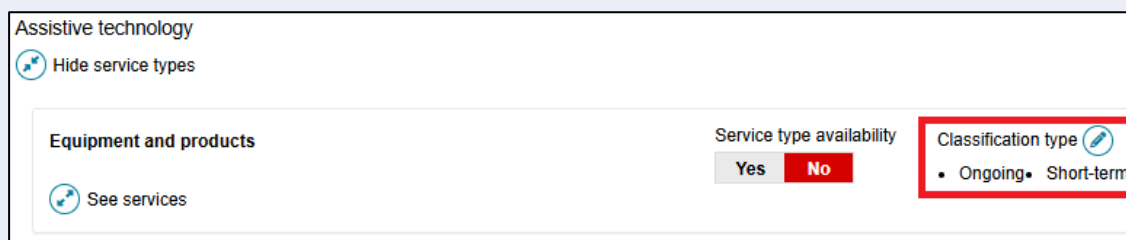
You may wish to enter additional information about the availability of the services you provide. For example, a particular service may be temporarily unavailable due to limited staffing, or a service may only operate on certain weekdays or times.

2.2.7.1 Classifications

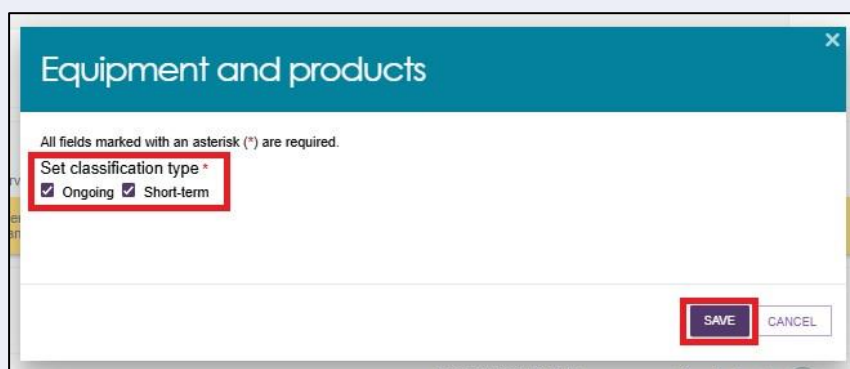
For Support at Home services, you can modify the Classification type for either Ongoing or Short-term for each service type. For example, you prefer to offer a particular service type on an

ongoing support period basis only.

1. Navigate to the Support at Home service type that you want to edit the classification type for, by following the steps in [Editing a service item](#). Then, select Edit (Pencil) next to the Classification Type.

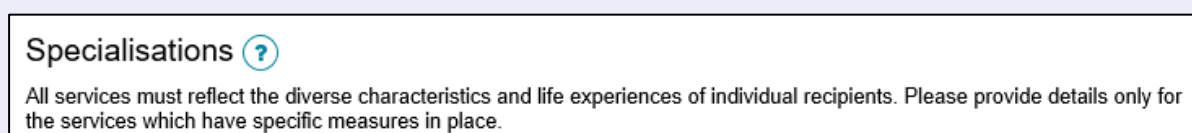


2. At the pop up, select Ongoing and/or Short-term and select **SAVE**.



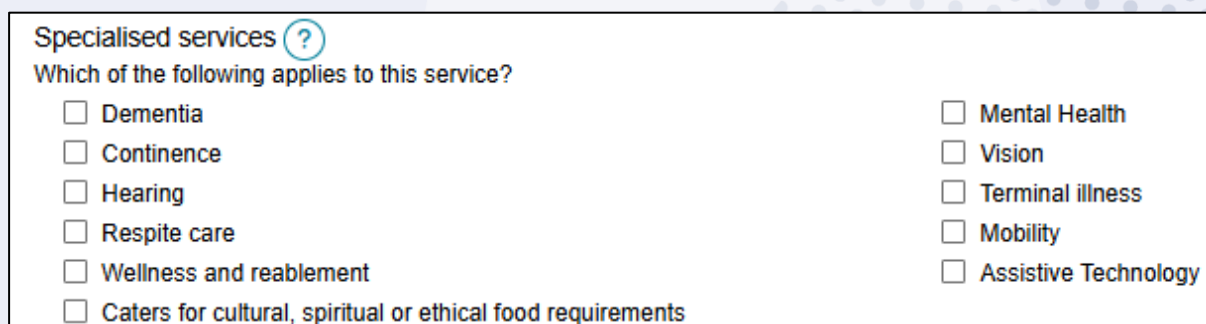
2.2.7.2 Specialisations

Specialisations is an umbrella term for 3 sub-groups: [diverse needs](#), specialised services discussed below, and [languages](#). Providers of all care types are able to identify their ability to provide services that cater to these specialisations.



You can indicate that a service or outlet offers the following **Specialised Services**. Although these services are not verified, please select only those with specific measures in place which demonstrate your specialised service offering.

Specialised services will be displayed only for Support at Home and CHSP service items.



2.2.7.3 Languages

1. To indicate that services are being delivered in a language other than English, select **SELECT LANGUAGES AVAILABLE**.

Languages ?

No languages specified

SELECT LANGUAGES AVAILABLE

2. Select one or more languages then select **SAVE**.

Supported languages

Please select all supported languages and press Save when finished

Most selected

☐ Arabic
☐ Cantonese
☐ Croatian

☐ Greek
☐ Italian
☐ Mandarin

☐ Polish
☐ Spanish
☐ Vietnamese

Alphabetical listing

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

☐ Acholi
☐ Afrikaans
☐ Albanian

☐ Amharic
☐ Anyuak/Anuak
☐ Arakanese/Rakhinz

☐ Armenian
☐ Asante/Ashanti
☐ Assamese

☐ Assyrian
☐ Azari
☐ Azerbaijani

☐ Alyawarr (Alyawarra)
☐ Arremte (Aranda)
☐ Assyrian (Including Aramaic)

☐ Australian Indigenous Lang

SAVE CANCEL

3. The languages will be displayed. Select the Pencil (edit) icon to change languages.

Languages ?

List of languages

• Arabic

• Mandarin

2.2.7.4 Hours of operation, staffing notes, transport notes

You can outline hours of operation for CHSP and some Support at Home services. By default, you can enter standard Monday to Friday, Saturday, and Sunday hours. You can also specify individual working days by using the **Customise** option.

To edit your hours of operation:

1. Navigate to the Support at Home service type that you want to edit by following the steps in [Editing a service item](#).
2. Select the service you want to edit the hours of operation by selecting on the corresponding edit icon next to the service group, then the service sub-type.

For Support at Home services, Expand the service group and/or service type, then select the Edit icon next to the service.

NON-SUPPORT AT HOME EXAMPLE



3. Input the hours and save.

 **Diversional therapy**

All fields marked with an asterisk (*) are required.

Hours of operation

What are the standard hours of operation for this service?

☒ Monday

Start time
09:00 AM

End time
05:00 PM

ADD ADDITIONAL OPERATING HOURS

☒ Tuesday

Start time
09:00 AM

End time
05:00 PM

ADD ADDITIONAL OPERATING HOURS

☒ Wednesday

Start time
09:00 AM

End time
05:00 PM

ADD ADDITIONAL OPERATING HOURS

☒ Thursday

Start time
09:00 AM

End time
05:00 PM

ADD ADDITIONAL OPERATING HOURS

☒ Friday

Start time
09:00 AM

End time
05:00 PM

ADD ADDITIONAL OPERATING HOURS

☐ Saturday

Start time
09:00 AM

End time
05:00 PM

☐ Sunday

Start time
09:00 AM

End time
05:00 PM

4. On the same page, depending on the service chosen, you can also **edit Staffing Notes** for the service, how the service is delivered, whether **Transport** is included, and [Pricing](#).

Staffing:

Notes on staffing Diversional therapy that will appear on the public Service Finder 0 / 150

How is the service delivered?
☐ Individual - telehealth
☐ Individual - face to face
☐ Group - face to face

Pricing for service

Diversional therapy (Hours)

Common Price - Standard (Hours) *
This must be the most frequently charged price for this service.

Common Price - Non-Standard (Hours)Common Price - SaturdayCommon Price - On SundayCommon Price - Public Holiday

SAVE CHANGES

CANCEL

Staffing:

Notes on staffing Podiatry that will appear on the public Service Finder 0 / 150

Is transport to the service provided?
☐ Yes
☐ No

SAVE CHANGES

CANCEL

2.2.7.5 Service Description

You can enter any further information about your service here, and it will be displayed at the Service Finder.

Service Description

Description

0 / 1000

Additional service information
You may wish to enter additional information about the availability of the services you provide. For example, a particular service may be temporarily unavailable due to limited staffing, or a service may only operate on certain weekdays or times.

2.2.7.6 Pricing Information

Support at Home program outlets can upload pricing. Pricing information is also available for some CHSP services.

If pricing is not entered for a Support at Home service, you will not be able to:

- save a new service and make it **Operational**
- save changes to partially complete existing pricing information
- confirm that pricing information has been reviewed.

! Pricing is entered at the service level only. For Support at Home, Pricing changes apply to the outlet level and to the service group and service item levels.

2.2.7.6.1 Viewing pricing information

1. Select the outlet from the Outlet Administration tile, then select 'View Service Items'.
2. Under the View Service Items page, select the Program, then select the Magnifying Glass (view) icon to the right of the service item name.

View Service Items ADD A SERVICE ITEM

Commonwealth Home Support Programme Flexible Aged Care Programme Residential Care Support at Home

Filter by Collapse filter 

Allied health and therapy, Commonwealth Home Support Programme, funded  

NAPS Service ID 27725, Service item name: HCA Corporate Health Pty Ltd - Community and Home Support

116easty EASTY Street PHILLIP ACT 2606

 See Sub-types

Status

Operational Offline

Service availability

Yes No

Waitlist availability

Yes No

- To view outlet-wide information for Support At Home, select the Support at Home tab, then select the Magnifying Glass (view) icon to the right of the 'Support At Home' heading.

The screenshot shows the 'View Service Items' interface. At the top, there are tabs for 'Commonwealth Home Support Programme', 'Flexible Aged Care Programme', 'Home Care Packages', 'Residential Care', and 'Support at Home'. The 'Support at Home' tab is highlighted with a red box. Below the tabs is a 'Filter by' section. Under 'Filter by', the 'Support at Home' heading is highlighted with a red box, and a magnifying glass icon (view) is visible next to it. Below the heading, the text 'NAPS Service ID 23557, Service item name: Alzheimers Queensland Resource Centre' is displayed. To the right, there is a 'Status' section with 'Operational' and 'Offline' buttons.

- To view individual Support At Home services, select the Support at Home tab, then expand any service groups/service types, then select the Magnifying Glass (view) icon of the appropriate service card.

The screenshot shows the 'View Service Items' interface with the 'Support at Home' tab selected. Below the tabs, there is a 'Filter by' section. Under 'Filter by', the 'Support at Home' heading is highlighted with a red box, and a magnifying glass icon (view) is visible next to it. Below the heading, the text 'NAPS Service ID 27037, Service item name: Healthcare Australia (NSW)' is displayed. To the right, there is a 'Status' section with 'Operational' and 'Offline' buttons. Below the status section, there are two service groups: 'Assistive technology' and 'Equipment and products'. Both groups are highlighted with red boxes. Under 'Assistive technology', there is a 'Hide service types' button. Under 'Equipment and products', there is a 'Hide services' button. Below the service groups, there are four service cards. Each card has a title, a magnifying glass icon (view), and a 'Service availability' section with 'Yes' and 'No' buttons. The 'Service availability' section for each card is highlighted with a red box.

2.2.7.6.2 Updating pricing information

- Select the outlet from the Outlet Administration tile, then select 'View Service Items'.
- Under the View Service Items page, select the Program, then select the Edit (Pencil) icon to the right of the service item name.

The screenshot shows the 'View Service Items' interface. At the top, there are tabs for 'Commonwealth Home Support Programme', 'Flexible Aged Care Programme', 'Residential Care', and 'Support at Home'. The 'Commonwealth Home Support Programme' tab is highlighted with a red box. Below the tabs is a 'Filter by' section. Under 'Filter by', the 'Allied health and therapy, Commonwealth Home Support Programme, funded' service item is highlighted with a red box, and a magnifying glass icon (view) is visible next to it. Below the service item, the text 'NAPS Service ID 27725, Service item name: HCA Corporate Health Pty Ltd - Community and Home Support' is displayed. To the right, there is a 'Status' section with 'Operational' and 'Offline' buttons. Below the status section, there are two sections: 'Service availability' and 'Waitlist availability', each with 'Yes' and 'No' buttons.

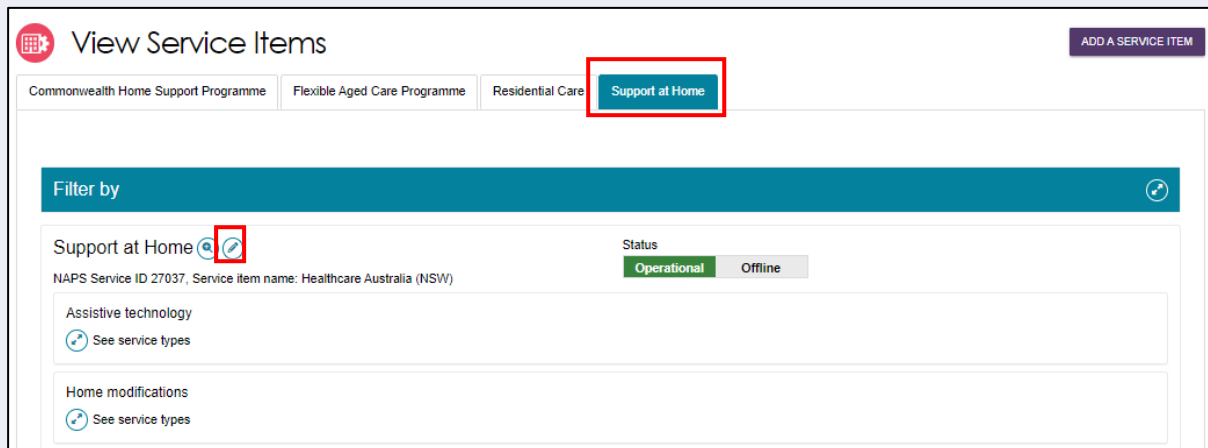
2.2.7.6.3 Updating Support At Home Pricing Information at the Outlet Level

In the Outlet Level, you can update the Full Price List including website link and pricing schedule.

3. For All Support At Home services in your outlet, select the Support at Home tab, then the Edit (Pencil) icon to the right of the 'Support At Home' heading.

Alternatively, from the **View Outlet** page, select the **Edit** icon next to Support at Home pricing to edit the pricing information at the outlet level.

FROM VIEW SERVICE ITEMS PAGE



View Service Items ADD A SERVICE ITEM

Commonwealth Home Support Programme Flexible Aged Care Programme Residential Care **Support at Home**

Filter by

Support at Home  

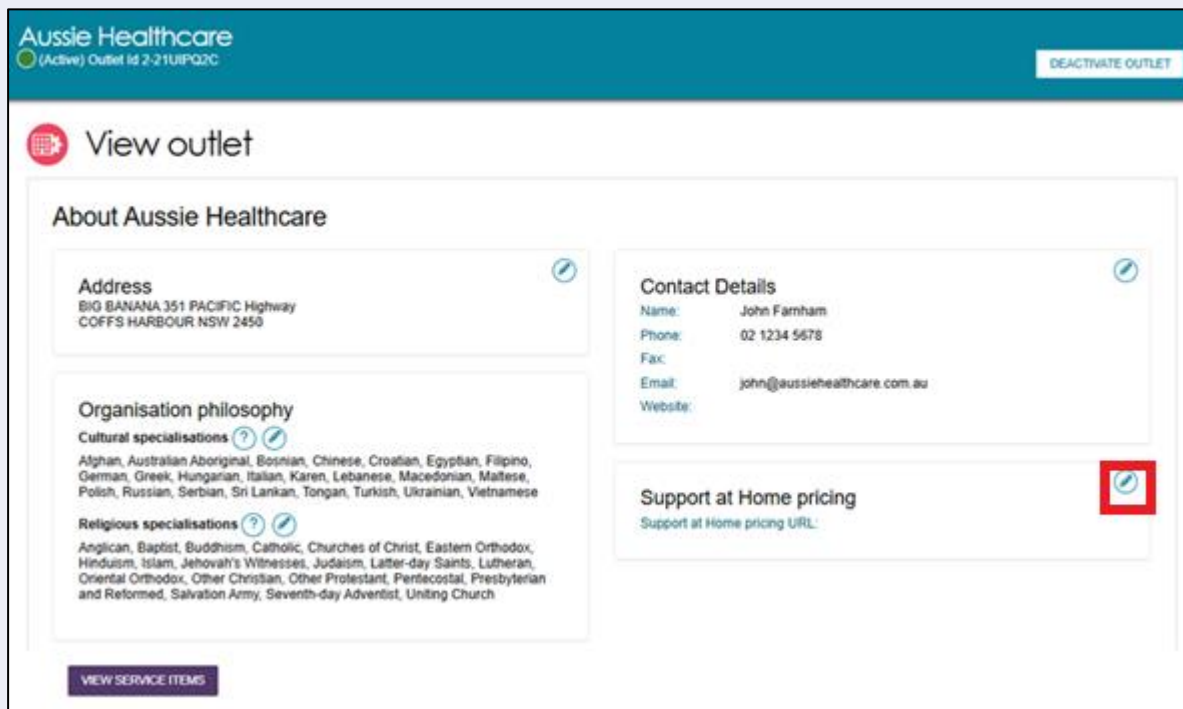
NAPS Service ID 27037, Service item name: Healthcare Australia (NSW)

Status: **Operational** Offline

Assistive technology
 See service types

Home modifications
 See service types

FROM THE VIEW OUTLET PAGE



Aussie Healthcare
(Active) Outlet id 2-21UIPQ2C DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address 
BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details 
Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy

Cultural specialisations 
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations 
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing 
Support at Home pricing URL:

VIEW SERVICE ITEMS

4. Under the **Full Price List** section, a pricing schedule website link (URL) and/or a pricing schedule attachment can be added.

Full Price List ?

Provide a website link ?

Is there a website link where clients can access pricing information? Please ensure that this is a link to your pricing information webpage, not your website landing page. E.g. www.myagedcare.gov.au/pricing

URL

Upload a pricing schedule ?

You can upload files up to 5MB. The following file types are accepted: .jpg, .jpeg, .png, .pdf, .docx

No file chosen

1. To add a pricing schedule website link type in the URL in the **Provide a website link** section. Ensure that the website URL you enter is a valid website address. If you have copied the URL down from the Outlet the URL will be applied. If you need a specific area base price URL you can overwrite this URL.

Provide a website link ?

Is there a website link where clients can access pricing information? Please ensure that this is a link to your pricing information webpage, not your website landing page. E.g. www.myagedcare.gov.au/pricing

URL

2. To upload the pricing schedule attachment, you must select **Browse...** and choose the document (e.g. PDF file) you wish to upload. Name the attachment and provide a caption or short description of the attachment.

Upload a pricing schedule ?

You can upload files up to 5MB. The following file types are accepted: .jpg, .jpeg, .png, .pdf, .rtf, .docx

Attachment name *

200 characters

Caption of the attachment *

200 characters, this is only shown for photos

Please provide a short description about the attachment

250 characters

3. You can now choose to:

- save and apply the pricing information to all Support at Home service items in that outlet,
- save locally (before applying to any services),
- apply these details to all your outlets (if you are an Organisation Administrator) or
- Cancel to discard any changes made.

2.2.7.6.4 Updating Support At Home Pricing Information at the Service Level

At the service level, you can update hourly or daily pricing for individual services. If pricing varies by region, you can also update the public URL for that service's pricing directly at the service level.

1. For individual Support at Home services, select the Support at Home tab, then expand any service groups/service types, then select the Edit (Pencil) icon of the appropriate service card.

Update the **Pricing for service section** (if applicable), such as standard maximum, non-standard, Saturday, Sunday, and Public Holiday

s. (Consumables based services will default to 'Market price'). This will be required to be completed for all services that this outlet provides before changing the service availability to **Yes**.

2. If a service is on a waitlist, it is highly recommended to add service pricing to ensure this is visible on the Service Finder tools.
3. Use the outlet-level pricing template to apply consistent pricing across services, but final display relies on service item or service-level entries. Only the service items within the selected outlet will be updated.
4. Only information saved at the service item level will be displayed on the Service Finder. If you select **SAVE** at the outlet level this will save the information locally and will **not** be displayed in the My Aged Care Service Finder. To ensure your updates are visible publicly, select: **SAVE AND APPLY TO ALL SERVICE ITEMS OF THIS OUTLET**, this will apply the changes to each individual service item, so they display on the My Aged Care Service Finder.

All pricing information saved, including pricing schedule attachments, will appear by the next day on the service finder on the My Aged Care website, and do not require approval from the Department.



2.2.7.7 Rooms (Residential Care)

2.2.7.7.1 Add a room type

! This section applies to Residential Care only and does not apply to Commonwealth Home Support Program or Support at Home programs.

Residential Care providers can add information about the types of rooms their organisation offers. Follow these steps to add a room and room information. Fields marked with an asterisk (*) are mandatory.

1. Select **Outlet administration** from the [homepage](#). Select the name of the outlet on the **Outlet Card** you want to add room information to.

Outlet Administration

About Aged Care Org

Contact details

Organisation philosophy

Cultural specialisations ? ⓘ
Karen, Tongan, Turkish

Religious specialisations ? ⓘ
Catholic, Hinduism, Islam, Judaism

Outlets (32)

ADD NEW OUTLET

Filter by

Sort order
A-Z GO

Current sort order is A-Z

OUTLET A OUTLET B OUTLET C

2. The **View outlet** page appears. Select the **VIEW SERVICE ITEMS** button.

Aussie Healthcare
(Active) Outlet Id 2:21UIPO2C DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address
BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Organisation philosophy

Cultural specialisations ? ⓘ
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations ? ⓘ
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Contact Details

Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Support at Home pricing
Support at Home pricing URL:

VIEW SERVICE ITEMS

3. From the View Service Items page, select **Resident Care** from the tab options. Choose your service. Select **Expand** (blue arrow) next to **See room types**.

Then Select **ADD ROOM TYPE**.

4. The Room Type page appears. Enter required information in the **General room information** and **Pricing information** sections. Ensure mandatory fields (red asterisk) are completed.

- In the Pricing Information section, enter the room's **Maximum Refundable Deposit**

(RAD) around. If you enter an amount over \$750,000, the following information banner will appear.



You cannot charge a RAD over \$750,000 without first obtaining a valid approval. To apply for an approval visit the IHACPA website www.ihacpa.gov.au.

To publish and charge a room price above a RAD of \$750,000 (or the equivalent daily payment), you must have a valid approval from the [Independent Health and Aged Care Pricing Authority](#) (IHACPA), formerly known as the Aged Care Pricing Commissioner.



If you do not have approval for your RAD price for the room type, you cannot publish or charge this price. Conditional approval does not constitute approval until you have received a satisfaction of conditions letter from IHACPA.

The below fields will appear and need to be completed for rooms priced over \$750,000.

- **Approval or Conditional Approval**
- **Date of IHACPA approval** (or Aged Care Pricing Commissioner approval) – IHACPA approvals are valid for 4 years. Once you enter the required approval details for a room, you will receive automatic notifications when your approval is nearing expiry. These will be sent at 6, 4 and 2 months before your Date of IHACPA approval indicates expiry. Rooms will be removed from My Aged Care if 4 years passes from your Date of IHACPA approval.
- **IHACPA approval reference number** – This is only required if your approval was granted on or after 1 July 2024. Approval letters issued prior to 1 July 2024 do not have an approval number.
- You will also need to attach and name the **IHACPA approval letter** for the room.

IHACPA approval details

As the RAD exceeds \$750,000, what type of approval do you have for this room?*

☒ Approval ☐ Conditional Approval

Date of IHACPA approval: *



Find this date in your IHACPA approval letter for this room. (e.g. dd/mm/yyyy)

IHACPA approval reference number:

Find this number in your IHACPA approval letter for this room.

Please attach the IHACPA approval letter for this room. *

You can upload files up to 5MB. Please ensure the letter is in a .pdf format. This letter will not be displayed on My Aged Care.

CHOOSE FILE

No file chosen

Attachment name: *



- Enter the required information under **Key feature statement**.

Key feature statement

Room description: *

0 / 2000

Room size (in square metres): *

(up to 50 characters. e.g. 30m2 or 30sqm)

Common areas description: *

0 / 2000

Specific accommodation or design features

☒ Not applicable
☐ Applicable

Additional care and services included in room price

☒ Not applicable
☐ Applicable

Additional care and services available at additional cost

☒ Not applicable
☐ Applicable

Extra service fee

☐ Yes
☒ No

When entering room size (in square metres):

- if there is variation in room sizes, enter the size range of the room type from smallest to largest, e.g. 20sqm - 25sqm.
- indicate if the room size entered includes ensuite, e.g. 20sqm - 25sqm incl. ensuite.
- do not include private outdoor areas such as balconies or courtyards.
- Please ensure that the room size entered aligns with information provided to IHACPA in your application for these rooms.

5. Select **SAVE AND SUBMIT REQUESTED CHANGES FOR APPROVAL.**

SAVE

SAVE AND SUBMIT REQUESTED CHANGES FOR APPROVAL

CANCEL

! If you select **SAVE**, this room information will be saved only and not submitted for publication.

This room information will be displayed on the service finder once approved for publication by the Department (allow three business days).

If your room is not approved for publication, you will receive an email explaining the action you need to undertake before resubmitting. You can update your room request and submit again.

2.2.7.7.2 Edit room details

Residential Care providers can edit existing room information. Follow these steps to edit a room. Fields marked with an asterisk (*) are mandatory.

1. To edit the details for a room, select the **edit** (pencil).icon next to the room's listing.

View Service Items ADD A SERVICE ITEM

Commonwealth Home Support Programme | Flexible Aged Care Programme | Home Care Packages | **Residential Care**

Support at Home

Filter by Collapse filter

Residential Permanent, Residential Care, funded

NAPS Service ID 2289, Service item name: Aussie Residential
1 Aged Care Avenue, AGED CARE ACT 1234

Status: **Operational** **Offline** Service availability: **Yes** **No** Waitlist availability: **Yes** **No**

Hide room types ADD ROOM TYPE

Single room + shared bathroom (Bedroom - shared ensuite): max. refundable deposit \$400,000, extra service fee \$0.00

Status: Operational

Single room + ensuite (Bedroom - private ensuite): max. refundable deposit \$500,000, extra service fee \$0.00

Status: Operational

2. The **Edit Room Type** page appears. Select the reason for resubmission from the drop-down menu and the continue to edit the details of the room.

Edit room type

All fields marked with an asterisk (*) are required.

Resubmission information

Reason for resubmission *

General room information

Room name *
Bedroom - shared ensuite

Number of rooms of this type: *
63

Pricing information

Please enter the Maximum refundable deposit amount: *
E.g. \$650000

Maximum daily payments: \$
Example combination payment
Example RAD at 50% \$200000.00
Example DAP at 50% \$

! Providers with an IHACPA approved maximum RAD over \$750,000, can index the room price in line with legislation. For details on calculating the indexation of approved RADs visit www.ihacpa.gov.au.

If you have selected **Indexation of approved max RAD** as the **Reason for resubmission**, you can only change the room price. If you wish to change other fields for the room, select a different resubmission reason.

3. Scroll down to the bottom of the page. Select **SAVE AND SUBMIT REQUESTED CHANGES FOR APPROVAL**.

Additional care and services available at additional cost

☐ Not applicable

☒ Applicable

Description: *

Description

11 / 1200

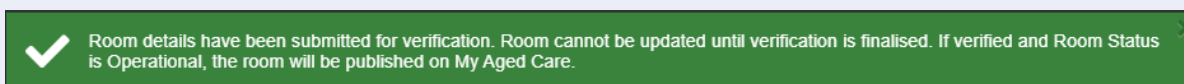
Extra service fee

☐ Yes

☒ No

SAVE AND SUBMIT REQUESTED CHANGES FOR APPROVAL CANCEL

Once submitted, you will be redirected back to the View Service Items page and a green banner will display at the bottom of the screen confirming the edits were successfully submitted.



2.2.7.7.3 Change room status

1. Select the edit icon (pencil) next to the **Status** of the room you want to set as **Offline** or **Operational**.

Residential Permanent, Residential Care, funded

NAPS Service ID 2289, Service item name: Gibson Street Complex

26 GIBSON Street NORTH BENDIGO VIC 3550

Status: **Operational** Offline

Service availability: **Yes** No

Waitlist availability: **Yes** No

Hide room types

ADD ROOM TYPE

Single room + shared bathroom (Bedroom - shared ensuite): max. refundable deposit \$400,000, extra service fee \$0.00

Status: Operational

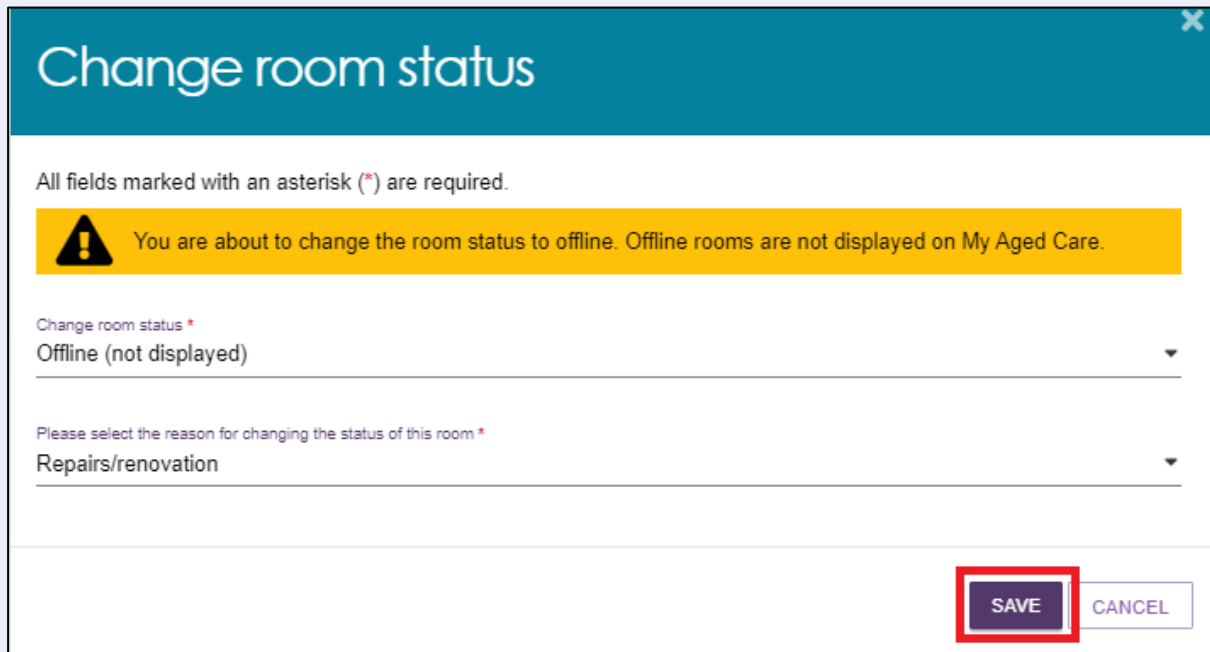
Single room + ensuite (Bedroom - private ensuite): max. refundable deposit \$500,000, extra service fee \$0.00

Status: Operational

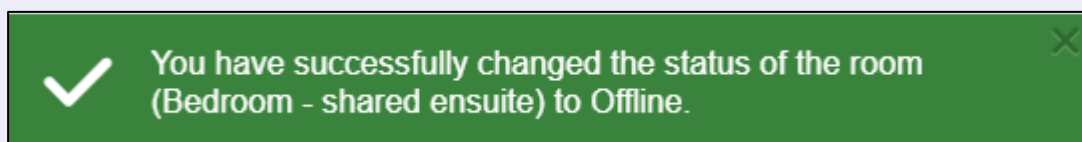
2. From the pop-up select **Offline (not displayed)** from the change room status and select the reason for the change.

When you set the room to **Offline** a warning banner will appear advising that offline rooms are not displayed on My Aged Care.

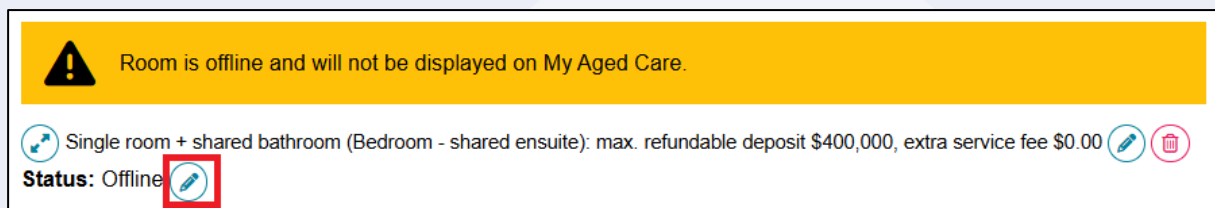
Select **SAVE**.



3. A message will appear advising that you have successfully changed the status of the room. The status of the room will now display as **Offline**.



4. If you wish to make an Offline room Operational, click on the **edit** icon (pencil) next to **Status: Offline**.



Select **Operational (displayed)** from the change status drop-down menu followed by the reason for the change. Then select **SAVE**.

Change room status

All fields marked with an asterisk (*) are required.

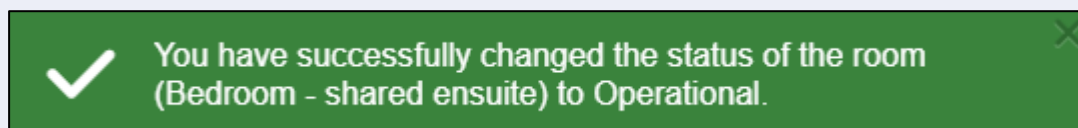
Change room status *
Operational (displayed)

Please select the reason for changing the status of this room *
Repairs/renovation complete

SAVE CANCEL

A green message will appear advising that you have successfully changed the status of the room and the room will show as Operational.

The room will be displayed on My Aged Care within 24 hours.



2.2.7.7.4 Delete a room

Residential Care providers can choose to permanently delete a room. Note that deletion of a room cannot be reversed.

1. Select the **delete** icon (bin) next to the room you wish to delete.

Ensure you select the correct room as the deletion of a room cannot be reversed.

Residential Permanent, Residential Care, funded

NAPS Service ID 2289, Service item name: Aussie Residential

1 Aged Care Avenue, AGED CARE ACT 1234

Status: **Operational** Offline Service availability: **Yes** No Waitlist availability: **Yes** **No**

Hide room types

ADD ROOM TYPE

Status: Operational

2. From the pop-up, select the reason for deleting the room and select **DELETE**.

Delete room

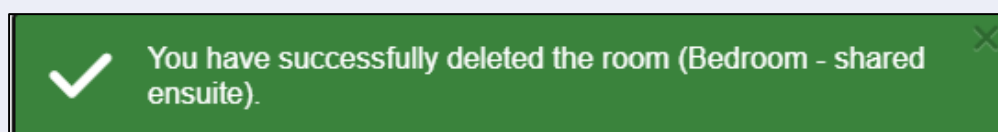
All fields marked with an asterisk (*) are required.

You are about to delete the room (Bedroom - shared ensuite) from your service inventory. Once a room is deleted, the action cannot be undone.

Please select your reason for deleting this room: *

DELETE CANCEL

A green banner will display at the bottom of screen confirming the room has been successfully deleted.



2.2.8 Transferring service items

! Access to the functionality described in this guide has been disabled in the Service and Support Portal for ALL programs from 1st November 2025 until further notice.

If you require the transfer of services or clients, please contact the My Aged Care Service Provider and Assessor Helpline on 1800 836 799, who will be able to assist you.

2.2.9 Activating or deactivating a service item

The reasons for deactivating a service item typically include:

- Residential: Facility is no longer accepting residents.
- Commonwealth Home Support Program (CHSP): The service is no longer being delivered in the specified area.
- Support at Home: Selected services are no longer being delivered in the referral area.

Follow these steps to activate or deactivate a service:

1. Select **Outlet administration** from the [homepage](#), then select the outlet that contains the service items that you want to activate/deactivate, and then select **VIEW SERVICE ITEMS**.

Aussie Healthcare
(Active) Outlet Id 2-21UIPO2C

DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Organisation philosophy

Cultural specialisations
Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese
Religious specialisations
Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Contact Details

Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Support at Home pricing

Support at Home pricing URL:

VIEW SERVICE ITEMS

- Select the appropriate tab corresponding to the program.

! The Residential Care tab should only be selected when working with Residential Care services. If you edit CHSP items, ensure the CHSP tab is selected.

View Service Items

Commonwealth Home Support Programme

Flexible Aged Care Programme

Residential Care

Support at Home

- For the services that have been added to the outlet, select **Operational** to activate the service item. Alternatively, select **Offline** to deactivate the service item under the **Status** heading.

Only **Operational** services will display in the service finders.

Residential Permanent, Residential Care, funded

Brisbane North
NAPS Service ID 3776, Service item name: Aussie Residential
1 Aged Care Avenue, AGED CARE ACT 1234

Status

Operational

Offline

Service availability

Yes

No

Waitlist availability

Yes

No

See room types

For Support at Home, the Operational or Offline status applies to every service group, service type and service that your outlet is approved for.

For further information, go to My Aged Care | www.myagedcare.gov.au | 1800 836 799

52

Support at Home

NAPS Service ID 1265, Service item name: Aussie Healthcare Support At Home

Status

Operational

Offline

Assistive technology

See service types

Home modifications

See service types

Home support

See service types

! The Offline status has replaced Inactive status and should be used to indicate where a funded service is not currently offered by the provider. For example, the service is at capacity. Services that are Inactive are services that are no longer funded by the Department. **Inactive** services will not be visible in the My Aged Care Service and Support Portal. Please contact the My Aged Care service provider and assessor helpline on 1800 836 799 if you have questions about your **Inactive** services.

2.3 Maintaining service delivery outlets

2.3.1 Activating an outlet

After service items are added, outlet(s) need to be made active so that:

- The service items display in the service finder.
- Contact centre staff and assessors can send electronic referrals to the appropriate outlet.

Follow these steps to activate an outlet:

1. Navigate to the **View Outlet** details from the **Outlet administration** page for the outlet that you want to activate and select **ACTIVATE OUTLET**.

Home | Outlet administration | View outlet - Aussie Healthcare

Aussie Healthcare
(Inactive) Outlet Id 2-21UIPQ2C

ACTIVATE OUTLET REMOVE OUTLET

View outlet

About Aussie Healthcare

Address

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details

Name: John Farnham
Phone: 02 1234 5678
Fax:
Email: john@aussiehealthcare.com.au
Website:

Organisation philosophy

Cultural specialisations

Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

Religious specialisations

Anglican, Baptist, Buddhism, Catholic, Churches of Christ, Eastern Orthodox, Hinduism, Islam, Jehovah's Witnesses, Judaism, Latter-day Saints, Lutheran, Oriental Orthodox, Other Christian, Other Protestant, Pentecostal, Presbyterian and Reformed, Salvation Army, Seventh-day Adventist, Uniting Church

Support at Home pricing
Support at Home pricing URL:

Current Specialisation Verifications

1. Select **ACTIVATE OUTLET** to confirm that you wish for this information to be displayed in the service finder. A warning message will display:

Activate outlet

You are about to activate Aussie Healthcare
This will publish this outlet and its services to the Service Finder.

ACTIVATE OUTLET CANCEL

Your outlet is now active and operational service item information will display in the service finder and will display as **Active** in the Service and Support Portal.

Assessors can only match and refer to active services.

Card View

Aussie Healthcare

Outlet ID: 2-21UIPQ2C

Contact: John Farnham

Phone: 02 1234 5678

Email: john@aussiehealthcare.com.au

Website: not available

 Verified Specialisations(s):

 Active

Outlet View

Aussie Healthcare
 (Active) Outlet Id 2-21UIPQ2C

 View outlet

About Aussie Healthcare

Address 

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Organisation philosophy

Cultural specialisations  

Afghan, Australian Aboriginal, Bosnian, Chinese, Croatian, Egyptian, Filipino, German, Greek, Hungarian, Italian, Karen, Lebanese, Macedonian, Maltese, Polish, Russian, Serbian, Sri Lankan, Tongan, Turkish, Ukrainian, Vietnamese

2.3.2 Deactivating an outlet

To remove an outlet from the service finder on the My Aged Care website, and stop referrals being sent to the outlet, it must be deactivated.

! An outlet cannot be made inactive if there are accepted and commenced services.

Follow these steps to deactivate an outlet:

1. Select **Outlet Administration** from the [homepage](#).
2. Navigate to the **View Outlet** details from the **Outlet administration** page for the outlet that you want to deactivate and select **DEACTIVATE OUTLET**.

Home | Outlet administration | View outlet - Aussie Healthcare

Aussie Healthcare
(Active) Outlet Id 2-21U1UKB6

DEACTIVATE OUTLET

View outlet

About Aussie Healthcare

Address

BIG BANANA 351 PACIFIC Highway
COFFS HARBOUR NSW 2450

Contact Details

Name: John
Phone: 0412 345 678
Fax:
Email: jfarnham@yourethevoice.com.au
Website:

Organisation philosophy

Cultural specialisations ?

3. Select **DEACTIVATE OUTLET** at the pop up to confirm that you wish to deactivate the outlet.

Deactivate outlet

You are about to deactivate Aussie Healthcare.

Please ensure you arrange for any linked staff members to be reassigned.
Any service items provided by the outlet will not appear in search results.

DEACTIVATE OUTLET CANCEL

The outlet is now inactive, does not display on the relevant service finder or receive referrals, and displays as **Inactive** in the Service and Support Portal.

✓ Aussie Healthcare has been deactivated.

Aussie Healthcare
(Inactive) Outlet Id 2-21U1UKB6

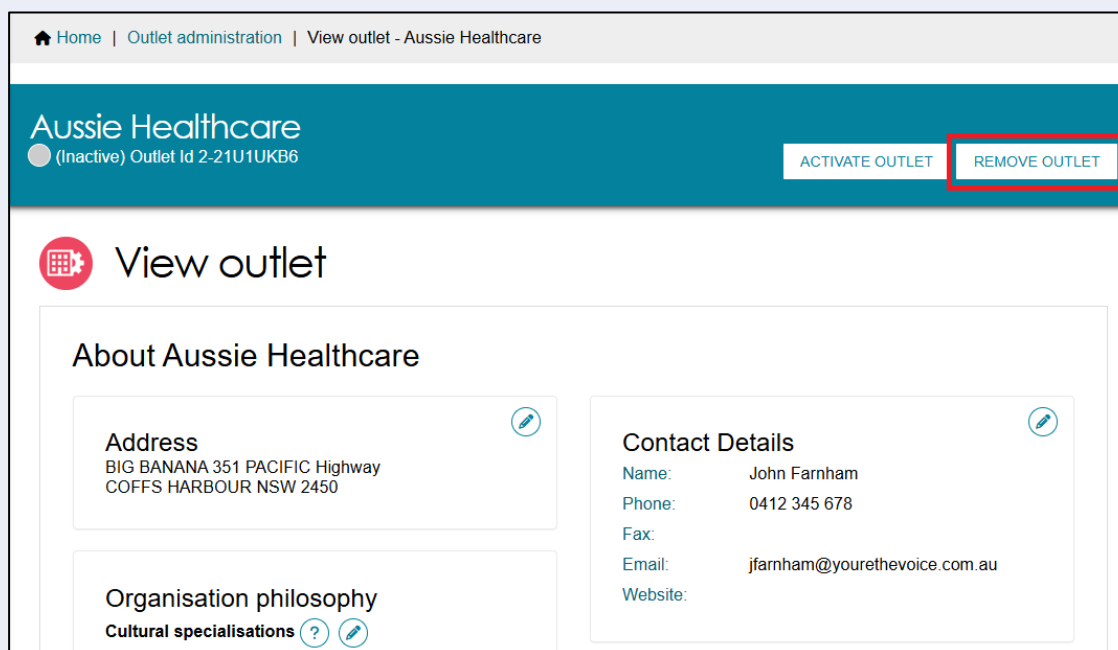
ACTIVATE OUTLET REMOVE OUTLET

2.3.3 Removing an outlet

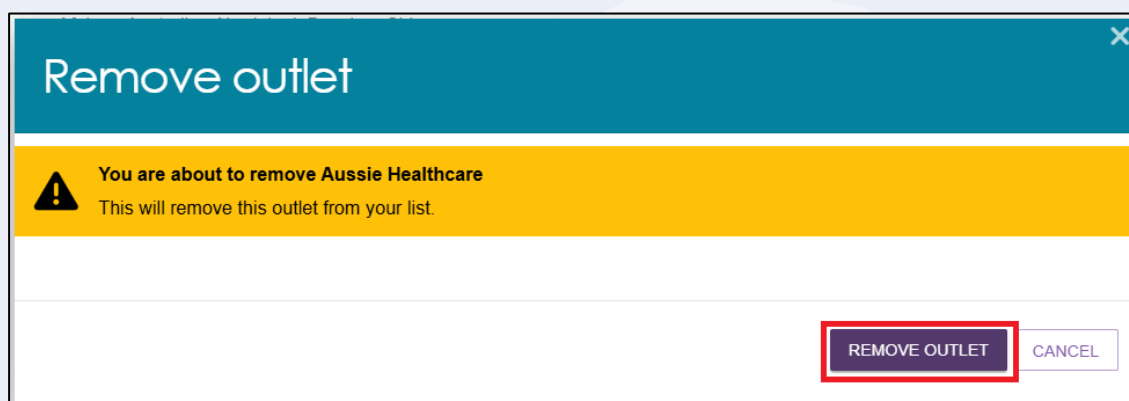
! If you want to create an outlet with the same name as the one you removed, you will need to call the My Aged Care service provider and assessor helpline on 1800 836 799.

To remove an outlet from the Portal, it must be in the status of **Inactive**. Follow these steps to remove an outlet:

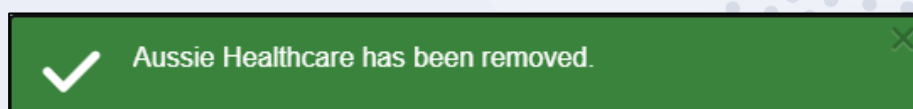
1. Select **Outlet administration** from the [homepage](#).
2. Navigate to the **View Outlet** details from the **Outlet administration** page for the inactive outlet you wish to remove and select **REMOVE OUTLET**.



1. Select **REMOVE OUTLET** to confirm you wish to remove the outlet.



The outlet will no longer display in the Service and Support Portal.

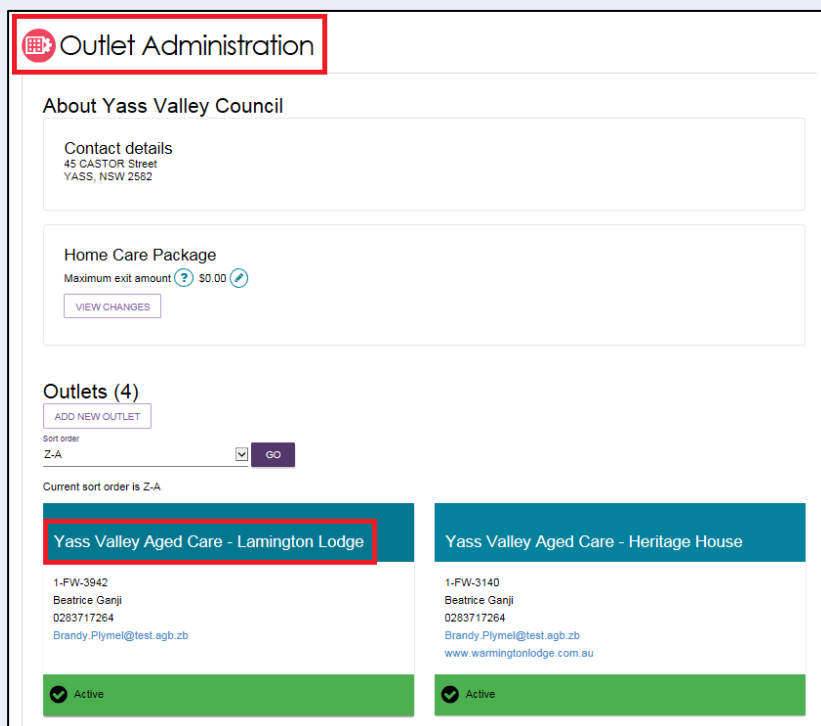


2.3.4 Editing outlet details

Follow these steps to edit an outlet:

! Only non-contractual information can be edited in the Service and Support Portal.

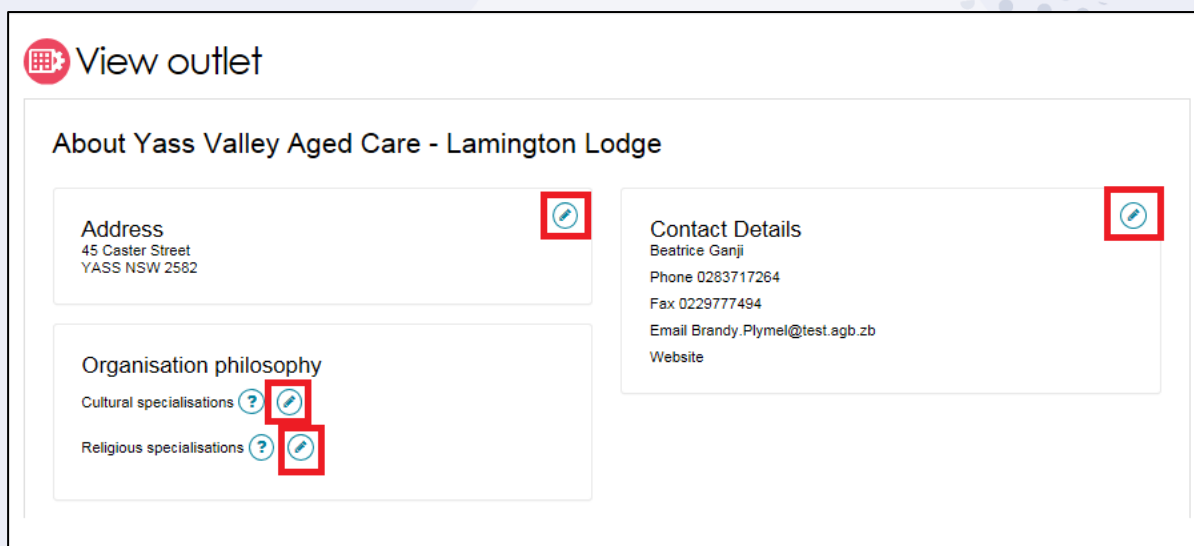
1. Select **Outlet administration** from the [homepage](#).
2. Select the name of the outlet on the **Outlet card** you want to edit.



3. On the **View outlet** page, select the area that you would like to edit, **Address**, **Contact details** or **Organisation philosophy**.

You can also change the **Organisation philosophy** when viewing your outlet information.

For more information on Organisation Philosophy refer to [Editing the organisation philosophy](#).



4. Edit information and select **SAVE CHANGES**. To edit address details, select **Edit** next to the outlet address.

Edit outlet

Outlet details
All fields marked with an asterisk (*) must be completed before submission

Outlet name *
Yass Valley Aged Care - Lamington Lodge

Outlet address *
45 Caster Street, YASS
NSW 2582, Australia

Contact details
The following information will be shown on the Service Finder

First name *
Beatrice

Last name *
Ganji

Phone number *
0283717264

Fax number
0229777494

Email
Brandy.Plymel@test.agb.zb

URL ☐

SAVE CHANGES **CANCEL**

2.4 Tasks and notifications

2.4.1 Viewing tasks and notifications

Follow these steps to view tasks and notifications:

- ! You must log onto the relevant outlet to view its tasks. You can do this by selecting the outlet you wish to log in to next to the **Logout** link at the top right of the portal.

1. Select the **Tasks and notifications** tile from the [homepage](#).

To view tasks for your organisation, select **Tasks**. Select an outlet to view tasks related to that outlet.

Service and Support Portal

[Home](#) | [Tasks and notifications](#)

Tasks and notifications

Tasks Notifications Manage Preferences Maximum wait times

All fields marked with an asterisk (*) are required.

Filter by

In the Tasks tab, you will be able to view all tasks that are relevant to your role. You can sort tasks by:

- Due date
- Category
- Title/Description
- Aged Care User ID

- Client name
- Activity ID.

! Tasks that have been marked as important for your outlet by your outlet administrator will be displayed with a visual indicator. The managing preferences section in this guide explains how to set tasks as important.

2. To view notifications for your organisation, select **Notifications**. Select an outlet to view tasks related to that outlet.

You will only be able to see tasks and notifications that are associated to your outlet and for clients you are providing services to. Assessors will be able to see all tasks and notifications for clients.

The screenshot shows the 'Tasks and notifications' interface. At the top, there's a navigation bar with various tabs. The 'Tasks and Notifications' tab is highlighted with a red box. Below this, there's a 'Filter by' section. The main area displays a table of tasks. One task is listed: 'End-of-Life SPR request' with a red dot indicating it is 'Over due'.

5. You can search for specific tasks using the filter options or using custom filters in Advanced Search. Select the arrows to the right to expand or collapse the filter options.

The screenshot shows the 'Tasks' page. At the top, there's a navigation bar with tabs. The 'Tasks' tab is selected. Below this, there's a 'Filter by' section with input fields for 'Last name', 'First name', and 'Aged Care User ID'. There are also buttons for 'ADVANCED SEARCH', 'CLEAR FILTERS', 'FILTER', and 'CLEAR'. The 'ADVANCED SEARCH' button is highlighted with a red box.

To apply custom filters, select **ADVANCED SEARCH** and choose filters from the drop-down menu and select **ADD FILTER** for each filter you want to apply. The filters include:

- Activity ID
- Aged Care User ID
- Category
- Date received
- Due date
- First name
- Last name
- Marked as important
- Overdue tasks

- Role
- Title.

Search tasks

Tasks

Choose an item.
Activity ID
Aged Care User ID
Category
Date received
Due date
First name
Last name
Marked as important
Overdue tasks
Role
Title

ADD FILTER

SAVE FILTER

CLEAR FILTER

FILTER CANCEL

6. The hyperlink under the task description will take you directly to the individual record and the section of the portal where you can action the task. Alternatively, you can navigate to the clients record by selecting the client's Aged Care ID from the tasks list.

13/07/2017 Referrals

New Referral

[AC69957041](#) SCOTT Keri

You have a new referral from My Aged Care.
Referral created at : 13/07/2017 15:34
Aged Care User Id: AC69957041
Outlet Name : Aged Care Allied Health & Residential
Service Type : Domestic Assistance
Priority: Medium
Activity Id: 1-20827807534

[Incoming Referrals](#)

For example, selecting the link in an **Overdue referral** task will take you directly to the **Incoming referrals** tab where you can review the referral and determine whether to accept or reject the referral or place the client onto a waitlist, where appropriate.

Once the action required from the task has been completed, the task will automatically be removed from your task list.

2.4.2 Managing task and notification preferences

You must be an Administrator to manage task and notification preferences for your organisation or outlet. If you need to add this role to your user account, please see your organisation administrator.

As an Administrator, you will be able to:

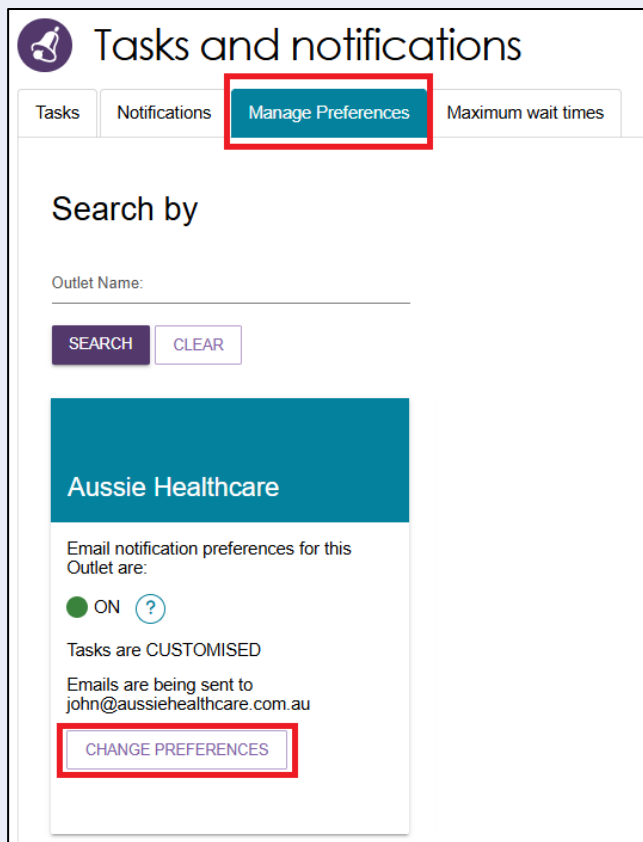
- a) Edit email address and email frequency for new task and notifications
- b) Turn off visibility of notifications in the Portal
- c) View description of each task and notification, including which user types will be able to see them
- d) Edit individual task and notification preferences
- e) Mark a task or notification as important to your outlet.

These settings will affect all staff assigned to your outlet, so please ensure all staff are made aware of any changes you make.

1. Select the **Tasks and notifications** tile from the [homepage](#).
2. Select the **Manage Preferences** tab.

If you are the Organisation Administrator, you will be able to select which outlet you want to configure task and notification preferences for. If you are the Administrator for your outlet, you will only be able to see your outlet's preferences.

Then, select **Change Preferences**.



The screenshot shows the 'Tasks and notifications' interface. At the top, there are four tabs: 'Tasks', 'Notifications', 'Manage Preferences' (highlighted with a red box), and 'Maximum wait times'. Below the tabs is a search section with the text 'Search by' and 'Outlet Name:'. There are 'SEARCH' and 'CLEAR' buttons. Below the search section, a card for 'Aussie Healthcare' is displayed. It shows 'Email notification preferences for this Outlet are:' with a green dot and 'ON' status, and a help icon. Below that, it says 'Tasks are CUSTOMISED' and 'Emails are being sent to john@aussiehealthcare.com.au'. At the bottom of the card, the 'CHANGE PREFERENCES' button is highlighted with a red box.

3. The preferences page for the outlet will open. At the top of the page, you can configure the overall preferences for email preference, email address, email frequency and notification visibility in the portal.

You can choose to hide all notifications or hide individual notification types for the outlet. Selecting **No** to hide all means that no notifications for the outlet will be visible to staff associated with the outlet. Selecting **No** for an individual notification type means that only notifications of that type will be hidden for staff associated with the outlet.

Change preferences for Aussie Healthcare

All fields marked with an asterisk (*) are required.

Receive emails for new tasks and notifications ?

☒ Yes ☐ No

Send email to: *
john@aussiehealthcare.com.au

Send emails: ?

Show notifications in the portal? ?

☒ Yes ☐ No

[RESET PREFERENCES](#) ?

Tasks and notifications are sorted by category. Select the expander icon to expand/collapse each category.

Show notifications in the portal? ?

☒ Yes ☐ No

[RESET PREFERENCES](#) ?

Client Services	
Organisation Administration	
Quality Indicators	

For each task or notification, you will be able to view:

- Type (e.g. task or notification)
- Title and brief description of the why the task or notification has triggered
- User type who can view or action the task or notification.

For each task or notification, you will be able to individually configure:

- Whether to send an email when a task or notification generate
- Frequency of email notification, if enabled
- Whether to display a task or notification as important in the portal.

Referrals

Task: Overdue Referral

A received referral has not been accepted or rejected

This task is seen by: SP Team Lead

Send an email when this type of task is received?

Send the email:

Immediate

Show this type of task as important?

Notification: Client Identity and Info

A client has been deactivated in the My Aged Care system, and their Service referral has been automatically recalled.

This notification is seen by: SP Team Lead

Send an email when this type of notification is received?

Send the email:

Immediate

Show this type of notification in the portal when it is received?

Show this type of notification as important?

If you choose to mark a task or notification as important, staff within your outlet who can view that particular task or notification will see a visual indicator in their portal. For example, a notification of home care correspondence.

Received	Category	Title/Description	Aged Care User ID	Client name	Select	Remove
28/06/2017	Referrals	New Referral You have a new referral from My Aged Care. Referral created at : 20/07/2017 18:29 Aged Care User Id: AC41264185 Outlet Name : Aged Care Allied Health & Residential Service Type : Allied Health and Therapy Services Priority: Medium Activity Id: 1-20852188999 Incoming Referrals	AC48007322	JORGENSEN Andy	☐	
Important						

- Select **SAVE** when all changes have been made. You can reset the preferences by selecting **RESET PREFERENCES** at the top of the page.

RESET PREFERENCES

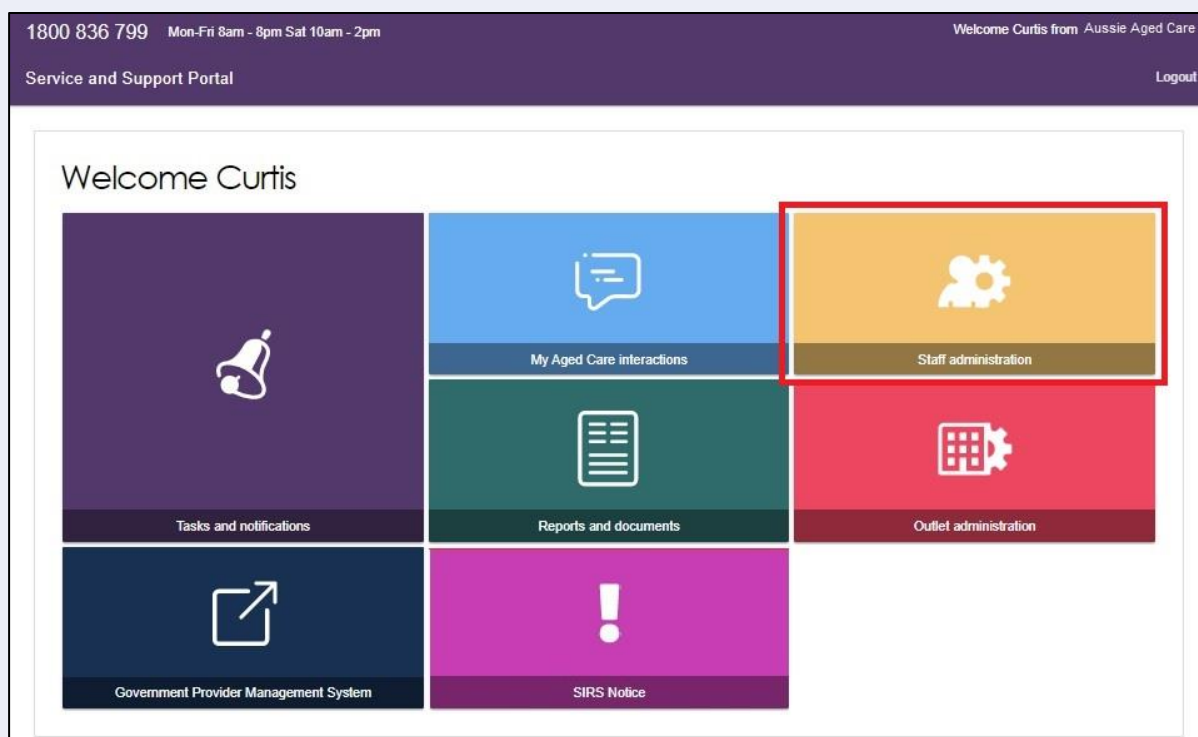
?

2.5 Creating and maintaining staff accounts

After you have [created outlets](#) for your organisation, you can create and maintain staff accounts. For more information about staff roles refer to [Staff Roles in the Service and Support Portal](#).

2.5.1 Viewing staff accounts

By selecting **Staff administration** on the homepage, you can view all current staff that have access to the Service and Support Portal. You can sort staff alphabetically, or by the outlet(s) they are assigned to.



2.5.2 Adding new staff accounts, allocating roles and outlets

After you have created outlets for your organisation you can create staff accounts. You will need to assign roles to your staff and assign your staff to one or more outlets.

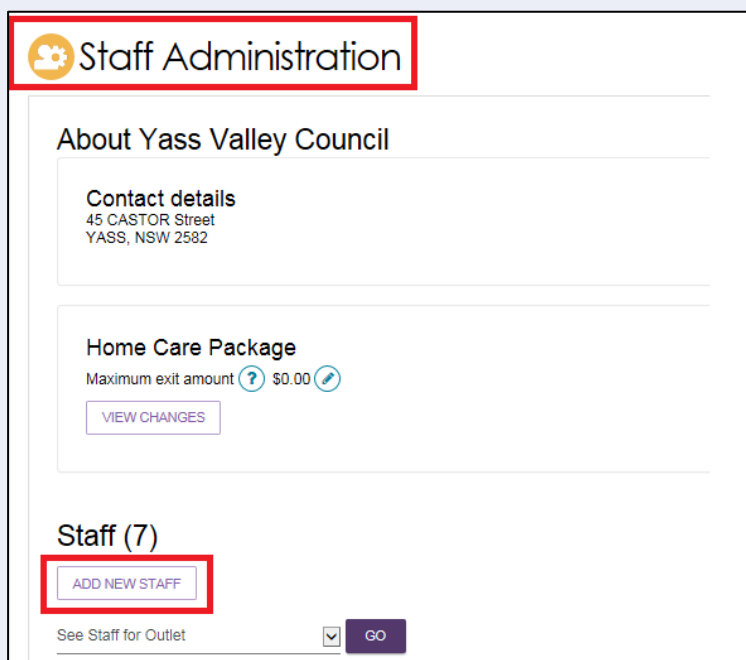
Staff can be assigned one or more roles (Administrator, Team Leader, Staff Member) at the same time within the Portal. Staff roles apply across all outlets to which they are assigned.

! Staff assigned to the Organisation Administrator role can manage all outlets for their organisation.

Staff assigned to the Outlet Administrator role for one or more outlets will only be able to manage services and staff for the outlet(s) they have been assigned.

Follow these steps to add a new staff account:

1. Select **Staff Administration** from the [homepage](#).
2. Select **ADD NEW STAFF** from the staff administration page.



Staff Administration

About Yass Valley Council

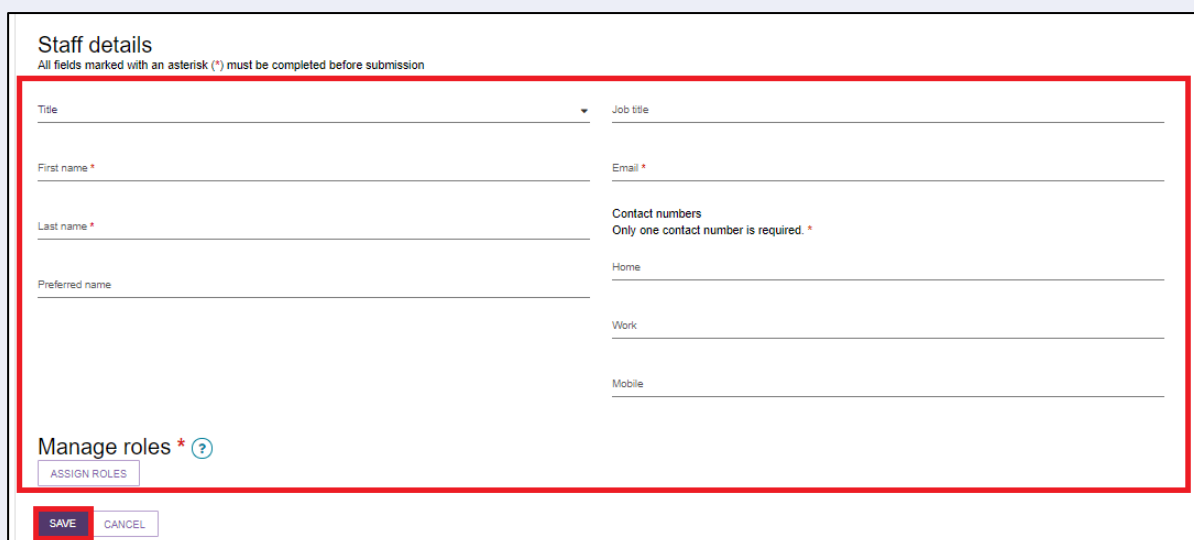
Contact details
45 CASTOR Street
YASS, NSW 2582

Home Care Package
Maximum exit amount ? \$0.00 ?
[VIEW CHANGES](#)

Staff (7)
[ADD NEW STAFF](#)

See Staff for Outlet

3. You must enter staff details (First name, last name, unique email, and a contact number), assign role(s) to staff, and assign staff to one or more outlets. Next, select **SAVE**.



Staff details
All fields marked with an asterisk (*) must be completed before submission

Title Job title

First name * Email *

Last name * Contact numbers
Only one contact number is required. *

Preferred name Home

Work

Mobile

Manage roles * ?
[ASSIGN ROLES](#)

[SAVE](#) [CANCEL](#)

4. You can assign staff to either the Organisation Level or Outlet Level. Organisation Level allows staff to access to the Organisation details, including all outlets for that organisation. Alternatively, you can choose to assign staff to access one, multiple, or all outlets under the Organisation.

Then, select **SAVE** and **SAVE ROLES**.

A PERSON ASSIGNED THE ADMINISTRATOR ROLE AT THE ORGANISATION LEVEL:

Manage roles

All fields marked with an asterisk (*) are required.

Please select the level for the role(s)

☒ Organisation level ☐ Outlet level

Please select the role(s) *

☒ Administrator	☐ Team Leader
☐ Staff Member	☐ ACFI Contact
☐ Quality Indicators	☐ SIRS

SAVE

CANCEL

A PERSON ASSIGNED THE ROLES OF ADMINISTRATOR AND TEAM LEADER AT THE OUTLET LEVEL:

Manage roles

All fields marked with an asterisk (*) are required.

Please select the level for the role(s)

☐ Organisation level ☒ Outlet level

Please select the role(s) *

☒ Administrator	☒ Team Leader
☐ Staff Member	☐ ACFI Contact
☐ Quality Indicators	☐ SIRS

SAVE

CANCEL

CHOOSING AN OUTLET FOR THE ROLE

Manage roles

All fields marked with an asterisk (*) are required.

Primary outlet *

Please select outlets for the role(s) *

☐ Select all outlets

☐ Horton House and Warrington Lodge

☐ Yass Valley Aged Care - Warrington Lodge

☒ Yass Valley Aged Care - Horton House

BACK

SAVE ROLES

CANCEL

5. Service Provider Administrators can add staff to additional roles in their outlet.

Manage roles

All fields marked with an asterisk (*) are required.

Please select the level for the role(s)

☒ Organisation level ☐ Outlet level

Please select the role(s) *

☐ Administrator	☒ Team Leader
☐ Staff Member	☐ ACFI Contact
	☐ SIRS

SAVE

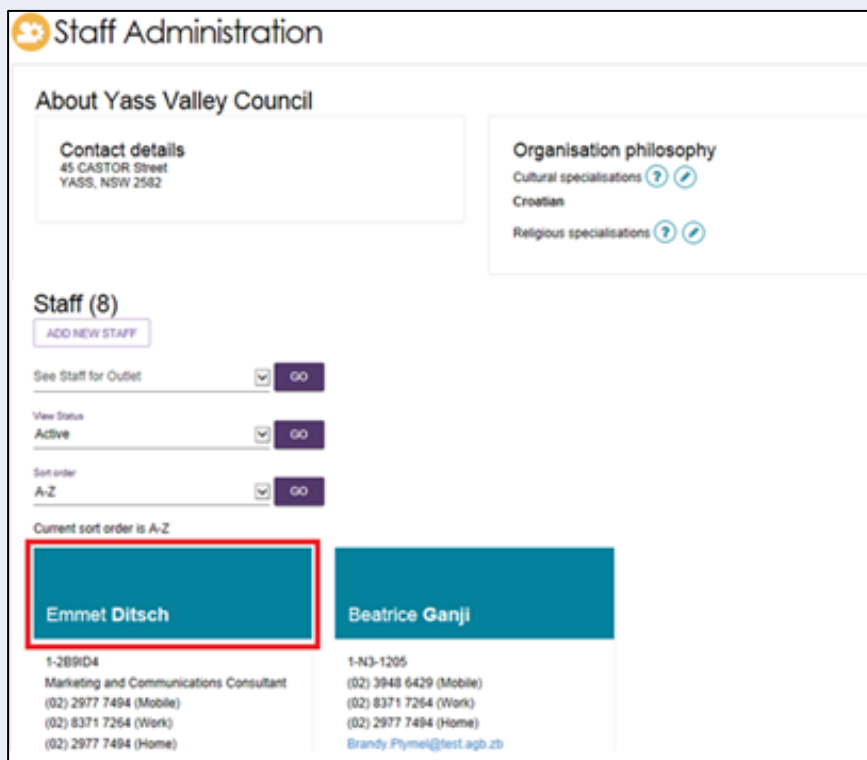
CANCEL

! The first time each staff member logs into the Service and Support Portal, they will need to follow the steps outlined in [Logging in to the Aged Care Systems](#).

2.5.3 Editing a staff account

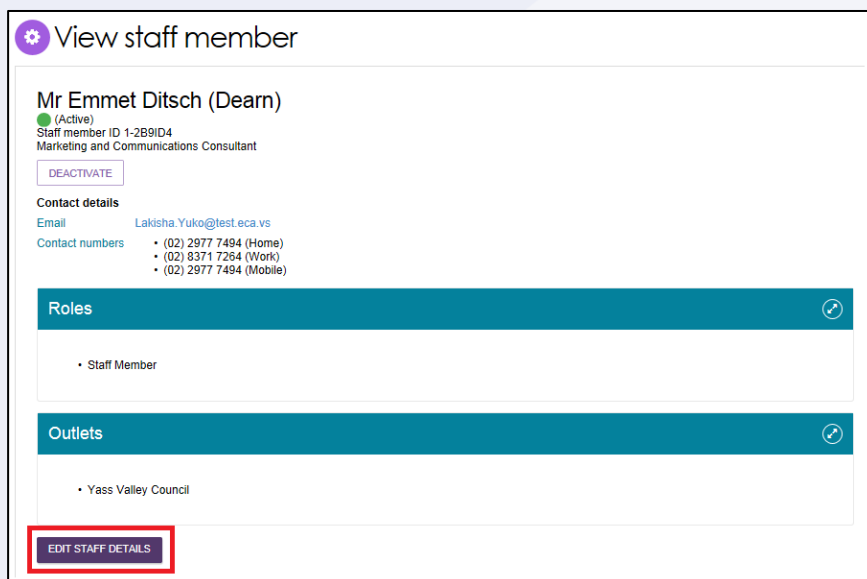
Follow these steps to edit a staff account:

1. Select **Staff administration** from the [homepage](#). Select the name on the **Staff card** that you want to edit.



The screenshot shows the 'Staff Administration' page for Yass Valley Council. It includes sections for 'About Yass Valley Council' with contact details and organisation philosophy. Below this is a 'Staff (8)' section with filters for 'See Staff for Outlet', 'View Status' (set to Active), and 'Sort order' (set to A-Z). A list of staff members is displayed, with Emmet Ditsch highlighted by a red box. His details include ID 1-2B9ID4, role 'Marketing and Communications Consultant', and contact numbers. Beatrice Ganji is also listed.

2. Select **EDIT STAFF DETAILS**.



The screenshot shows the 'View staff member' page for Mr Emmet Ditsch. It displays his profile, including his name, status (Active), ID, role, and contact details. Below this are sections for 'Roles' and 'Outlets'. At the bottom, the 'EDIT STAFF DETAILS' button is highlighted with a red box.

3. Edit staff details and select **SAVE**.

Staff details

All fields marked with an asterisk (*) must be completed before submission

Title Mr ☒	Job title Marketing and Communications Consultant
First name * Emmet	Email * Lakisha.Yuko@test.eca.vs
Last name * Ditsch	Contact numbers Only one contact number is required. *
Preferred name Dearn	Home 0229777494
	Work 0283717264
	Mobile 0229777494

Assign roles * ?

☐ Organisation Level ☐ Outlet level

Organisation	Assign Roles ?		
Yass Valley Council	Staff Member		
Assign outlets	Primary outlet	Select outlets	Assign Roles ?
Yass Valley Aged Care - Garden House	☒	☐	
Yass Valley Aged Care - Heritage House	☐	☐	
Yass Valley Aged Care - Hillview House	☐	☐	
Yass Valley Aged Care - Lamington Lodge	☐	☐	

SAVE CANCEL

2.5.4 Deactivating staff accounts

Deactivating an account will permanently lock the account for the staff member and remove their access to the Service and Support Portal. Follow these steps to deactivate a staff account:

1. Select **Staff administration** from the [homepage](#). From the **Staff Administration page**, select the name of the staff member on the **Staff card** that you want to deactivate.

Staff Administration

About Yass Valley Council

Contact details
45 CASTOR Street
YASS, NSW 2582

Organisation philosophy
Cultural specialisations ? ?
Croatian
Religious specialisations ? ?

Staff (8)

ADD NEW STAFF

See Staff for Outlet ☐ GO

View Status ☐ GO

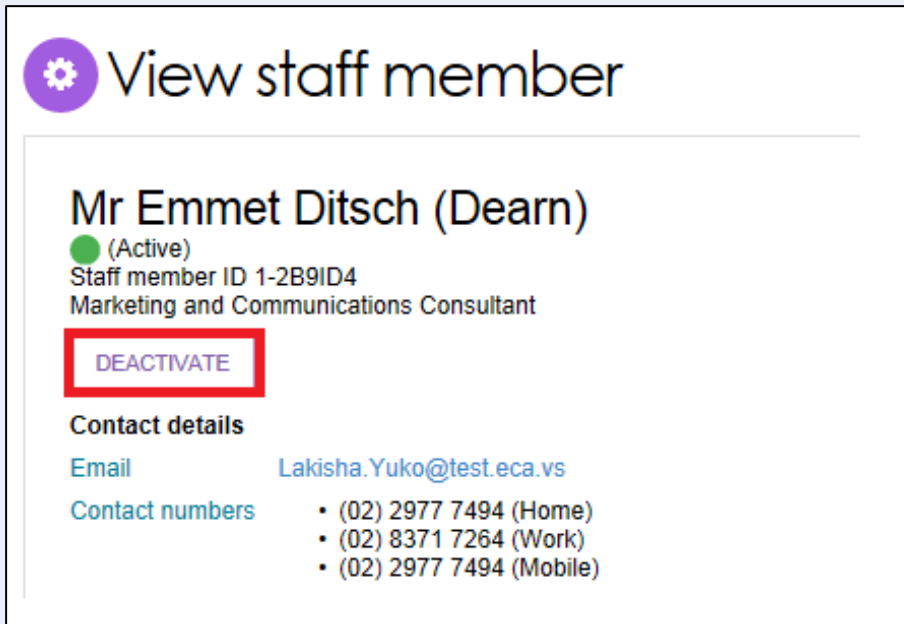
Sort order ☐ GO

Current sort order is A-Z

Emmet Ditsch
1-269D4
Marketing and Communications Consultant
(02) 2977 7494 (Mobile)
(02) 8371 7264 (Work)
(02) 2977 7494 (Home)

Beatrice Ganji
1-N3-1205
(02) 3948 6429 (Mobile)
(02) 8371 7264 (Work)
(02) 2977 7494 (Home)
Brandy.Plymel@test.agb.zb

2. From the **View staff member** page, select **DEACTIVATE**.



 **View staff member**

Mr Emmet Ditsch (Dearn)
 (Active)
Staff member ID 1-2B9ID4
Marketing and Communications Consultant

DEACTIVATE

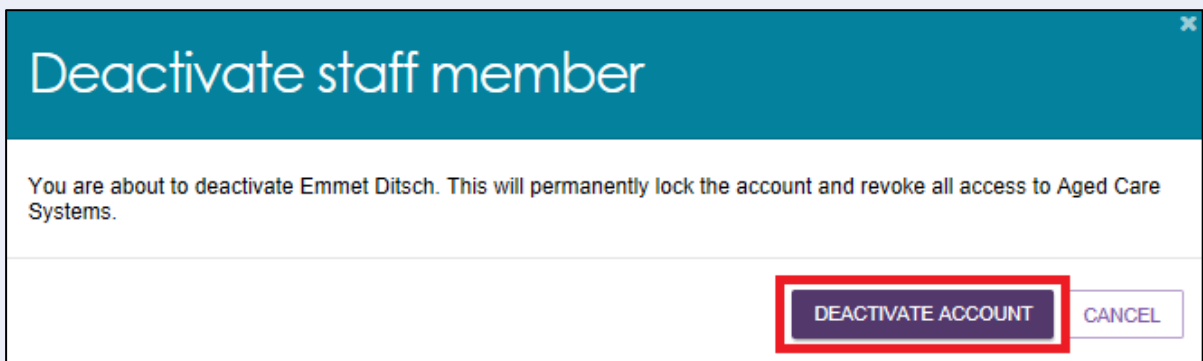
Contact details

Email Lakisha.Yuko@test.eca.vs

Contact numbers

- (02) 2977 7494 (Home)
- (02) 8371 7264 (Work)
- (02) 2977 7494 (Mobile)

3. Select **DEACTIVATE ACCOUNT** to confirm.



Deactivate staff member

You are about to deactivate Emmet Ditsch. This will permanently lock the account and revoke all access to Aged Care Systems.

DEACTIVATE ACCOUNT **CANCEL**

The staff member account will now appear as Inactive in the Service and Support Portal.

2.5.5 Removing staff accounts

Inactive staff members (that have previously been deactivated) can be removed from organisations and outlets and will no longer display in the Service and Support Portal.

! For information on removing a staff member's authorisations in the Relationship Authorisation Manager (RAM), refer to Managing Authorisations. If you need to restore access for a staff member who has been removed, call the My Aged Care contact centre. You cannot re-create a portal user account using the same email address and myID.

Follow these steps to remove a staff account:

1. Select **Staff administration** from the [homepage](#). From the **Staff Administration** page, select **Inactive** from the **View Status** drop down menu to view inactive staff.

Staff Administration

About Yass Valley Council

Contact details
45 CASTOR Street
YASS, NSW 2582

Organisation philosophy
Cultural specialisations ?
Croatian
Religious specialisations ?

Staff (5)
[ADD NEW STAFF](#)

See Staff for Outlet ☐ [GO](#)

View Status
Inactive ☐ [GO](#)

Sort order
A-Z ☐ [GO](#)

2. Select the name of the staff member on the **Staff card** that you want to deactivate. The **View staff member** page appears.

Staff (5)
[ADD NEW STAFF](#)

See Staff for Outlet ☐ [GO](#)

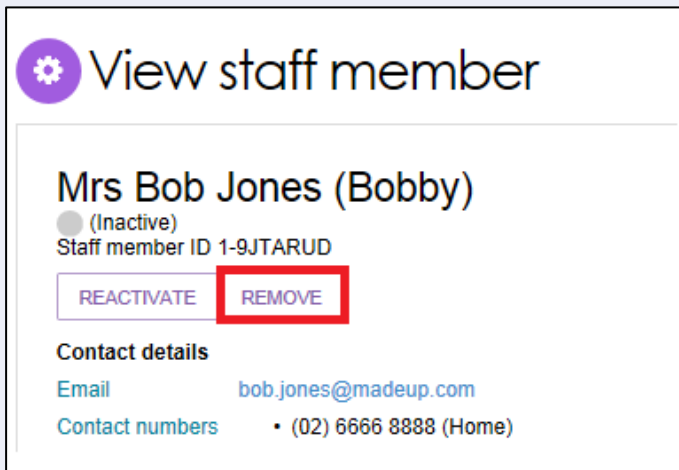
View Status
Inactive ☐ [GO](#)

Sort order
A-Z ☐ [GO](#)

Current sort order is A-Z

Bob Jones 1-9JTARUD (02) 6666 8888 (Home) bob.jones@madeup.com Outlets • Inactive	Michael Orwin 1-9E7J065 (03) 6293 2605 (Home) michael.orwin@gmail.com Outlets • Inactive
--	---

3. From the **View staff member** page, select **REMOVE**.



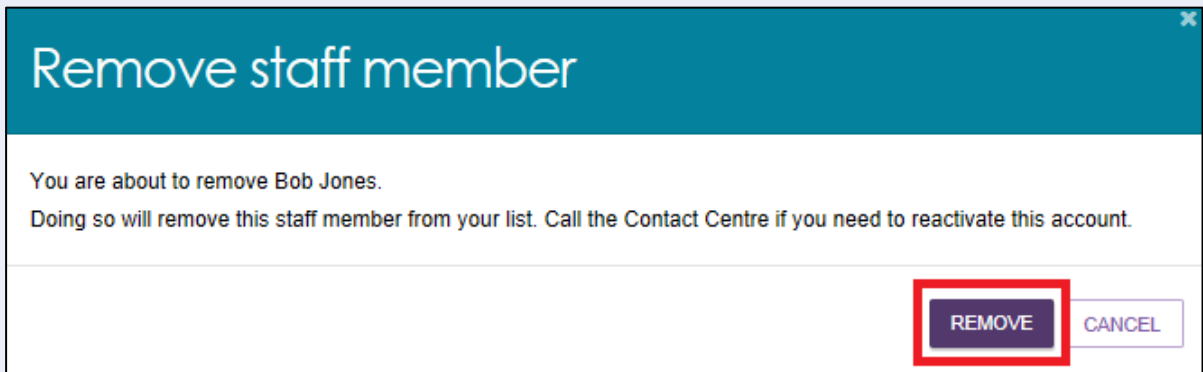
 View staff member

Mrs Bob Jones (Bobby)
(Inactive)
Staff member ID 1-9JTARUD

[REACTIVATE](#) [REMOVE](#)

Contact details
Email bob.jones@madeup.com
Contact numbers • (02) 6666 8888 (Home)

4. Select **REMOVE** to remove the staff member from your staff list.



Remove staff member

You are about to remove Bob Jones.
Doing so will remove this staff member from your list. Call the Contact Centre if you need to reactivate this account.

[REMOVE](#) [CANCEL](#)

2.6 Generating reports and accessing forms

Providers can generate and view reports and access forms via the Service and Support Portal. You will also be able to use the **Reports** feature to print documents.

2.6.1 Generating reports

Administrators, Team Leaders, and Staff Members can generate reports. Follow these steps to generate a report:

1. Select **Reports and documents** from the [homepage](#). The **Reports and forms** page will be displayed.
2. The **Reports and forms** page features a **Reports** tab and a **Forms** tab. The reports tab displays a list of Recently Requested Reports and Reports.

The **Recently Requested Reports** will display client record PDFs that have been generated by the user.

 Reports and documents

Reports Forms

My Reports

Name	Requested Date	Status
No Records found		

Reports List

Name	Description	Formats
BIP ACG SP Workload Management Report		PDF

3. To generate a report, select the name of the report in the **Reports List**.

 Reports and documents

Reports Forms

My Reports

Name	Requested Date	Status
No Records found		

Reports List

Name	Description	Formats
BIP ACG SP Workload Management Report		PDF

4. Select the Outlet ID, enter a start and end date, and an output type (CSV or PDF), then select **REQUEST REPORT**. If you do not want to generate the report, select **CANCEL**.

 Generate report

Reports Forms

All fields marked with an asterisk (*) must be completed before submission

BIP ACG SP Workload Management Report

Outlet:  Status: 

Start Date:  End Date: 
(e.g. dd/mm/yyyy) (e.g. dd/mm/yyyy)

Service Type:  Service Sub Type: 

Priority: 

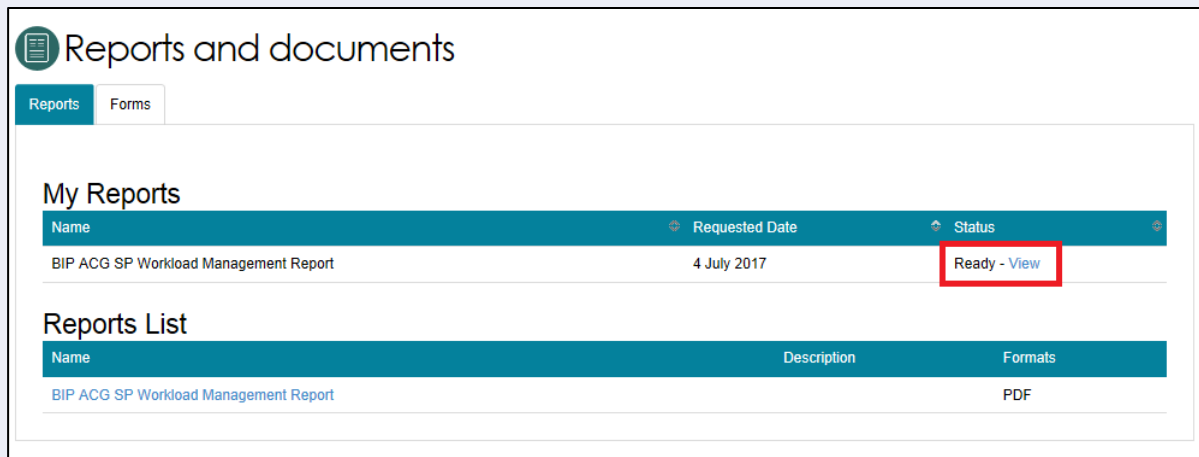
Output Type: * 

REQUEST REPORT CANCEL

2.6.2 Viewing reports

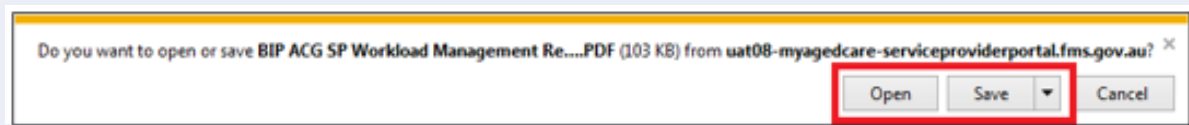
Follow these steps to view reports:

1. Select **Reports and documents** from the [homepage](#). The **Reports and forms** page appears.
2. In the **Recently Requested Reports** list, select **View** beside the report you would like to view.



The screenshot shows the 'Reports and documents' page with two tabs: 'Reports' and 'Forms'. The 'Reports' tab is active. Under 'My Reports', there is a table with columns: Name, Requested Date, and Status. The first row shows 'BIP ACG SP Workload Management Report' with a requested date of '4 July 2017' and a status of 'Ready - View'. The 'View' link is highlighted with a red box. Below this is a 'Reports List' section with a table showing the same report and its format as 'PDF'.

3. Select the action you want to complete: **Open**, **Save** or **Cancel** the report.



The screenshot shows a file download dialog box with the text: 'Do you want to open or save BIP ACG SP Workload Management Re....PDF (103 KB) from uat08-myagedcare-serviceproviderportal.fms.gov.au?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.

2.6.3 Accessing forms

Follow these steps to access forms:

1. Select **Reports and Documents** from the [homepage](#).
2. Select the **Forms** tab. You can view a list of all available forms here.



The screenshot shows the 'Reports and documents' page with two tabs: 'Reports' and 'Forms'. The 'Forms' tab is active and highlighted with a red box. Below the tabs, the 'Forms' section lists several documents: '10249_Analysis [txt 0.81KB]', 'ACG Siebel CTI Frequently Dialed Number Setup Guide [docx 178.53KB]', 'ACG Siebel CTI Operations Handover v1.1 [doc 843.93KB]', and 'Application for Emergency Care - February 2017 [pdf 311.34KB]'.