People who are experiencing homelessness or at risk of experiencing homelessness

Specialisation Verification Evidence Form

How to complete this form:

Section 1: Provide details of the outlet and the contact details of the applicant.

Section 2: Read, accept and sign the privacy declaration.

Section 3: Select the criteria you wish to demonstrate to support your application.

Section 4: Provide the required information for your selected criteria and attach supporting evidence in the Service and Support Portal.

Attaching Evidence in the Service and Support Portal

- On page 3 of the application, click 'Provide Evidence'. From the drop-down menu:
  - Select 'Specialisation Evidence Form', to attach the Evidence Form,
  - Select the relevant criteria to attach the supporting evidence.
- All attachment files must be:
  - renamed and not exceed **135 characters,**
  - clearly identify the relevant criterion (for example: *People who are experiencing homelessness or at risk of experiencing homelessness Criterion H2.1*),
  - submitted in PDF format and no more than **10 MB**.

Section 1: Application details

Outlet ID	Enter your Outlet ID *Found on your Service and Support Portal*
Outlet name	Enter your Outlet name

The Department of Health, Disability and Ageing will provide updates on this application through the Service and Support Portal. Contact details provided in this application will be used by the department where additional communication is required to assess this application.

Name of applicant	Enter applicant name
Phone number	Enter phone number
Email address	Enter email address

Section 2: Disclaimer and privacy

Privacy Obligation and Consent for Collection of Information

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles. It is being collected by the Department of Health, Disability and Ageing (the department) for the primary purpose of verifying the eligibility of aged care providers against the criteria set out in the Specialisation Verification Framework. This ensures that aged care provider profiles on My Aged Care reflect information, which is accurate and relevant, for the purposes of providing aged care recipients and their representatives with specialised healthcare services. Your information may also be used and disclosed for other purposes such as delivering and evaluating the initiative and for statistical, performance, policy development and research purposes.

The department will not disclose your personal information to any overseas recipients. If you do not provide this information the department will be unable to verify the eligibility of your application.

You can get more information about the way in which the department will manage your personal information, including our privacy policy found in the Specialisation Verification Framework.

- ☐ I accept and consent to all privacy requirements and information that needs to be collected.
- ☐ I declare that the information provided as part of this application is true and correct to the best of my knowledge.
- ☐ I understand that representative contact information may be used by the department where further evidence or clarifications are required to progress the application.

Signature - *The department accepts digital signatures*

Full Name

Enter full name

Date

Section 3: Criteria selection

You must meet **all three Tier 2** criteria listed below.

The table below serves as a completion checklist to help you:

- Track which criteria you have selected and addressed in your application
- Ensure your application is completed in full.

Tier 2 *(you must select a minimum of 3 criteria)*	
Criterion H2.1 *There are established connections and regular engagement between the outlet and a local community organisation which assists individuals who are homeless or at risk of becoming homeless.*	☐
Criterion H2.2 *At least 90% of staff have completed annual training in the aged care needs of people who are experiencing homelessness or at risk of experiencing homelessness, including trauma-aware and healing informed care delivery.*	☐
Criterion H2.3 *Policies and procedures are in place to support and promote the aged care needs of people who are experiencing homelessness or at risk of experiencing homelessness.*	☐

Section 4: Criterion evidence

Tier 2 *(you must select a minimum of 3 criteria)*

Criterion H2.1

There are established connections and regular engagement between the outlet and a local community organisation which assists individuals who are homeless or at risk of becoming homeless.

Provide a description of the established connection and regular engagement with a local community organisation that assists individuals who are experiencing homelessness or at risk of experiencing homelessness. Examples of community organisations could include:

- emergency accommodation support
- transitional housing services
- community housing services
- family and domestic violence support services
- mental health and alcohol & other drug support services
- financial counselling
- faith-based charitable organisations.

Provide the following:

- Attach evidence from an external community organisation(s), leader(s) or chair/leading organisation of a community of practice confirming the established connection. Evidence can include but is not limited to, a letter on official letterhead or Memorandum of Understanding. If providing a letter, it must include:
    - name of representative
    - name of service provider or community organisation
    - name of outlet seeking specialisation
    - nature of the connection and confirmation of regular engagement.
- Details of activities conducted in the past 12 months and/or planned for the next 12 months with the community organisation(s) or leader(s).

  Note that involvement in a relevant community of practice meets this criterion.

Provide any additional supporting information below

Please provide any additional supporting information in this field

Supporting Evidence

Please check the below boxes to confirm you have attached the required evidence to meet this criterion:

☐ Evidence from an external community organisation(s), leader(s) or chair/leading organisation of a community of practice confirming the established connection

Criterion H2.2

At least 90% of staff have completed annual training in the aged care needs of people who are experiencing homelessness or at risk of experiencing homelessness, including trauma-aware and healing informed care delivery.

Specify the training provided in the last 12 months relating to the specific needs of aged care recipients who are experiencing homelessness or at risk of experiencing homelessness, including trauma-aware and healing informed care delivery. Training may be internal or external and may include online training modules.

Provide the following:

- Describe external training (include summary of content, name of training provider, date, training product title and any communications with the training provider e.g. training records, attendance records, invoices etc.)
- Describe internal training (include summary of content, name of training, training records, attendance lists)
- Indicate what proportion of all staff at the outlet (minimum 90% required) undertook this training in the past 12 months
- How is annual training of 90% of staff ensured (e.g. part of induction policy, annual training plans etc.).

Provide any additional supporting information below

Please provide any additional supporting information in this field

Supporting Evidence

Please check the applicable boxes below to confirm you have attached the required evidence to meet this criterion:

☐ Evidence of external training (summary of content, name of training provider, date, training product title and any communications with the training provider e.g. training records, attendance records, invoices etc.)

☐ Evidence of internal training (summary of content, name of training, training records, attendance lists)

☐ Evidence of how annual training of 90% of staff is ensured (e.g. part of induction policy, annual training plans etc.)

Criterion H2.3

Policies and procedures are in place to support and promote the aged care needs of people who are experiencing homelessness or at risk of experiencing homelessness.

Attach at least one policy and one procedure that the outlet has in place which details how specialised care for people who are experiencing homelessness or at risk of experiencing homelessness is delivered or supported. Examples of policies and procedures which promote the delivery of specialised care may include:

- Trauma-Aware and Healing Informed Care Policy and Procedure
- Safety and Inclusion Policy
- Crisis Response or Emergency Management Procedure
- Assessment and Care Planning Procedure
- Community Engagement Policy
- Staff Training and Development Procedure.

If the evidence does not clearly demonstrate how the policy or procedure relates to the specialised care you provide at the outlet, include a short explanation describing how it helps you meet the needs of people who are experiencing homelessness or at risk of experiencing homelessness.

Provide any additional supporting information below

Please provide any additional supporting information in this field

Supporting Evidence

Please check the below boxes to confirm you have attached the required evidence to meet this criterion:

☐ At least one policy and one procedure that the outlet has in place which details how specialised care for people who are experiencing homelessness or at risk of experiencing homelessness is delivered or supported

Need help?

For queries about the Specialisation Verification Framework or your application, please contact the Specialisation Verification assessment team.

Email: MACspecialisation@health.gov.au