



Australian Government



# Home Care Pricing Readiness checklist for Home Care Providers

## Overview

This checklist will assist Home Care Providers prepare and transition to the new home care pricing arrangements. This checklist has been developed as guidance only, and it is the responsibility of each Approved Home Care Provider to ensure they comply with their legal obligations.

All support resources can be accessed from the Department’s website, at: [Improving home care pricing information](#)

## Home care pricing readiness checklist

	Task	Key support resource/s	When
<b>Overview</b>			
<input type="checkbox"/>	Familiarise yourself with the changes to home care pricing information, including the: <ul style="list-style-type: none"> <li>Reason the changes are being introduced</li> <li>Relevant changes to the legislation</li> <li>My Aged Care system changes</li> <li>Pricing schedule and associated definitions</li> </ul>	<a href="#">Home Care Pricing: Information pack for providers</a> <a href="#">Fact Sheet – Improving the publication of home care pricing information</a> <a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a> <a href="#">My Aged Care operational update - Webinar 19/3/19</a> <a href="#">Home Care Pricing Schedule</a> <a href="#">Home Care Pricing Schedule Definitions</a>	As soon as practical – but before 1 July 2019



	Task	Key support resource/s	When
<input type="checkbox"/>	Ensure, where relevant, you update your internal procedures to reflect the new mandatory pricing requirements	<a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a> <a href="#">Home Care Pricing Schedule</a> <a href="#">Home Care Pricing Schedule Definitions</a>	Where required
<b>Pricing Structure</b>			
<input type="checkbox"/>	Integrate your pricing information into the new Schedule by completing the fields in the My Aged Care Provider Portal  <i>Note: you may need to change your pricing information, including by displaying your prices in different units (e.g. fortnightly cost) or as a dollar value (rather than as a percentage)</i>	<a href="#">Quick Reference Guide - Create service delivery outlets and add service information using the My Aged Care provider portal</a> <a href="#">Home Care Pricing Schedule</a> <a href="#">My Aged Care operational update - Webinar 19/3/19</a>	As soon as practical – but before 1 July 2019
<i>Common Services</i>			
<input type="checkbox"/>	Ensure the costs you publish for the common services in the Schedule reflect the definition  <i>For example, 'nursing' is for services delivered by a Registered Nurse and excludes the costs of goods. The prices for other nursing services need to be listed in your Full Price List</i>	<a href="#">Home Care Pricing Schedule Definitions</a>	As soon as practical – but before 1 July 2019



	Task	Key support resource/s	When
<i>Full Price List</i>			
<input type="checkbox"/>	<p>Ensure you publish a full price list i.e. <u>all</u> pricing information in the Schedule as well as prices for <u>all</u> other care and services you deliver</p> <p><i>Note: this must be published by either website URL link and/or by attaching a document through the My Aged Care Provider Portal</i></p>	<p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a>, specifically <i>User Rights Principles 2014</i> section 19C</p>	As soon as practical – But before 1 July 2019
<b>Care Management</b>			
<input type="checkbox"/>	<p>Familiarise yourself, and ensure your organisation’s practices align with the new legislated care management definition</p>	<p><a href="#">Quality of Care Principles 2014</a> specifically Schedule 3, Part 1</p> <p><a href="#">Home Care Pricing Schedule Definitions</a></p>	As soon as practical – but before 1 July 2019
<b>Administration: package management and business costs</b>			
<input type="checkbox"/>	<p>Familiarise yourself, and ensure your organisation’s practices align with the new legislated package management definition</p> <p><i>Note: if you don’t charge for package management, or already roll this cost into the unit service price, you should enter N/A in the Schedule</i></p>	<p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a>, specifically <i>User Rights Principles 2014</i> section 4</p> <p><a href="#">Home Care Pricing Schedule Definitions</a></p>	Before 1 July 2019 for new clients, or 1 July 2020 for existing clients*



	Task	Key support resource/s	When
<input type="checkbox"/>	<p>Review your business costs if you charge for these separately. If you want to continue to charge for these costs from Home Care Packages, you will need to roll the costs into the unit price for care services</p> <p><i>Note: the items under “other costs” in the Schedule are not considered business costs, and can be charged for separately if required</i></p>	<p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a>, specifically <i>User Rights Principles 2014</i> section 21K</p> <p><a href="#">Fact Sheet – Improving the publication of home care pricing information</a></p> <p><a href="#">Home Care Pricing: Information pack for providers</a></p>	<p>Before 1 July 2019 for new clients, or 1 July 2020 for existing clients*</p>
<input type="checkbox"/>	<p>Ensure that your administration related costs are kept to reasonable amounts</p> <p><i>Note: this includes any business costs you have rolled-into the service unit price; package management costs; and other costs</i></p>	<p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a>, specifically <i>User Rights Principles 2014</i> section 21L</p>	<p>Before 1 July 2019 for new clients, or 1 July 2020 for existing clients*</p>
<b>My Aged Care Service Finder</b>			
<input type="checkbox"/>	<p>Review and check how your pricing information displays on the new Service Finder</p> <p><i>Note: your information will appear on the new Service Finder the day after you provided it</i></p>	<p>My Aged Care Service Finder</p> <p><a href="#">Quick Reference Guide - Create service delivery outlets and add service information using the My Aged Care provider portal</a></p>	<p>When the new Service Finder is released</p>
<b>Home Care Agreements</b>			
<input type="checkbox"/>	<p>Make any changes required to your Home Care Agreement template (for new clients), including incorporating a copy of the pricing Schedule</p>	<p><a href="#">Improvements to home care pricing: Information for existing home care recipients</a></p> <p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a></p>	<p>Before 1 July 2019*</p>



	Task	Key support resource/s	When
<input type="checkbox"/>	<p>Review all of your existing clients' Home Care Agreements, and include a copy of the Schedule</p> <p><i>Note: you must adequately consult your client and obtain their consent to any changes. Also, if you are charging your client a different amount to that in the Schedule (either higher or lower), you will need to document this price and the reason in the Home Care Agreement, with your client's consent</i></p>	<p><a href="#">Improvements to home care pricing: Information for existing home care recipients</a></p> <p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a></p>	Before 1 July 2020*
<b>Ongoing home care pricing requirements</b>			
<input type="checkbox"/>	<p>Ensure you keep your pricing information up-to-date on My Aged Care</p> <p><i>Note: you need to review, and if required update your pricing information at least <u>once a year</u>. If no update is required, you need to confirm you have reviewed the information in the My Aged Care Provider Portal</i></p>	<p><a href="#">Quick Reference Guide - Create service delivery outlets and add service information using the My Aged Care provider portal</a></p> <p><a href="#">Aged Care Legislation Amendment (Comparability of Home Care Pricing Information) Principles 2019</a> specifically <i>User Rights Principles 2014</i> section 19D</p>	As required but at least once every 12 months

*\*New approved home care providers (i.e. on or after 1 July 2019) will need to comply with the new requirements before offering to enter into a Home care Agreement with a client.*

