



Guidance for sub-contractors in-home and community aged care workforce COVID-19 vaccination reporting

25 July 2022

Reporting worker vaccination information via the aged care provider portal

All providers of Australian Government aged care services are required to report the COVID-19 vaccination status of their workers each week, via the [aged care provider portal](#).

For more information on reporting requirements, see [Mandatory COVID-19 vaccination reporting at \[www.health.gov.au\]\(http://www.health.gov.au\)](#).

Reporting includes all workers engaged for that week by each aged care service, including volunteers and contractors who do most of their work with that service.

- The definition of worker for reporting is service staff, meaning staff (including volunteers and sub-contractors) who access, or are reasonably likely to access, any premises where the operation or administration of the service occurs. This includes workers who attend offices where no clients are present.
- In some states and territories, not all service staff are subject to mandatory vaccination requirements under public health orders. However, these workers must still be included in providers' aged care provider portal reporting.

If your organisation is a provider of Australian Government funded aged care services in its own right:

- you are required to report your workers' vaccination information directly via the aged care provider portal, and
- your workers do not need to be included in any other organisations' aged care provider reporting.

If you are a sub-contracting organisation that is not an aged care provider in your own right:

- your workers should be included for each aged care program by the provider where they do most of their work
- you should provide information about your workers' vaccination status to the aged care provider you do most of your work for, and

- you should choose one provider to report to, so that your workers are not reported more than once.

As a sub-contractor of in-home and community aged care, your workers must be included in the main provider's aged care provider portal reporting to the Government.

This de-identified data is used by the Department of Health and Aged Care, states and territories to ensure the necessary measures are in place for COVID-19 preparation and response planning for the in-home and community aged care sector.

Guidance to inform your reporting

The following questions will assist sub-contractors to:

- Determine whether you need to report your workers' vaccination status to any provider for whom you sub-contract (*I am reporting in my own right*)
- Determine whether you do/ don't need to provide worker vaccination data to a provider who is requesting information (*My staff are being reported elsewhere*)
- Understand what information you need to supply to the provider to whom you are required to report (*My staff need to be reported via you; here is the information*).

The information you supply will indicate whether your workers do, or do not need, to be included in the aged care provider's reporting.

Your workers should be reported once, either by you if you are an aged care provider in your own right, or by one aged care provider.

Do not report your workers to more than one aged care provider.

1. Are you an aged care provider in your own right and reporting your workers' vaccination status in My Aged Care? Yes / No

If yes, you do not need to complete any of the information below. You should report your workers' vaccination status directly through the [aged care provider portal](#).

If no, please continue.

2. Have you nominated a different aged care provider (under the same aged care program) with whom you have subcontracts, to report the vaccination status of your workforce, because you do most of your work with that organisation? Yes / No

If yes, you do not need to complete any of the information below.

If no, please continue.

3. Do you do most of your subcontracting work with our organisation, and nominate us to report vaccination status of your workers? Yes / No

If yes, please:

- Complete the table on the next page for each in-home and community aged care program (e.g. one table for Home Care Packages and another for Commonwealth Home Support Programme) to report on the vaccination status of each of your workers.
- Provide the table to the aged care provider that you subcontract to and that you have nominated to report on your workers.
- Supply the information required under the relevant public health order to the aged care provider (e.g. evidence of each workers' vaccination, or information on each workers' vaccination status etc).

o **Aged Care Program** _____

	TOTAL
Total number of staff	
The number of staff who have received a single dose only of a COVID-19 vaccine	
The number of staff who have received two doses only of a COVID-19 vaccine	
The number of staff who have received one booster dose of a COVID-19 vaccine	
The number of staff with an authorised permanent exemption to a COVID-19 vaccination, or who are not required to be vaccinated, for medical reasons	
The number of staff with an authorised temporary exemption to a COVID-19 vaccination, or who are not required to be vaccinated, for medical reasons	
The number of staff with an authorised temporary exemption to a COVID-19 vaccination, or who are not required to be vaccinated, due to inability to access a COVID-19 vaccine	
The number of staff with an authorised temporary exemption to a COVID-19 vaccination, or who are not required to be vaccinated, due to a critical workforce shortage OR to maintain the provision of quality of care OR to protect the health and safety of care recipients	
The number of service staff with an authorised exemption related to another category in the relevant State/Territory public health order, or who are not required to be vaccinated under the public health order	