



AN-ACC provider checklist

The Australian National Aged Care Classification (AN-ACC) has replaced the Aged Care Funding Instrument (ACFI).

This check list provides residential aged care providers with actions they can take to operate smoothly under the new arrangements, including:

- key procedures you should be aware of or have in place
- tips to help your team
- five steps to prepare for AN-ACC assessments.

Following these tips will ensure you and your organisation are ready to transition smoothly to the new arrangements.

Key procedures

Assessment and care planning

1. Ensure relevant staff have access to the [My Aged Care Service and Support Portal](#) and can see resident information.

Check that staff are in the correct roles and notifications are turned on. For more information, see the [My Aged Care Service and Support Portal User Guide](#).

2. Review your resident assessment results in the [My Aged Care Service and Support Portal](#). Consider whether the classifications accurately reflect resident care needs. If not, request a reclassification. Be aware that a resident's AN-ACC class may change following a reclassification and that your care minutes target may also change.

Contact ANACCassessments@health.gov.au if any residents (other than those who have recently entered care) still have a default class and you have not heard from an assessment management organisation.

3. Familiarise yourself with the palliative care entry requirements. Consider whether they are relevant for any new residents that you take into care. For more information see [AN-ACC Class 1 – admit for palliative care](#).
4. Be aware of requirements in relation to ACFI for new residents. ACFI appraisal packs must be completed in line with current arrangements for all residents who entered before 1 October 2022. This means submitting paperwork, including claims, for services delivered under ACFI after AN-ACC has commenced.
5. Discuss options with residents and update care plans if proposing to change the way in which care is delivered to residents. For example, you may update a pain management plan to expand occupational therapy.

Software

6. Check with your software vendor for updates to your software. If you do not have software, or your vendor is not ready, you can use the [Services Australia Aged Care Provider Portal \(ACPP\)](#) to make claims and payments.

Funding

7. Check if your facility is eligible to apply for assistance through the Transition Fund.
 - Contact the AN-ACC funding helpdesk to discuss your funding and any potential difference between ACFI and AN-ACC if you:
 - believe your facility may receive less funding under AN-ACC than ACFI and
 - haven't been invited to apply for assistance:
 - You can contact the AN-ACC funding helpdesk by:
 - Phone: (02) 4406 6002 (available from 9:30am to 4:30pm AEST Monday to Friday)
 - Email: ANACCfundinghelp@health.gov.au

Care Minutes

8. Review your residential aged care facilities care minutes target in the [My Aged Care Service and Support portal](#).
 - Mandatory care minutes targets will not apply until 1 October 2023. Funding for care minutes is included in AN-ACC, to help providers manage their workforce to meet their care minutes obligations.
 - For information on how to access your care minutes targets, see the [My Aged Care Service and Support Portal User Guide](#).

Tips to help transition your team

Now we have moved from ACFI to AN-ACC, there are a range of things you can do to help your staff operate under the new funding arrangements.

Table 1 Transition actions

Team	Actions
Nurses and Care staff	<p>Provide training and information on the new AN-ACC classifications, care minute targets and assessment process</p> <p>Update admission processes and business rules</p> <p>Work with allied health care staff and providers to update resident care treatment plans that best meet a resident's needs</p>
Residential Aged Care Managers and Admission teams	<p>Provide training and information on the new funding model, care minute targets and assessment process</p> <p>Update process and procedures from ACFI to AN-ACC</p> <p>Ensure the right people have the right access to the My Aged Care Service and Support Portal and familiarise yourself with the new reports, dashboards and processes</p> <p>Work with vendors to install any software, including procedures and workflows</p> <p>Ensure processes are in place for accurate reporting in the Quarterly Financial Report (QFR). The first report for July-September is due by 4 November 2022</p>
Financial Teams	<p>Provide training and information on the new funding model, claims processes and the Services Australia Aged Care Provider Portal</p> <p>Update procedures and checklists for business rules for AN-ACC reclassifications</p> <p>Review general chart of accounts for potential changes to align with AN-ACC</p> <p>Trouble shooting of payment failures and follow-up</p> <p>Familiarise yourself with the new payment statement and are able to reconcile</p> <p>Ensure processes are in place for accurate reporting in the QFR. The first report for July-September is due by 4 November 2022</p>
Executive and Boards	<p>Provide information on the new AN-ACC funding model, risk assessments and financial modelling</p> <p>Ensure processes are in place for accurate reporting in the QFR. The first report for July-September is due by 4 November 2022</p>
Quality teams	<p>Provide training and information on the new aged care payment systems</p> <p>Forecasting and updating of budgets</p>
HR Teams	<p>Manage workforce plans to deliver care minutes</p> <p>Update policies and procedures (funding and billing)</p>

Five steps to prepare for an AN-ACC assessment

AN-ACC assessments are conducted by independent assessors. They use a range of sources, including speaking with staff and residents, observations, resident notes and care plans.

The outcome of the assessment will determine the AN-ACC class that is assigned to the resident. The AN-ACC class determines the funding that will be paid to the resident's aged care provider.

There are a few steps you can take to prepare for an AN-ACC assessment.

1. Complete the AN-ACC Assessor Pre-Entry Checklist at least five days prior to assessor entry (document provided by your assessment management organisation).
2. Confirm the number of residents you expect to be assessed before the assessor arrives.
3. Check the availability of residents prior to the assessor arriving.
4. Ensure staff are aware of and prepared for the assessor's visit.
5. On arrival - ensure you provide the assessor with:
6. an appropriate working environment, ensuring Work Health and Safety standards
7. immediate access to all the necessary clinical systems.

Further information

For further information on AN-ACC, visit:

- [Australian National Aged Care Classification funding model](#)
- [Australian National Aged Care Classification \(AN-ACC\) Funding Guide](#)
- [Aged care resources](#)
- [Funding reform resources](#)
- [Aged care reforms](#)

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