

Grampians Region HACC Assessment Services – Sample Assessor Orientation Tool



Living at Home Assessor: Name: **Date Commenced:**

Organisational Orientation Material	Location of Material	Signature of Completion	Date
• Position Description			
• Orientation to software			
• Dates and frequency of relevant meetings: local assessment network, service provider meetings			
• Orientation to referral/connecting care			
• Internal policies/procedures/action plans eg diversity, ASM, assessment, service targets, client time allocation			
• Mentor (if one appointed)			
• Grampians Region HACC and Community Aged Care website	<u>HACC and Community Aged Care website</u>		
• MDS reporting and assessment targets			
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Reading Material	Location of Material	Signature of Completion	Date
• Induction resource for HAS assessment services (MAV)	HACC and Community Aged Care website		
• Strengthening assessment and care planning A guide for HACC assessment services in Victoria	Guide Workbook		
• Grampians region personal care protocol	HACC and Community Aged Care website		
• Relevant catchment area LAHA MoU	Central Highlands Grampians Pyrenees Wimmera		
• Primary Care Partnership-Service Coordination tools and guides	HACC and Community Aged Care website		
• HACC Regional Training Calendar and elearning opportunities	HACC and Community Aged Care website		
• Assessing Aboriginal consumers manual, local action plans and reference material	HACC and Community Aged Care website		
• Aged Persons Mental Health and K10 tools	HACC and Community Aged Care website		
• Victorian HACC Program Policy – under review	HACC and Community Aged Care website		
• ASM-introduction and local ASM plans	HACC and Community Aged Care website		
• HAS/ACAS Partnering Agreement	State Agreement Regional Agreement – work in progress		
• HAS Goal Directed Care Planning	http://wimmerapcp.org.au/hacc-and-community-aged-care/client-support-care-plans/		
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Liaison with Important People	Location of Material	Signature of Completion	Date
<ul style="list-style-type: none"> Allied Health: OT, PT, Dietician, Speech, Counselling, District Nursing 			
<ul style="list-style-type: none"> Other immediate HAS Providers 			
<ul style="list-style-type: none"> Primary Care Partnerships – service coordination, other specific programs 			
<ul style="list-style-type: none"> Aboriginal agency – HACC and general 			
<ul style="list-style-type: none"> ACAS 			
<ul style="list-style-type: none"> Mental Health Services 			
<ul style="list-style-type: none"> Disability services and care coordination 			
<ul style="list-style-type: none"> Carers Choice/Carer Respite 			
<ul style="list-style-type: none"> Hospital discharge programs eg H2H, post acute care, rehabilitation in the home, HARP, etc 			
<ul style="list-style-type: none"> Community Health Centre Programs 			
<ul style="list-style-type: none"> Transitional Care 			
<ul style="list-style-type: none"> Aged care package providers 			
<ul style="list-style-type: none"> Discharge planners at relevant hospitals 			
<ul style="list-style-type: none"> General Practitioners and Practice Nurses 			
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