**Grampians Region HACC Assessment Services - Recording Tool for Living at Home Assessors/MDS Reporting**

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| **Date** | **Client Name** | **Assess** | **Review** | **Re Assess** | **Care Coord** | **Phone Call** | **Contact Other Provider** | **Contact Client**  **Family/Carer** | **Contact INhouse eg CCW** | **Report Notes Writing** | **Secondary Consult** | **Case Conference** | **Non-direct client time** | **Travel Client Related**  **NOT MDS** | **Client Related – not a HACC client NOT MDS** |
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**PLEASE NOTE: Do not include either of the grey shaded sections in your MDS reporting – they are only on this page for your own records/information!**

**You must only report to MDS ‘actual time spent” – do not average your time when you are reporting.**

If you have any suggestions for IMPROVEMENT of this tool please send them to Robyn Fletcher, Grampians Region HACC Project Worker – [rfletcher@gplains.vic.gov.au](mailto:rfletcher@gplains.vic.gov.au)