

# Assessment for In Home Support Services

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<b>Position Title of Responsible Business Unit Manager:</b>	<b>Manager Community Development and Care</b>
<b>Approved by:</b>	<b>Council</b>
<b>Internal, external or both:</b>	<b>Both</b>

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## 1. TITLE

Assessment for In Home Support Services

## 2. OBJECTIVE

To ensure Council undertakes an assessment of residents under 65 years of age who are referred to Council's In Home Support Services to determine their eligibility for services funded under the Victorian Home and Community Care Program for Younger People ('HACC' PYP).

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
In Home Services	Domestic assistance, personal care, home maintenance/modifications, delivered meals.
Social Support Services	Social support group activities
Home and Community Care Program for Younger People (HACC PYP)	Provides basic care and support services for younger people aged under 65, or under 50 for Aboriginal or Torres Strait Islander people and their unpaid carers who need support in daily living. Funded by the Victorian Government.

## 4. POLICY

- 4.1 All residents referred to Council's In Home and Social Support Service that are under 65 years of age will undergo a comprehensive assessment prior to services commencing to determine their eligibility and need for service.
- 4.2 Assessments will be undertaken in accordance with the principles outlined in the Victorian Home and Community Care Program Manual as amended from time to time.
- 4.3 The assessment will take into consideration the individual's health status, care needs, capabilities and limitations, living arrangements and the support services available to them.
- 4.4 Assessments will be undertaken by suitably qualified staff using a standard industry assessment tool.
- 4.5 Individuals referred for Home and Community Care Program for Younger People ('HACC' PYP) will be contacted via telephone within five (5) working days of receipt of a referral. A face to face assessment will be conducted.
- 4.6 Following assessment individuals who are assessed not to be eligible for service will be advised in writing of the outcome and reasons why they were not assessed as eligible. Individuals who are assessed to be eligible for service will be contacted by In Home or Social Support Services to discuss and negotiate the services to be provided to them, and the outcome of the discussion will be recorded in a service agreement.
- 4.7 If an individual is dissatisfied with the assessment or service negotiation process for the Home and Community Care Program for Younger People ('HACC' PYP), they may make a complaint to the Manager of Community Development and Care or their delegate.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Community Care Living at Home Assessment Guidelines  
Community Care Priority of Access and Service Allocation Guidelines  
Fees for Community Care Services Policy  
Reviews for In Home Support Services Policy

## **7. REFERENCES/RESOURCES**

Charter of Human Rights and Responsibilities Act 2006  
Home and Community Care Act 1985 (Cth)  
Victorian HACC Program Manual as amended from time to time