

## FACS039 – Aged Care Assessment, Care planning and Reassessment Policy

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### 1. POLICY CERTIFICATION

Policy title:	<b>Aged Care Assessment, Care Planning and Reassessment Policy</b>
Policy number:	<b>FACS039</b>
Category:	<b>Policy</b>
Classification:	<b>Community Services</b>
Status:	<b>Approved</b>

### 2. PURPOSE

The purpose of this policy is to ensure:

- The ongoing assessment process will focus on identifying the person and/or their carer's individual needs and preferences in relation to the scope of the service.
- Resident/Care Recipients and/or their carers will be informed about the ongoing assessment and care planning process.
- Resident/Care Recipients are informed of other available service options/alternatives relevant to their needs both within and outside of the service/program.  
The ongoing assessment and care planning process is consultative and negotiates the best arrangement of services for the Resident/Client and/or their carer.
- Resident/Care Recipients the ongoing assessment process considers the specific needs of people from special needs groups. This includes the need for interpreters, consideration of physical and sensory difficulties, and the use of specialised assessment tools as appropriate.
- Resident/Care Recipients the ongoing assessment and care plan is conducted by an appropriately qualified staff member.
- Resident/Care Recipients the ongoing assessment and care-planning process will identify restorative and re-enablement opportunities to promote health, well-being and independence for Resident/Care Recipients and/or their carers.
- The ongoing assessment and care planning process will be focused on Resident/Client goals to support restorative and re-enablement principles.
- Services are provided as soon as possible after the eligibility assessment to avoid people waiting for service provision, unless they are placed on the service/programs waiting list and kept informed of their status.
- A care/service plan is developed for each individual Resident/Client and/or their carer.
- Resident/Care Recipients the service/program conducts regular re-assessment on Resident/Care Recipients at least on a yearly basis or earlier unless otherwise specified by an appropriately qualified staff member.

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### 3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, Directors and all Roper Gulf Regional Council employees, volunteers and contractors.

### 4. POLICY STATEMENT

Roper Gulf Regional Council is committed to ensuring the ongoing assessment, care planning, and ongoing re-assessment of Resident/Care Recipients is centred and focused on identifying the needs and preferences of each individual in a manner which empowers them, is consultative, respects their privacy and dignity and which promotes their independence and decision-making.

The assessment process should be goal focused to promote restoration and re-enablement for Resident/Care Recipients. The information collection tools and processes used should be reflective of the type of service being provided and conducted by an appropriately qualified staff member

### 5. DEFINITIONS

Assessment	A formalised process conducted by My Aged Care and the Regional Assessment Service for collecting information using a consistent assessment tool.
Care plans	Formal documents which are based on a consistent format. Care plans outline a Resident/Care Recipient's individual assessed need and form the guidance for staff and volunteers in all aspects of service provision.
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

### 6. PRINCIPLES

#### 6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

#### 6.2 Consultation

Quality Assurance Manager

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Council  
Chief Executive  
Strategic Leadership Team  
Finance Committee  
Audit Committee

**6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)**

Consumer Advisory Group

**7. REFERENCES**

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> <li>FACS043 Consumer Directed Care Policy</li> </ul>
Related Publications	<ul style="list-style-type: none"> <li>Accreditation Standards</li> <li>Home Care Standards</li> </ul>
Relevant Forms	

**8. DOCUMENT CONTROL**

Policy number	<b>FACS039</b>
Policy Owner	<b>Director Council and Community Services</b>
Endorsed by	<b>Ordinary Meeting of Council</b>
Date approved	<b>27 July 2016</b>
Revisions	
Amendments	
Next revision due	<b>July 2018</b>

**9. CONTACT PERSON**

Contact person	<b>Manager Governance and Corporate Planning</b>
Contact number	<b>08 8972 9000</b>