



### 3: The ACFI and Aged Care Workers

The ACFI is the new Aged Care Funding Instrument to be used for determining the level of care payments for residents in aged care homes. Along with the new funding instrument, new categories of funding are also being introduced.

The new method is simpler with fewer basic funding categories, and two new supplements that will ensure funding is better matched to the needs of people with dementia and those with complex health care needs.

The time spent by aged care homes assessing residents for the purposes of funding will significantly reduce.

#### Principles of the ACFI

- the ACFI process is not based on care plans or ongoing care documentation - the ACFI has been designed to focus on the core measurable needs that best explain the differences in resident care costs
- the ACFI appraisal involves an assessment of the person's '*usual care needs*'
- the ACFI has more tightly specified assessment and documentation requirements. This results in a discrete '*ACFI Appraisal Pack*'

#### Basic structure of the ACFI

The ACFI collects information on 12 questions and in two categories of diagnosis. The questions are rated A, B, C or D and these ratings are used to determine the classification for funding.

In some cases, a diagnosis is also required for a certain rating or level of funding. These requirements are contained in the *ACFI User Guide*. Collection of the diagnosis information also means, for the first time, there will be a comprehensive set of information about the conditions that impact on the care needs of residents.

#### What the ACFI is NOT:

As well as understanding what the ACFI is, it is important to understand that the ACFI is NOT:

- a comprehensive assessment
- a tool that drives care planning
- a tool that prescribes the provision of therapy or other specific interventions
- designed to monitor the quality of care provided.

The ACFI is a funding tool ONLY.

#### What are the funding categories?

There are three categories, or '*domains*', of funding:

1. Activities of Daily Living
2. Behaviour Supplement
3. Complex Health Care Supplement

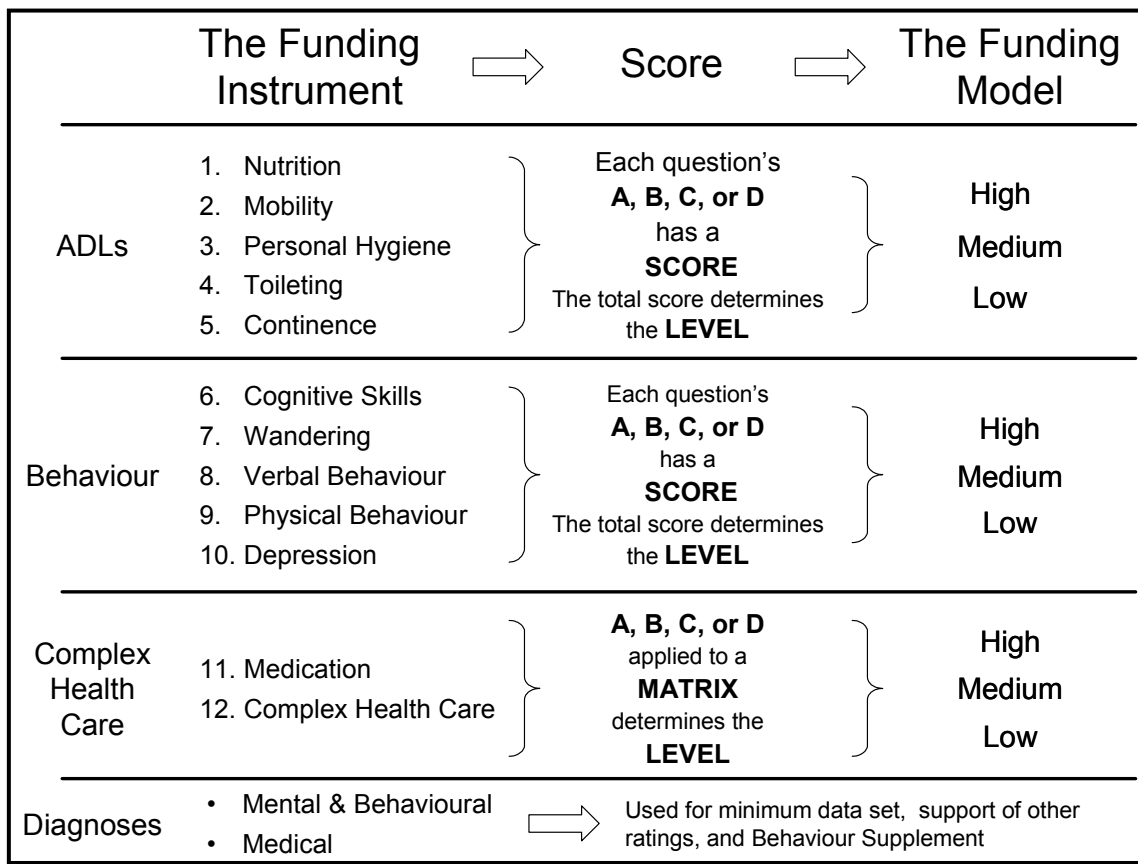
Each of these domains has three *funded* levels - Low, Medium and High.

NOTE: These Low, Medium and High categories refer to funding levels only and are distinct from the Low Care and High Care determinations made by Aged Care Assessment Teams and defined separately in the ACFI Business Rules.

**How do the funding instrument and the funding model work together?**

The ACFI uses information from 12 questions and 2 categories of diagnosis to place a resident in the Low, Medium, or High category of each of the three funding domains. No funding will be provided for a domain if the resident has no or minimal assessed care needs.

The relationship between the questions and the funding domains is shown in the illustration below.



**What is the role of care staff in completing an ACFI appraisal?**

While it is likely that each aged care home will manage the implementation of the ACFI in a slightly different way, there are some common activities that care staff may be involved in. These include:

- completing Continence Records for ACFI 5 - Continence
- completing Behaviour Records for ACFI 7 - Wandering, ACFI 8 - Verbal Behaviour or ACFI 9 - Physical Behaviour
- conducting assessments such as the PAS-CIS for ACFI 6, or the Cornell Scale for Depression in Dementia (CSD) for ACFI 10 - Depression
- providing information to another care worker responsible for conducting an appraisal

### **Conducting an ACFI appraisal**

The process of completing an ACFI appraisal involves:

- Collating existing information such as:
  - assessments already completed
  - a copy of the ACCR
  - any clinical reports or hospital or medical notes
  - a copy of the medication chart
  - copies of directives or assessments relevant to complex health care procedures in ACFI 12
- Conducting assessments for the ACFI as needed
- Completing the ACFI Checklists in the Answer Appraisal Pack
- Compiling all of this information together as the ACFI Appraisal Pack
- Follow up where required

Note: You do not need to put anything into the ACFI Appraisal Pack other than what is specified in the ACFI User Guide.

### **Submitting an application for classification**

Once the ACFI Appraisal is completed the application for classification needs to be submitted to Medicare Australia. This can be done in one of three ways:

- Directly from your computer system if it has the capacity to transfer or upload data to Medicare Australia
- By using your internet connection and entering the data into a web-based form. Details on how to do this are available from [www.medicare.gov.au/aged](http://www.medicare.gov.au/aged)
- Using the form available from Medicare Australia's web site or on request from your Medicare Australia state office

The ACFI Application for Classification includes the results of the assessments and the checklist responses as well as the A, B, C, or D ratings for each question.

### **Further information**

Further information on the ACFI is available from the Department of Health and Ageing's web site: [www.health.gov.au/acfi](http://www.health.gov.au/acfi).

Copies of the ACFI User Guide and the ACFI Assessment Pack are available for download at this site. The answers to frequently asked questions are also available on this web site. Additional questions may be directed via email to [acfi@health.gov.au](mailto:acfi@health.gov.au).

### **ACFI One Page Summary**

The table on the following page provides a one page summary of the ACFI questions, the specified assessments, the checklist contents, and what is being measured in each checklist.

## ACFI ONE PAGE SUMMARY

<b>Funding Domain</b>	<b>Questions</b>	<b>Specified assessments</b>	<b>Checklist items</b>	<b>What does the rating measure?</b>
<b>Diagnoses</b>	- Mental & Behavioural - Medical	n/a	- List of disorders - List of medical conditions	Conditions that impact care needs
<b>Activities of Daily Living</b>	1. Nutrition	n/a	Readiness to Eat Eating	Independent  Supervision required  Physical Assistance required
	2. Mobility		Transfers Locomotion	
	3. Personal Hygiene		Dressing & Undressing Washing & Drying Grooming	
	4. Toileting		Use of Toilet Toilet Completion	
	5. Continence	Continence Record	Urinary Continence Faecal Continence	Self-managed Frequency of incontinence Managed by scheduled toileting
<b>Behaviour Supplement</b>	6. Cognitive Skills	Psychogeriatric Assessment Scales - Cognitive Impairment Scale (PAS-CIS)	PAS Score OR Minimal, mild, moderate or severe impairment rating	Level of impairment
	7. Wandering 8. Verbal Behaviour 9. Physical Behaviour	Behaviour Records	Type and frequency of behaviour	Frequency of problem behaviour
	10. Depression	Cornell Scale for Depression (CSD)	CSD Score OR Level of Interference caused by Symptoms	Degree of interference with regular activities. Diagnosis
	<b>Complex Health Care Supplement</b>	11. Medication	n/a	Time and Specified Procedures
12. Complex Health Care		as per procedure	Specified Procedures	Score for Procedures