

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| Residential Financial Data Definitions | Definition & description Inclusions | Exclusions |
|---|---|---|
| CARE SECTION | | |
| INCOME | | |
| RESIDENTS | | |
| Basic daily fee | Includes basic daily fee and/or respite fees paid by the resident | Excludes accommodation charges (which are in lieu of entry contributions); means-tested care fee; extra/optional services charges |
| Fees for additional services and extra or optional service fees | Additional daily fees charged to residents in an extra services place and/or for additional services purchased by the resident. DO NOT use this line for other/sundry income. Sundry/other income is to be included in Provider income. | Show "claw-back" by Government under subsidies. |
| Income - residents | Total facility care income received from residents | |
| GOVERNMENT | | |
| Government subsidies - care | Care related government subsidies and supplements. Please refer to Appendix A tab for detailed listing of subsidy and supplements to be included here | This should exclude all accommodation, concessional, supported or assisted resident supplements and top-up supplements as well as the transitional accommodation supplement paid to low care residents who have entered a facility post 20 March 2008. Please make sure these are included in the accommodation income supplement area below. |
| Means-tested care fee | Includes income and means tested fees charged to residents (offset against ACFI subsidy). Income Tested Subsidy review refunds and means tested subsidy review refunds paid to the provider for refunds owed to residents based on recent income and means testing assessments can be included here <i>(Technically, this refund received should have a nil impact as the refund is paid back to the residents)</i> | Excludes income and means tested fees reductions, these are to be included in the Government subsidies - care line as per Appendix A |
| Grants - not capital | Government grants of a non-capital nature. Some examples are training grants and other expense reimbursement type of grant. | Capital grants of a capital nature (refer provider income) |
| Income - government | Total facility care income received from the government | |
| TOTAL CARE INCOME | CARE TOTAL INCOME RECEIVED (RESIDENTS AND THE GOVERNMENT) | |
| EXPENDITURE | | |
| CARE SERVICES | | |
| Labour costs | | |
| Care management | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, care management staff. Typically this would be the DON, DDON, Facility Manager, Clinical Manager and in some cases a specialist position relating to care plans or ACFI assessments. This would also include an allocation of the costs of this position should it be shared between facilities but typically these would be included as part of the administration recharge. DO NOT allocate between administration wages and care management. Total cost of facility manager should be allocated to this position. | Share of workers compensation premium |
| Registered nurses | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, registered nurses. | Share of workers compensation premium |
| Enrolled and licensed nurses <i>(registered with the NMBA)</i> | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, Enrolled and other licensed nurses who are registered with the Nursing and Midwifery Board of Australia (NMBA) | Share of workers compensation premium |
| Other unlicensed nurses/personal care staff | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, other nursing and/or personal care staff who are not licensed with the Nursing and Midwifery Board of Australia (NMBA). | Share of workers compensation premium |
| Allied health & lifestyle | Wages, allowances, uniform costs, leave, fringe benefits, superannuation cost, workers compensation excesses and wages paid to, or in respect of, diversional therapy, physiotherapy, podiatry and other allied health professionals, recreational officers and concierge staff. Includes agency or contracted professionals. | Share of workers compensation premium |
| Agency staff | Total cost of all direct care agency staff | Excludes allied health & lifestyle agency. |
| Workers' compensation - care services | Workers compensation premium paid for staff employed at the facility in care services positions - if available - if not readily available please include all costs in "worker's compensation- other" and this will be allocated out in proportion to labour costs | |
| Total labour costs | | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| | Inclusions | Exclusions |
|--|---|--|
| Medical, incontinence supplies & nutritional supplements | Cost of incontinence systems and supplies and cost of medication and other medical supplies such as bandages, ointments, as well as the cost of packaging and distributing the medication such as Webster or similar system. Includes costs of nutritional supplements. Also include cost of medical gases and enteral feeding costs. | |
| Chaplaincy/ Pastoral care | Cost of providing a chaplain or religious or pastoral services to residents. | |
| Other resident care | Other sundry items relating to resident care - include cost of therapy supplies, activity costs, unrecovered cost of bus hire, public telephone cost, entertainment etc. | |
| Expenditure - care services | Total care services expenditure - (Labour and Other Costs) | |
| Care costs as a % of ACFI & supplements | The total care costs over the combined sum of the government subsidies care and means tested care fee lines | |
| Care costs as a % of care income | The total care costs over the total care income | |
| HOTEL SERVICES | | |
| CATERING | | |
| Labour costs | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, catering staff | Workers compensation premium. |
| Consumables | Cost of all consumable supplies used in the preparation and serving of resident, staff and visitor meals. Includes crockery and cutlery, and cooking utensils. | Paper products and cleaning products used in the kitchen. Nutritional supplements. |
| Contract catering | Cost of contract catering services where this service is contracted to a third party. This will include the costs when the contractor uses an in-house kitchen and employs the kitchen staff under the contract. This also includes the situation where a shared kitchen provides catering services to multiple facilities in the organisation and allocates costs as if it was a contract service. | |
| Income from sale of meals | Income received from sale of meals to staff, visitors and others (usually a credit amount) | |
| <i>Total catering</i> | Total Catering Costs | |
| CLEANING | | |
| Labour costs | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, cleaning staff | Workers compensation premium |
| Consumables | All cleaning materials including solvents, liquid and powder cleansers, brooms, mops, buckets, paper towels, toilet rolls etc. | |
| Contract cleaning | Cost of permanent or casual contract cleaning services, if applicable. Include carpet cleaning and window cleaning services. | |
| <i>Total cleaning</i> | Total Cleaning Costs | |
| LAUNDRY | | |
| Labour costs | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, cleaning staff | Workers compensation premium |
| Consumables | Cost of all consumables used in washing and drying clothes and bedding as well as replacement bedding and linen items. | |
| Contract laundry | Cost of contract laundry service, if applicable. | |
| <i>Total laundry</i> | Total laundry Costs | |
| Workers' compensation - hotel services | Workers compensation premium paid for staff employed at the facility in hotel services areas - if available - if not readily available please include all costs in "worker's compensation- other" and this will be allocated out in proportion to labour costs | |
| Expenditure - hotel services | Total expenditure for the hotel services - (Catering, Cleaning and Laundry) | |
| Additional and/or Optional service costs | Additional costs charged to residents for additional or optional services purchased by the resident. e.g: flowers, newspapers, etc. | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| | Inclusions | Exclusions |
|--|--|---|
| UTILITIES | | |
| Electricity | Electricity costs associated with the facility -An apportionment of total electricity cost is <u>appropriate if one bill is shared among a number of facilities.</u> | |
| Gas | Cost of gas including that used by kitchen. | Medical gases such as oxygen. |
| Rates | All council rates including land and water. | Garbage removal and tip fees. |
| Rubbish removal | Garbage removal, hazardous materials and toxic waste removal, including council and other third party contractors. <u>Include tip fees.</u> | |
| Expenditure - utilities | Total expenditure for utilities | |
| ADMINISTRATION AND SUPPORT SERVICES | | |
| Administration recharges | Apportionment of administration costs from the Organisation's administration cost centre and/or <u>corporate head office - if applicable.</u> | |
| Labour costs - Administration | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, administration and clerical staff employed directly by or charged directly to the residential care facility. | Workers compensation premium. Labour costs associated with the facility/care management as this should appear in Care management labour costs as part of resident care expenses. For facility manager/care manager no allocation should be made against administration. |
| Other administration costs | Includes all other administration line items including, advertising for staff, accounting fees, accreditation costs, audit fees, computer expenses including maintenance contracts on hardware and software, consulting fees, general expenses, legal fees, postage & courier, printing & stationery, recruitment costs, safety management (OH&S), subscription & library costs, telephone, <u>travel & accommodation.</u> | Administration recharges, workers compensation premiums. |
| Workers' compensation - other | Workers compensation premium paid for staff employed at the facility excluding care and hotel services staff - if unable to split over care services and hotel services then please include all costs here and this will be allocated out in proportion to labour costs | Care and hotel services workers compensation |
| Quality & education - labour costs | Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of personnel carrying our duties such as education, quality control, quality improvement, policy development and WH&S. | Wages and associated costs of those attending education sessions, quality or OH&S meetings etc. These should be included in the wage cost area normally associated with the attendees. |
| Quality & education - other | All other costs associated with areas such as education, quality control and improvement, policy development and WH&S. This will include the cost of consultants, materials, software (not capitalised) or <u>course costs for courses run by 3rd parties.</u> | |
| Insurances | All insurances except workers compensation. | Workers compensation insurance |
| Expenditure - other services | Total expenditure - administration & support services | |
| TOTAL EXPENDITURE | TOTAL CARE EXPENDITURE - CARE SERVICES, HOTEL SERVICES, ADDITIONAL SERVICE COSTS, UTILITIES & ADMIN & SUPPORT SERVICES EXPENDITURE | |
| CARE RESULT | TOTAL CARE INCOME LESS TOTAL CARE EXPENDITURE | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| | Inclusions | Exclusions |
|--------------------------------------|---|---|
| ACCOMMODATION SECTION | | |
| INCOME | | |
| RESIDENTS | | |
| Accommodation charges | Accommodation charges received | |
| Daily accommodation payments | Income received from daily accommodation payments from clients | |
| Bond - retentions | Retention income from accommodation bonds. Also include periodic bond payments (including the interest portion if this is not separately allocated) | |
| Bond - interest income | Interest charged to residents on late bonds. | |
| Income - residents | Total accommodation income received from residents | |
| GOVERNMENT | | |
| Government supplements - accom. | Accommodation related government supplements. Please refer to appendix A for full listing of accommodation related supplements | If significant refurbished facility then the accommodation supplement amount is entered in the significant refurbishment supplement line below |
| Significant refurbishment supplement | If the facility is classed as significantly refurbished this is full amount received for the accommodation supplement | |
| Income - government | Total accommodation income received from the government | |
| TOTAL ACCOMMODATION INCOME | ACCOMMODATION TOTAL INCOME RECEIVED (RESIDENTS AND THE GOVERNMENT) | |
| EXPENDITURE | | |
| Labour costs | Wages, allowances, uniform costs, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, maintenance and grounds staff. | Workers compensation premium |
| Repairs & maintenance | Materials and other third party costs in maintaining and repairing the assets of the facility. Contract labour for repairs and maintenance (under one-off arrangement). This should also include costs of any long term maintenance contracts. Will also include items such as fire protection, pest control, security and minor asset purchases or replacements. | |
| Motor vehicle expenses | All costs associated with operating, maintaining and repairing the organisation's motor vehicles. | |
| Depreciation - building | Building depreciation | |
| Depreciation - non building | Depreciation expense relating to plant, equipment, furniture, fittings and other non-fixed items of a capital nature including motor vehicles and computer equipment. | Depreciation of buildings and impairment charges |
| Property rental | Property rent paid to the owner of the aged care facility or for offices or other buildings utilised by the facility. | |
| Refurbishment | These are the costs associated with repairing a room when a person leaves or has been in a room for a long period where these costs have not been capitalised. They would include re-painting, some carpet replacement, replacement of light fittings and other minor replacements. Also commonly described as room changeover costs. | These costs should not include the cost of major re-modelling or re-fits to rooms such as major upgrades of bathrooms or other structural changes. Such costs would generally be capitalised. |
| Bond/RAD interest expense | This is the interest paid to outgoing residents or their estates in compliance with the Aged Care Act with respect to the regulated delay in paying out their bonds/RAD's. | Interest paid on borrowings |
| Expenditure - accommodation | Total expenditure - accommodation | |
| ACCOMMODATION RESULT | TOTAL ACCOMMODATION INCOME LESS TOTAL ACCOMMODATION EXPENDITURE | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| | Inclusions | Exclusions |
|---|---|--|
| PROVIDER SECTION | | |
| INCOME | | |
| Donations, bequests & fundraising | Large donations and bequests where money has been received specifically for a particular facility. Also include bequest or donated funds that has been used to "subsidise" the operations of a facility. Some facilities may have a significant fundraising operation including income from fundraising balls and other such events or schemes. Income from these sources, where they are attributable to a specific facility should be included here. All fundraising income that can be attributable to an individual facility. | Large donations and bequests that were made to the organisation generally rather than a specific facility and fundraising. |
| Grants - capital | Government grants of a capital nature | Government grants of a non-capital nature (refer care section government income) |
| Investment income - interest | Interest on investments that can be attributable to the facility. If it is the practice to allocate interest to facilities then please include it here. This is to assist in reconciling this form to your normal profit and loss account. This income will be excluded from our EBITDA calculation. | Interest charged on late bonds |
| Investment income - other | All other investment income that is allocated to the facility. May include profit from sale of investments, fair value adjustments on shares, distributions from managed funds and dividend income. In all likelihood these items will not be allocated to an individual facility but if they are then they should be included at this line item. | |
| Sundry income | All other sundry income. Will include profit on sale of property, plant & equipment, insurance and other recoveries. | |
| Income - provider | Total Income - provider | |
| EXPENDITURE | | |
| Interest expense - other | Interest paid on any borrowings or credit facilities. This would include commercial borrowings as well as borrowings from related parties. | Interest paid on accommodation bonds paid to departing residents |
| Other provider expenses | Will include board expenses, fundraising expenses, losses on sale of property, plant and equipment etc. | "Capital" administration charge. All administration re-charges should now be allocated to the Administration recharge line item. |
| Impairment | Impairment charge against the facility's assets | |
| Expenditure - provider | Total Expenditure - provider | |
| PROVIDER RESULT | TOTAL (INCOME - PROVIDER) LESS (TOTAL EXPENDITURE) - PROVIDER | |
| FACILITY RESULT | TOTAL OF CARE and ACCOMMODATION RESULTS | |
| TOTAL RESULT FOR THE PERIOD | TOTAL OF CARE, ACCOMMODATION and PROVIDER RESULTS | |
| Supported resident ratio if significant refurbished facility | If the facility is classed as significantly refurbished then please supply the supported resident ratio as at the end of the survey period from the Medicare payment statement | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - RESIDENTIAL AGED CARE**

| | Inclusions | Exclusions |
|---|---|--|
| Accommodation Payments - please complete whatever information you have available | | |
| Number of FULL bonds & RADs/RACs held at reporting date | Number of FULL accommodation bonds and RAD/RACS held at reporting date ie where there is no associated DAP | |
| Total value of FULL bonds & RADs/RACs held at reporting date | Total value of all FULL accommodation bonds and RAD/RACS held at reporting date ie where there is no associated DAP | |
| Number of PART bonds & RADs/RACs held at reporting date | Number of PART accommodation bonds and RAD/RACS held at reporting date where there is also an associate DAP – ie combination payments | |
| Total value of PART bonds & RADs/RACs held at reporting date | Total value of PART accommodation bonds and RAD/RACS held at reporting date where there is also an associate DAP – ie combination payments | |
| Number of new FULL RADs / RACs (current financial year) | Number of new FULL RADs & RACs as at reporting date for residents with an entry date after 30 June 2018 | |
| Value of new FULL RADs / RACs (current financial year) | The actual dollar value of new FULL RADs as at reporting date taken during the current financial year ie for residents with an entry date after 30 June 2018 | This should not be the movement between opening and closing bond/RAD/RAC values. |
| Number of FULL DAP / DAC payers (current financial year) | Number of full DAP / DAC payers as at reporting date for residents with an entry date after 30 June 2018 | |
| Number of COMBINATION DAP / DAC payers (current financial year) (should be equal to the number of new PART RADs / RACs) | Number of combination DAP / DAC payers as at reporting date (number of new PART RADs & RACs) as at reporting date for residents with an entry date after 30 June 2018 | |
| Value of new PART RADs / RACs (current financial year) | The actual dollar value of new PART RADs as at reporting date taken during the current financial year ie combination payments for residents with an entry date after 30 June 2018 | |

| | |
|-----------------|--|
| Input cell | |
| Calculated cell | |

STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
BED DAY INPUT SHEET FOR CARE FACILITIES

Residential Bed days for the Six Months ended 31 December 2018

Bed days for residents on RCS saved rate & ACFI

IF LISTING MULTIPLE FACILITIES IT WOULD BE APPRECIATED IF THEY COULD BE ENTERED IN THE SAME ORDER AS THE FINANCIAL DATA WORKSHEET

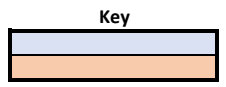
| | Total Number of Occupied Bed days | Total Number of Occupied Bed days | Total Number of Occupied Bed days | Total Number of Occupied Bed days | Total Number of Occupied Bed days | Total Number of Occupied Bed days | Total Number of Occupied Bed days |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Facility Name | Facility Name 1 | Facility Name 2 | Facility Name 3 | Facility Name 4 | Facility Name 5 | Facility Name 6 | Facility Name 7 |
| Number of approved places | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| July | | | | | | | |
| August | | | | | | | |
| September | | | | | | | |
| | - | - | - | - | - | - | - |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| | - | - | - | - | - | - | - |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| | - | - | - | - | - | - | - |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| | - | - | - | - | - | - | - |
| Cumulative totals | | | | | | | |
| 1st quarter | - | - | - | - | - | - | - |
| 2nd quarter | - | - | - | - | - | - | - |
| 3rd quarter | - | - | - | - | - | - | - |
| 4th quarter | - | - | - | - | - | - | - |
| Occupancy Rate | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

Occupancy Reason (if required)

Input instructions

A separate column must be submitted for each facility.
The number of approved places must be submitted for each facility
The number of bed days entered should be the total number of occupied bed days.

Input cell
Calculated cell



Please ensure that your occupancy rate is correct before submitting

If occupancy is abnormal for any reason please enter an explanation - eg facility undergoing refurbishment or new facility not yet fully occupied.

STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
RRESIDENTIAL CARE WAGES

Please remember to enter the facility name. Each facility should be entered in a separate table, if more tables are needed please copy and paste the table before entering any data.

Instructions

Allocation of hours should align with allocation of dollars in the financial data - please use same data definitions for each category.

This form should be completed for each survey with year to date amounts.

- Normal Hours* **Hours worked** by the employee (**excluding overtime hours**)
- Overtime Hours* Includes **time and one half and double time hours**
- Other Hours* Includes **any other hours worked or paid**, including training and all forms of leave
- Agency Hours* Includes all hours worked by agency staff (agency staff are usually for a short term replacement of staff)
- Contracted Hours* Includes all hours worked by contract staff (services that are contracted out)



| Facility Name: | Paid Hours | | | | | TOTAL HOURS |
|---|------------|----------|--------|----------|-------|-------------|
| (Enter Name) | Normal | Overtime | Agency | Contract | Other | |
| Six Months ended 31 December 2018 | | | | | | |
| Care Management (Include Facility Manager, DON, DDON, Care Manager where directly attributable to facility. No apportionment should be made between this category and RN or Administration) | | | | | | - |
| Registered Nurses | | | | | | - |
| Enrolled and licensed nurses (registered with the NMBA) | | | | | | - |
| Other unlicensed nurses/personal care staff | | | | | | - |
| Allied health & lifestyle | | | | | | - |
| Hotel Services (catering, cleaning and laundry staff) | | | | | | - |
| Property & maintenance | | | | | | - |
| Administration Staff (staff directly employed for administrative purposes in the facility - should align with \$ allocations to administration wages) | | | | | | - |
| Quality and Education | | | | | | - |
| Totals | - | - | - | - | - | - |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - HOME CARE PACKAGES**

| Home Care Financial Data Definitions | Definition & description | Exclusions |
|--|--|---|
| | Inclusions | |
| Number of funded packages/places as at survey period end | Total number of funded packages run by the organisation for this program as at the date the current survey ends | |
| Number of funded packages/places as at end of previous financial year survey period - please complete if a new participant or an existing participant and did not supply package numbers in a previous survey | Total number of funded packages run by the organisation for this program as at the end of the previous survey period | |
| Number of paid care days as at the end of current survey period | Total number of paid care days for all clients in the program as per Medicare summary as at the end of the current survey period | |
| REVENUE | | |
| Direct services | All income from services provided directly by the provider-this may include surplus funds from discharged clients | |
| Brokered services | Income from services provided by third parties | |
| Case management and advisory | Income derived from case management & advisory where this is invoiced separately to the clients | |
| Package administration | Income derived from package administration where this is invoiced separately to the clients | |
| TOTAL REVENUE | Total revenue received | |
| EXPENDITURE | | |
| Direct service costs | | |
| Staff costs | Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, persons involved in providing services to clients. | |
| Agency costs | Total cost of agency staff involved in providing services to clients where they are replacing normal staff on a temporary basis | |
| Consumables | All consumables used in providing services to clients | |
| Transport expenses | Include travel allowance as well as motor vehicle expenses for staff involved in providing services to clients. | Exclude any capital purchases of motor vehicles |
| Other direct service costs | Any other costs from providing services to clients | |
| <i>Total direct service costs</i> | Total direct service costs expenditure | |
| Sub-contracted or brokered services | Total expenditure of brokered services for provision of direct client services, this can include items purchased for the client | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - HOME CARE PACKAGES**

| Home Care Financial Data Definitions | Definition & description | Exclusions |
|--|---|--|
| | Inclusions | |
| Case management & advisory | | |
| Staff costs | Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, persons involved in the case management, onboarding & advisory services for the clients. | Co-ordination and administration staff costs involved with activities such as rostering, scheduling and other administration support services. |
| Agency costs | Total costs of agency staff involved in the case management & advisory for the clients | |
| Transport expenses | Include travel allowance as well as motor vehicle expenses for staff involved in the case management & advisory of providing services to clients. | Exclude any capital purchases of motor vehicles |
| <i>Total case management & advisory</i> | Total case management & advisory expenditure | |
| Administration & support | | |
| Corporate recharge | Apportionment of administration costs from the Organisation's administration cost centre and/or corporate head office - if applicable. | |
| Staff costs | Wages, allowances, leave, fringe benefits, superannuation, workers compensation excesses and wages paid to, or in respect of, staff directly associated with co-ordination and administrative duties. | Case manager wage costs, workers compensation premium |
| Workers compensation insurance | Workers compensation premiums paid with respect to all home care staff. | |
| Education & quality control expenses | All costs associated with areas such as education, quality control and improvement, policy development and WH&S - will include the cost of wage and on-cost of any trainers, consultants, materials, software (not capitalised) or course costs for courses run by 3rd parties. | Wages of staff attending courses still fall in respective line item |
| General insurances | All insurance premiums with exception of workers compensation | Workers compensation insurance premiums |
| Rent | Office rental or similar | |
| Telecommunications | Telephone line rental, mobile phone costs and other communication costs | |
| IT expenses | Hardware , software, implementation costs, IT provider costs, etc. | Exclude any capital purchases |
| Utilities | All utility costs | |
| Other administration & support services costs | All other administration and support services costs | |
| <i>Total administration & support services</i> | Total administration & support services expenditure | |

**AGED CARE FINANCIAL PERFORMANCE SURVEY
DEFINITIONS FOR DATA INPUT - HOME CARE PACKAGES**

| Home Care Financial Data Definitions | Definition & description | |
|--|---|-------------------|
| | Inclusions | Exclusions |
| Depreciation | Depreciation & amortisation of any property, plant & equipment used in the conduct of providing home care packages | |
| TOTAL EXPENDITURE | Total direct service costs + subcontracted or brokered costs + case management & coordination + administration & support + depreciation | |
| RESULT FOR THE YEAR | Total revenue - total expenditure | |
| Unspent funds at current survey period end | Total of any unspent funds as at the end of the current survey period - including any contingency funds | |
| Unspent funds at end of previous financial year survey period - please complete this if you are a new participant or an existing participant and have not supplied this data previously | Total of any unspent funds as at the end of the previous financial year survey period - including any contingency funds | |
| Unspent funds at period end refunded to clients & the Department | Total of any unspent funds as at the end of the current survey period that have been refunded to clients and the Department | |
| CLIENT EXIT DATA | | |
| Number of exits to residential care (current financial year) | Number of client that have exited to residential care during the current financial year | |
| Number of exits to other home care service providers (current financial year) | Number of client that have exited to other home care service providers during the current financial year | |
| Number of exits to death or other reasons (current financial year) | Number of client that have exited for other reasons or passed away during the current financial year | |
| TOTAL NUMBER OF EXITS (current financial year) | Total clients exited in current financial year | |
| Input cell | | |
| Calculated cell | | |

STEWARTBROWN
AGED CARE FINANCIAL PERFORMANCE SURVEY
HOME CARE WAGES

| | |
|--|----------|
| Program Name: | |
| <i>(Enter Name)</i> | |
| Six Months ended 31 December 2018 | Billable |
| Direct client service staff | |
| Case management and advisory | |
| Administration & support (including co-ordination) | |
| TOTAL HOURS | - |

| Paid Hours | | | | | TOTAL HOURS |
|------------|----------|--------|----------|-------|-------------|
| Normal | Overtime | Agency | Contract | Other | |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| - | - | - | - | - | - |

Instructions

This form should be completed for each survey with year to date amounts.

A separate form must be submitted for each Program.

Billable Hours

Normal Hours

Overtime Hours

Other Hours

Agency Hours

Contract Hours

includes hours for which the client is charged, excludes all forms of travel

Includes hours worked by the employee

Includes time and one half and double time hours

Includes any other hours worked or paid, including training and all forms of leave

Includes all hours worked by agency staff (agency staff are usually for a short term replacement of staff)

Includes all hours worked by contract staff (services that are contracted out)

Input cell

Calculated cell

Key

| |
|--|
| |
| |

Appendix A

Government supplements and subsidies to be included under - Care Government Subsidies

Care Related Subsidy:

- ACFI care subsidy (ADL, BEH, CHC)
- **Additional ACFI care subsidy (ADL, BEH, CHC) - Quality Care Fund paid to help providers transition to new quality standards**
- Daily RCS subsidy for grand parented residents
- Interim care subsidy rate for new residents with ACAT approval awaiting an application for classification
- Daily respite subsidy
- Transitional aged care place subsidy
- Short term restorative aged care place subsidy
- Conditional adjusted payments
- Income tested subsidy reduction amount (*Reduces ACFI – Residents pay the offset under means-tested care fees*)
- Means tested subsidy reduction amount (*Reduces ACFI – Residents pay the offset under means-tested care fees*)
- Extra service subsidy reductions

Care Related Supplements:

- Oxygen supplement
- Enteral feeding supplement
- Adjusted subsidy reduction supplement
- Viability supplements
- Veterans supplement
- Homeless supplement
- Workforce supplement
- Clean energy supplement
- Payroll tax supplement
- Basic Daily Fee supplement
- Hardship supplement – (If hardship supplement is for assistance for accommodation fees then please place into accommodation supplements line)
- Respite incentive supplement
- Transitional supplement
- Resident contribution top up supplement

Government supplements to be included under - Government Accommodation supplements

Accommodation Government Supplements inclusions:

- Concessional/ Assisted residents supplement
- Accommodation supplement
- Accommodation charge top up supplement
- Pensioner supplement
- Ex hostel supplement
- Charge exempt supplement
- Hardship accommodation supplement
- Transitional accommodation supplement
- Means tested accommodation supplement
- Accommodation contribution refund - *(Department review assesses partially supported residents are owed a refund for their contribution towards their daily accommodation payments. The provider receives this refund and then repays the residents. Technically this should be an in and out transaction with a nil impact, assuming no timing differences)*