



Australian Government

Department of Social Services

Commonwealth Home Support Programme

Community and Home Support Programme

Funding Round Summary

August 2015

Community and Home Support Sub-Programme services in the Anangu Pitjantjatjara Yankuntyjatjara (APY) Lands, Flinders & Far North Region, South Australia

This is an open selection process for funding under the Commonwealth Home Support Programme (CHSP) to deliver Community and Home Support services including Meals, Domestic Assistance, Transport and Personal Care at discreet communities in the APY Lands, South Australia. The APY Lands falls in the Aged Care Planning Region of Flinders and Far North. Services are currently being provided by an existing service provider who has chosen not to continue the Commonwealth Home Support Services beyond 30 June 2016.

Selection type

This selection is an open process.

Eligibility

The following entity types meet the eligibility requirements to be invited to apply for a grant for this activity:

- a) Incorporated Associations (incorporated under State/Territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- b) Incorporated Cooperatives (also incorporated under State/Territory legislation, commonly have 'Cooperative' in their legal name)
- c) Companies (incorporated under the Corporations Act 2001 – may be a not-for-profit or for-profit proprietary company (limited by shares or by guarantee) or public companies)
- d) Aboriginal Corporations (incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006)
- e) Organisations established through a specific piece of Commonwealth or state/territory legislation (public benevolent institutions, churches, universities, unions etc)
- f) Partnerships
- g) Trustees on behalf of a Trust
- h) State and Territory Governments
- i) Local Governments
- j) Where there is no suitable alternative, an individual or – jointly and separately – individuals. Where (j) is used, it also needs to be stated who the decision maker is on the issue.

How much?

Up to \$1,254,222 (GST exclusive) is available annually from 1 July 2016 to 30 June 2018.

Additionally one-off funds of up to \$164,000 (GST exclusive) are available for set up and transition from 1 January 2016 to 30 June 2016.

The Commonwealth Home Support Programme expects the continuity of care for clients receiving the following service outputs. Applicants may apply to deliver one or more service types listed below.

Table 1:

<u>Service Type</u>	<u>Outputs</u>
<u>Domestic Assistance</u>	<u>9,610 (services)</u>
<u>Personal care</u>	<u>907 (hours)</u>
<u>Meals</u>	<u>40,248 (meals)</u>
<u>Transport</u>	<u>12,730 (trips)</u>

Closing Date and Time

Applications should be submitted by 2:00pm AEST, 30 September 2015.

Who to contact?

Please email your enquiries to: grants@dss.gov.au

Grant objectives

The CHSP commenced 1 July 2015 and brings together four Programmes:

- Commonwealth Home and Community Care (HACC) Program
- Planned respite from the National Respite for Carers Program (NRCP)
- Day Therapy Centers (DTC) Program
- Assistance with Care and Housing for the Aged (ACHA) Program

The objectives of the CHSP are to:

- Provide high-quality support, at a low intensity on a short-term or ongoing basis, or higher intensity services delivered on a short-term or episodic basis, to frail, older people to maximise their independence at home and in the community for as long as they choose, thereby enhancing their wellbeing and quality of life
- Support frail, older clients aged 65 years and over (50 years and over for Aboriginal and Torres Strait Islander people) through the direct service delivery of planned respite services, which will allow their regular carer to take a break from their usual caring duties
- Support clients to delay, or avoid altogether, the need to move into more expensive forms of aged care (such as Home Care or residential aged care), so that whole-of-system aged care costs can be kept at a sustainable level as the population ages and the number of people requiring care increases
- Ensure that all clients, including those with special needs, have equity of access to services that are socially and culturally appropriate and free from discrimination
- Ensure through the quality framework, including the Home Care Standards, that clients receive high quality services
- Facilitate client choice – to enhance the independence and wellbeing of older people, and ensure that services are responsive to the needs of clients

- Provide flexible, timely services that are responsive to local needs.

Applicants are strongly advised to read the CHSP Programme Manual <https://www.dss.gov.au/our-responsibilities/ageing-and-aged-care/aged-care-reform/commonwealth-home-support-programme/commonwealth-home-support-programme-programme-manual-2015> and Living well at home: CHSP Good Practice Guide <https://www.dss.gov.au/our-responsibilities/ageing-and-aged-care/aged-care-reform/commonwealth-home-support-programme/living-well-at-home-chsp-good-practice-guide> and the Programme Suite of documents prior to completing an Application Form.

Statement of Requirement

The current service provider has committed to assisting an effective transfer of existing Commonwealth Home and Community Care clients or new Commonwealth Home Support Programme clients to the new service provider from 1 January 2016. It is expected full transition of clients to the successful applicant will be completed on 30 June 2016.

Funding for the period 1 July 2016 to 30 June 2018 will be governed by the processes enunciated in the advice to the Aged Care Industry of 19 December 2014 “The new Commonwealth Home Support Programme starts on 1 July 2015” which can be found at: <https://www.dss.gov.au/chsp>.

The following special conditions apply to the services to be delivered:

- As a priority Community and Home Support Sub-Programme services must be delivered to the existing service provider’s Commonwealth Home and Community Care clients and new Commonwealth Home Support Programme clients, who currently receive and who wish to continue to receive services primarily located in communities across the APY Lands, South Australia: Indulkana (Iwantja), Mimili, Fregon (Kaltjiti), Ernabella (Pukatja), Amata and Pipalyatjara.
- The current provider will deliver services to clients from the APY Lands, South Australia until 30 June 2016 and these clients will be transitioned to the new service provider. Subsequent eligible clients can receive Community and Home Support Sub-Programme services using these funds once the service needs of existing clients have been met.

To maintain continuity of services, the outgoing service provider will detail the process in a Transition Out plan and work with the successful applicant to achieve continuum of client care.

Service types requested to be delivered on the APY Lands are listed below. The applicant may apply to deliver one or more of the service types listed below:

- Domestic Assistance
- Personal Care
- Meals
- Transport

In addition, one-off funding is available to conduct the transition arrangements from the current service provider to the new provider for the period 1 January 2016 to 30 June 2016. This one-off contribution is to assist in the new provider’s establishment and set up costs to meet contractual obligations and for the conduct of a handover process from the current

service provider. Subject to delegate approval, DSS will contact the successful applicant/s to negotiate the funding agreement/s.

DSS may not notify unsuccessful applicants until it has executed funding agreements with the successful applicant/s.

DSS's preference is for one provider to operate the whole Community and Home Support Sub-Programme services across the APY Lands, however DSS will consider multi service providers submitting applications for one or more locations based on value for money and service continuity.

Other Relevant Information

The current service provider receives funding under the National Jobs Creation Package (NJCP) to cover the wages of Aboriginal Home and Community Care workers and these funds are excluded from the above figures. NJCP maximises Indigenous employment by creating sustainable employment in areas of government service delivery. The current service providers funding agreement with DSS for NJCP is to employ Aboriginal staff in up to five communities to deliver aged care services and it is their intention to negotiate ongoing NJCP objectives with the successful applicant. The current service providers funding agreement with DSS for the NJCP programme expires 30 June 2017 and for the period 1 July 2016 to 30 June 2017 funding is up to \$374,764 (GST exclusive). It is likely the existing service provider will negotiate through a separate process allocation of this funding.

Selection Criteria

Assessment of the Eligibility Criteria is undertaken prior to the assessment of Selection Criterion.

The Selection Criteria are:

1. Demonstrated experience in developing, delivering, managing and monitoring a community care programme to achieve positive outcomes for clients.
 - Specifically for Aboriginal and Torres Strait Islander clients in remote areas.
2. Describe your proposed service model, including the CHSP sub-activity under which it will operate, and how this model will meet the needs of clients and achieve positive outcomes for the proposed target group within your proposed budget and within the Aged Care planning region in which you propose to deliver services.
 - Please also outline your staffing model and names of the communities in which you will operate.
3. Describe how your service delivery model will be made operational to achieve positive outcomes for the proposed target group within your proposed budget, including a minimum of 5 risks and risk mitigation strategies.
 - Please include details on how you would transition and continue to provide services to clients; and
 - Outline how one-off funds of up to \$164,000 from 1 January – 30 June 2016 will enable your service to be ready to deliver CHSP services from 1 July 2016 to ensure service continuity. (*including but not limited to IT & HR systems, assets*)

and record management, staff recruitment or retention of current staff and introductions to community and clients).

4. Demonstrate your organisation's capacity, including the governance structure, and your key personnel and staff capability (experience and qualifications) to deliver the Activity objectives in the proposed community/ies and the proposed target group.
5. Describe how your organisation will foster links with other services, infrastructure and resources, including Regional Assessment Services, and align with and complement other aged care services, and services, such as state health services, the National Disability Insurance Scheme, Aboriginal community controlled primary health care services, Culturally and Linguistically Diverse (CALD) community services and activities or broader Aged Care workforce training and sector development initiatives, to meet the needs of the local area and client cohort, particularly special needs groups.
 - Please note that CALD services are not relevant for this activity.

Multicultural Access and Equity policy

Australia's *Multicultural Access and Equity Policy: Respecting diversity. Improving responsiveness* obliges Australian government agencies to ensure that cultural and linguistic diversity is not a barrier for people engaging with government and accessing services to which they are entitled, for example, by providing access to language services where appropriate. Grant applicants should consider whether services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with non-English speakers. If your Application Form states that a budget is required, costs for translating and interpreting services should be included in your application.

Assessment

The Assessment Team may be comprised of Department of Social Services (DSS) officers from each state/territory and national offices. Teams will undertake training to ensure consistent assessment for all applications received. The Assessment Team will be bound by the APS Code of Conduct and the Secretary's Instructions.

Probity

The selection of funding recipients for the Activity must be fair, open and demonstrate the highest level of integrity, consistent with the public interest.

The following probity principles will be applied through all stages of the selection process.

- a) fairness and impartiality
- b) consistency, accountability and transparency of process
- c) security and confidentiality of information
- d) identification and resolution of conflicts of interest
- e) compliance with legislative obligations and government policy.

These principles are intended to achieve an equitable, justifiable and sound process.

Adherence to the probity principles means that everyone involved with the selection process will act:

- a) impartially
- b) with integrity, including avoiding actual or perceived conflicts of interest.

A Probity Advisor may be appointed for the Activity. The role of the Probity Advisor is to assist DSS meet its probity obligations in relation to the Activity by ensuring that the selection processes are defensible and will withstand external and internal scrutiny.

The role of the Probity Advisor is to independently monitor procedural aspects of the selection process to ensure compliance with the published relevant Programme Guidelines and to advise DSS in relation to such matters. The Probity Advisor plays no part in the assessment of applications.

Programme Guidelines

The Programme Guidelines Overview provides the key starting point for parties considering whether to participate in the activity and forms the basis for the business relationship between DSS and the funding recipient. Applicants are strongly advised to read the Programme Guidelines Overview prior to completing an Application Form.

How to Apply

Please read and complete the declaration part of the Application Form carefully. Ensure all responses are true and accurate. Click the **Submit Application** button and follow the instructions provided. All questions will be verified. Any incorrect or unanswered responses will be displayed for your correction. The Application Form will not submit until all responses have been verified.

Upon successful submission you will be issued with a confirmation receipt and email. Submission may take several minutes. **Please be patient and do not close the Application Form before receiving confirmation. Do not attempt to submit the application more than once.** If you do not receive confirmation or you experience difficulties submitting the Application Form, please call 1800 020 283.

Grant Agreement Information

The Grant Agreement is a performance-based, legally enforceable agreement between the Commonwealth (represented by DSS) and the successful applicant that sets out the Terms and Conditions governing the funding to be provided.

The type of Grant Agreement entered into will be influenced by the nature of the Activity, the assessed Activity risk level, the length of the Activity and the value of the Activity.

The executed Grant Agreement represents each grant provided within it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Questions

Questions can be submitted via email to grants@dss.gov.au.

Responses to questions will be published on the funding round page within five working days of receipt, except where the answers are already available in the Application Pack. DSS will only respond to requests for information that seek clarification of issues to allow applicants a better understanding of the requirements of the Application Form and Programme Guidelines e.g. DSS will not provide advice on how to respond to specific Selection Criteria.

DSS will not respond to any questions, requests for information or correspondence about the status or progress of applications from **23 September 2015** till the conclusion of the selection process.