

## GGJ AGED CARE RESOURCES – AUG 2017

We have a range of resources to support the delivery of community care and residential care including:

- Example policies and procedures
- Planning spreadsheet
- Audit and survey tools
- CDC (consumer directed care) manager
- Disability/ISO standards add-ons and
- Support subscriptions to keep you up to date.

### GGJ Consultants

*To discuss resources call Jacqui*

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**See examples of our resources on our website**

### Example Policies and Procedures Manual for the Home Care Standards

Includes: Example policies and procedures for all areas covered by the Home Care Standards in Word 2007 with hyperlinks to example forms; information relevant to a range of service types and a checklist for reviewing compliance and identifying areas where improvements are needed.

### Audit and Survey Tools for Community Care and Residential Care Services

The audit tools have been developed to reflect the GGJ example policies and procedures and the requirements of the Home Care Standards. There is a tool for each of the Home Care Standards expected outcomes. Several surveys (service user, staff and meals survey) are also included in the set. Each of the audit tools can be printed out and/or completed in MS Word.

### Planning Spreadsheet

The GGJ Excel planning spreadsheet (available for Community Care or Residential Care) allows you to complete the plans relevant to your service and keep them all together in one place. This assists in ensuring that your plans are always up to date and easily retrieved. It includes: an organisation calendar that allows you to plan and record your audits, surveys, meetings and reports; strategic, operational, improvement, business continuity and risk plans; approved suppliers list, employment checks register and an assets register.

### Consumer Directed Care (CDC) Manager

The CDC Manager is a tool to assist smaller organisations to calculate the cost of a CDC package and present the information to clients in an understandable format that meets the requirements of the Home Care Package Guidelines. The CDC Manager tracks services and expenditure for each client, tracks client funds and provides detailed monthly statements including the balance of contingency funds and other funds as applicable.

### GGJ Unit Cost Spreadsheet

Easily calculate the cost of your different service types for CHSP and package clients and set rates for CDC clients and subcontracting. Understanding your costs to deliver services is also invaluable for effectively managing your service.

### NSW Disability Service Standards/ ISO 9001:2008 Quality Management System Requirements add-on packages for P&P customers

These packages provide the information that needs to be included in the example policies and procedures to meet the requirements of these standards frameworks.

Samples of resources are available on our web site at [WWW.GGJ.COM.AU](http://WWW.GGJ.COM.AU)

## GGJ Consultants Aged Care Resources Pricelist and Order Form (Effective 1 Aug 2017)

PRODUCT	DETAILS	QTY	COST (GST inc)	TOTAL
<b>EXAMPLE POLICIES AND PROCEDURES MANUAL</b>				
Templates to cover P&P for HOME CARE plus Meals	Licence for one outlet		\$3500 each	
	Licence for additional outlets		\$250 per outlet	
	Policies and procedures file (file only) with printed cover, spine and tabs		\$90 per set	
Policies and Procedures Annual Support Subscription	Receive regular updates and access to email advice regarding policies and procedures		\$600 p/a plus \$100.00 per additional outlet	
<b>CONSUMER DIRECTED CARE (CDC) MANAGER</b>				
Tracks clients, costs their package, monitors funds and produces monthly statements in line with the requirements of the Home Care Package Guidelines.	Licence for two users: <b>Requires Excel 2007 or newer</b>		\$725	
	Licence for additional users		\$140 per user	
CDC Annual Support Subscription	Receive advice when current subsidies and other requirements change and a new version of the Manager when changes require it. Reduced consultancy rates are available for data transfers if required.		\$250 p/a for 2 users plus \$25 per additional user	
<b>GGJ UNIT COST SPREADSHEET</b>				
Use the Unit Cost Spreadsheet to easily calculate the cost of your different service types to set rates for CDC clients and subcontracting.	Licence for two users: <b>Requires Excel 2007 or newer</b>		\$440	
	Licence for additional users		\$100 per user	
GGJ Unit Cost Spreadsheet Annual Support Subscription	Receive updates and up to 1 hour of email support per annum		\$200 p/a for 2 users plus \$25 per additional user	
<b>PLANNING SPREADSHEET</b>				
Tick the Planning Spreadsheet you wish to purchase: <input type="checkbox"/> for Community Care <input type="checkbox"/> for Residential Care	Requires Microsoft Excel 2007 or newer		\$275 each	
<b>AUDIT AND SURVEY TOOLS</b>				
Audit and Survey Tools for <b>Community Care</b> Services	Licence for one outlet: <b>Requires Microsoft Word and Excel 2007 or newer</b>		\$605	
	Licence for additional outlets		\$100 per outlet	
Audit and Survey Tools for <b>Residential Care</b> Services	Licence for one outlet: <b>Requires Microsoft Word and Excel 2007 or newer</b>		\$990	
	Licence for additional outlets		\$150 per outlet	
<i>Continued over</i>				

Continued from previous page SUBTOTAL				
PRODUCT	DETAILS	QTY	COST (GST inc)	TOTAL
<b>ADD-ON PACKAGES FOR THE P&amp;P MANUAL</b>				
Add-on Package for the NSW Disability Service Standards	These packages provide the information that needs to be included in the example P&P to meet the requirements of the respective Standards.		\$480	
Add-on Package for ISO 9001:2008 Quality Management Systems Requirements			\$480	
<b>TOTAL</b>				

**PLEASE NOTE:**

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Contact GGJ Consultants to discuss other uses of our resources.

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**EFT: Gevers Goddard Jones P/L**    BANK: NAB Palmyra    BSB: 086 426    ACCOUNT NO: 54 300 6476

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**Card Number:**                        

**Card Holder:**

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State: _____	Postcode: _____
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