



Australian Government
Department of Health and Ageing

Accreditation Support Grants

GRANT APPLICATION GUIDELINES

2008-09 TO 2010-11

These guidelines may be downloaded from www.health.gov.au/OATSIHaccreditation

Submission of applications

Grant applications will be accepted according to the indicative timeframes shown below.

Invitations to apply for the Grants will be distributed to eligible organisations ahead of each funding round.

2008 – 09 Funding Round

Round 1: Applications close **5.00pm EST Monday 15 September 2008 (Closed)**.

Round 2: Applications close **5.00pm EST Wednesday 1 April 2009**.

2009 – 10 Funding Rounds

Round 1: Applications close **5.00 pm EST Tuesday 15 September 2009**.

Round 2: Applications close **5.00 pm EST Thursday 1 April 2010**

2010 – 11 Funding Round

Round 1: Applications close **5.00 pm EST Wednesday 15 September 2010**.

EQHS

Establishing Quality Health Standards

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1. Background

The 2007-08 Budget Measure *A Better Future for Indigenous Australians – Establishing Quality Health Standards* (EQHS) provides funding until June 2011 to help Aboriginal and Torres Strait Islander community controlled health services become accredited under Australian health care standards.

Accreditation support provided under EQHS includes:

1. Accreditation Support Grants (the subject of these guidelines);
2. Quality Improvement and Accreditation Facilitators, referred to in this document as 'Facilitators' (see contact details and brief role description at [Attachment A](#)); and
3. Localised Accreditation Support provided through NACCHO and State / Territory Affiliates (see contact details and brief role description at [Attachment B](#)).

2. Funding Objectives

Accreditation Support Grants are being made available to assist organisations to overcome barriers to achieving accreditation or re-accreditation.

The Grants are intended for organisations that:

- are not currently accredited against any accreditation framework relevant to OATSIH-funded service delivery; or
- already have one form of accreditation but are working towards accreditation under a second accreditation framework in order to reflect the full range of their OATSIH-funded service delivery; or
- are seeking organisational accreditation; or
- are seeking re-accreditation and have identified new barriers to accreditation as a result of revision to standards.

3. What organisations are eligible to apply for Grants?

Organisations eligible to apply for Accreditation Support Grants are those which receive the majority of their funding for health care service delivery from OATSIH, including:

- Aboriginal community controlled health services (ACCHSs);
- substance use service providers; and
- social and emotional well-being service providers, including Link Up services and Bringing them Home counselling services.

OATSIH-funded advocacy services are also eligible.

Organisations receiving funding from OATSIH that do not meet the above definitions are *not eligible* to apply for an Accreditation Support Grant.

In seeking accreditation support under EQHS, organisations need to demonstrate their commitment to achieving accreditation.

4. What types of accreditation are supported by the Grants?

It is recognised that there are several accreditation frameworks for clinical and organisational accreditation relevant to organisations receiving funding for primary health care service delivery from OATSIH.

Organisations are encouraged, in the first instance, to address clinical accreditation against a clinical framework, for example, against the Royal Australian College of General Practitioners (RACGP).

Other services may identify an alternate accreditation framework which reflects their OATSIH-funded service delivery, for example, Quality Improvement Council (QIC) modules addressing Home Based Care Services, Alcohol, Tobacco and other Drug Services, Mental Health Services and others.

Organisations that obtain clinical or other service delivery accreditation can also be supported to work towards organisational accreditation through, for example, the QIC or International Standards Organisation (ISO).

5. What can the Grants be used for?

The Grants are to be used specifically to assist the organisation to achieve accreditation / reaccreditation, and will be subject to funds availability.

Grants can meet the costs of specific activities within the organisation, procurements and/or accreditation fees.

Costed activities or procurements

These items must be:

- necessary to achieve accreditation or re-accreditation; and
- identified in a planning document developed by the organisation (this may be done with the support of, for example, a Facilitator, or an Affiliate) which sets out the activities/procurement needed to achieve accreditation, timeframe and implementation strategies.

Examples of activities or procurement for which Grant funding may be made available are:

For organisations applying for RACGP accreditation:

- The procurement or upgrade of equipment to meet infection control standards – RACGP Criterion 5.3.4.
- The upgrade of cold chain management facilities and processes to ensure that the organisation can reliably meet accreditation standards – RACGP Criterion 5.3.2.
- Minor capital works such as the construction of wheelchair access – RACGP Criterion 5.1.3.

- The development or upgrade of operational resources, for example, materials that will assist the organisation ensure that its reception area can play an effective role in communicating with patients about their visits - RACGP Criterion 1.1.1.

For organisations applying for QIC accreditation:

- Development of a staff appraisal system, development of a regional health workforce strategy - QIC Standard 1.2 Human resources.
- Establishment of a sustainable method for community consultation eg. regional teleconferences – QIC Standard 1.1 Leadership and management.
- Establishment of a legal compliance system - advice from lawyers - QIC Standard 1.7 Legal and regulatory compliance.
- Consultancy advice to develop a financial management system to ensure all financial reporting requirements are met – QIC Standard 1.4 Financial management.

Accreditation fees

Organisations may also apply for funding to cover costs of undertaking accreditation or re-accreditation (prior to June 2011), such as:

- AGPAL or GPA+ for RACGP accreditation; or
- Institute for Healthy Communities Australia Ltd, Quality Management Services, Quality Improvement and Community Services Accreditation Inc for QIC accreditation.

On this basis, the costs of fees may be included in the Accreditation Support Grant application. However, if an organisation has an immediate need for payment of these fees which cannot be addressed in a timely way within the Grant funding rounds outlined in this document, enquiries about alternative arrangements should be directed to OATSIHqualityenquiries@health.gov.au.

6. Activities that will not be funded

The Grants do not provide funding for:

- recurrent costs (eg, for permanent positions within the organisation);
- activities not essential to achieve accreditation; or
- major capital works.

Note: Fees for Facilitators should not be included in Grant applications, as organisations will be able to access the services of Facilitators at no cost, as set out in Attachment A.

7. How to apply for a Grant?

Organisations applying for a Grant are required to:

1. Complete an Accreditation Support Grant application form (included with these guidelines at Attachment C, or available for download at www.health.gov.au/oatsihaccreditation).
2. Attach required supporting documentation, including accreditation planning documentation (section 8 refers) and evidence of costs for the purchase of assets

and/or services.

Note: Three quotes should be provided for any assets or services that are over \$5,500 (GST incl). Should it be impossible, or impractical to obtain three quotes, the organisation should include this advice with their Grant application.

3. Submit the application and all supporting documentation, in accordance with the specified timelines, to the OATSIH project officer in their State / Territory.

Organisations can obtain assistance in completing their Grant application by contacting the OATSIH project officer in their State / Territory, calling the OATSIH Accreditation Information Line on 1800 723 676, or emailing OATSIHqualityenquiries@health.gov.au.

Organisations are able to apply for a Grant in any or more than one funding round. However, where funding constraints require OATSIH to prioritise applications, greater priority will be given to organisations which have not previously received a Grant. Organisations should therefore consider the most appropriate timing for their Grant application, to optimise their capacity to achieve accreditation by 30 June 2011.

8. Documentation of accreditation planning

It is expected that organisations will undertake a systematic review to identify the actions which would be required to meet the standards within their selected accreditation framework, and develop the findings of this review into detailed planning for the achievement of accreditation. This may be done with the support of, for example, a Facilitator or Affiliate.

Documentation of this planning should include:

- the accreditation framework most relevant to the organisation;
- the standards within the framework which the organisation is not able to meet currently;
- activities (including activities that do not require funding) and procurement which would be required to meet those standards; and
- strategies to ensure completion of the identified activities including:
 - resources required
 - person responsible
 - timeframes
 - monitoring of progress.

The organisation is required to provide a copy of this documentation as an attachment to the application form.

9. Assessment Criteria and Process

Assessment Criteria

Grant applications will be considered against the following criteria:

- The application form is fully completed and submitted by a person with the relevant authority within the organisation;
- The application has been endorsed by the organisation's Board;
- The application meets the submission deadlines for the Funding Round;
- The organisation meets the eligibility criteria listed at page 3 of these guidelines;

- Funding sought is essential to meeting an accreditation standard under the relevant framework;
- An accreditation framework and standard is specified for each activity or procurement for which funding is sought;
- The level of funding sought is supported by quotes and detailed costings;
- Should funding for a minor project be sought, an overview of the project should be provided;
- The funding sought can be expended within the financial year in which the funds are provided. For example: funds received following the September 2009 round would need to be expended by June 2010; and
- Accreditation planning documentation is attached to the application.

Assessment Process

OATSIH will assess applications against the above requirements, and funds availability. In cases where the information provided in an application is unclear or incomplete, clarification or additional information will be sought from the organisation.

The Department will acknowledge all applications within two weeks of receipt and notify all organisations of the outcome of their application as soon as practicable.

10. Funding Agreement

Funds approved in the April Accreditation Support Grant Funding Rounds of each year will be incorporated into the organisation's Funding Agreement for the next financial year / s commencing in July.

Funds approved in the September Funding Rounds of each year will be provided through a variation to the organisation's existing Funding Agreement.

11. Reporting

Organisations will be required to report on activities and expenditure of Accreditation Support Grant funds as part of the SDRF Action Plan Report process.

Attachment A - Quality Improvement and Accreditation Facilitators

The Panel of Quality Improvement and Accreditation Facilitators (Facilitators) established by OATSIH will provide ongoing expert support and advice to all eligible OATSIH-funded services to help them achieve clinical or other service delivery, and organisational accreditation by June 2011. All Facilitators have worked extensively in all jurisdictions and with a range of different service delivery type organisations.

The support to be provided by each Facilitator will include an initial on-site assessment to assess the organisation's accreditation readiness, assistance in the development and implementation of accreditation planning (including helping services to document and implement actions required to achieve accreditation), education and support for continuous quality improvement within the organisation, and assistance with identifying resources and activities required to meet accreditation goals. OATSIH will pay Facilitator costs for all eligible organisations using the Panel, up to a pre-agreed level of support.

Facilitator Panel Members are listed below.

Name of organisation / contact	Address / phone number
<u>Accreditation Specialists (Aust) Pty Ltd</u> Janet Hitchener	PO Box 3275, Manuka ACT 2603 Phone: 02 6282 7597
<u>20/20 Integrated Solutions Pty Ltd</u> Unna Liddy and Bret Mannison	PO Box 483, Paddington QLD 4064 Phone: 07 3369 3967
<u>Institute for Healthy Communities Australia Ltd</u> Tony Williams	PO Box 5582, West End QLD 4101 Phone: 07 3844 2222
<u>Barbara Schmidt & Associates Pty Ltd</u> Barbara Schmidt	PO Box 63 M, Manunda QLD 4870 Phone: 07 4058 0901
<u>Delphi Mentors</u> Robert (Bob) Scott	PO Box 556, Tamworth NSW 2340 Phone: 02 6762 2122
<u>Beyond (Kathleen Stacey & Associates) Pty Ltd</u> Kathleen Stacey, Managing Director	16 Avenue Road, Cumberland Park SA 5041 Phone: 08 8271 1903
<u>Jacara Consulting</u> Judy Clark, Principal	C/- Post Office, Flinders Island TAS 7255 Phone: 0408 516113

Attachment B - Local Accreditation Support

OATSIH has engaged National Aboriginal Community Controlled Health Organisation (NACCHO) and its affiliated peak body organisations (the Affiliates) to provide local accreditation support to eligible OATSIH-funded organisations.

Accreditation support to be provided under this arrangement is outlined below.

Affiliates

Support activities to include:

1. Promotion and awareness raising on the need for accreditation and the value of broader quality improvement strategies;
2. Provision of information about accreditation;
3. Facilitation of effective and appropriate delivery of services offered by the Quality Improvement and Accreditation Facilitators in the local context;
4. Provision of practical advice on implementing actions required to achieve accreditation; and
5. Provision of ongoing monitoring and reporting to OATSIH on the progress of organisations being supported in achieving accreditation.

NACCHO

Support activities to include:

1. Collaborative work with mainstream accreditation agencies to increase the number of Aboriginal and / or Torres Strait Islander surveyors and assist with the development of materials such as culturally appropriate interpretative guides;
2. Establishment and maintenance of an accreditation web-site and information clearing house;
3. Conducting regular accreditation workshops / forums; and
4. Formal provision of ongoing strategic advice on accreditation of OATSIH-funded organisations.

Relevant contact details for NACCHO and all State or Territory NACCHO Affiliates.

Jurisdiction	State or Territory NACCHO Affiliate
Australian Capital Territory	Winnunga Nimmityjah Aboriginal Health Service (Winnunga) Contact: Julie Tongs. Phone: 02 6284 6222
New South Wales	Aboriginal Health & Medical Research Council of NSW (AH&MRC) Contact: Melinda Bell. Phone: 02 9212 4777
Northern Territory	Aboriginal Medical Services Alliance Northern Territory (AMSANT) Contact: Siv Parker. Phone: 08 8944 6666
Queensland	Queensland Aboriginal and Islander Health Council (QAIHC) Contact: Christine Ryan. Phone: 07 3328 8500
South Australia	Aboriginal Health Council of South Australia (AHCSA) Contact: Richard Nelson. Phone: 08 8273 7200
Tasmania	Tasmanian Aboriginal Centre (TAC) Contact: June Sculthorpe. Phone: 03 6234 8311
Victoria	Victorian Aboriginal Community Controlled Health Organisation (VACCHO) Contact: Andrew Morrison. Phone: 03 9419 3350
Western Australia	Aboriginal Health Council of Western Australia (AHCWA) Contact: Sharon Clews. Phone: 08 9227 1631
National	National Aboriginal Community Controlled Health Organisation Contact: Brendan O'Connell. Phone: 02 6248 0644