

QUMAX 'how to guide'

2016-2017

The QUMAX Cycle and Key Dates

The 2016-2017 QUMAX Cycle



Key Dates

8 July 2016

Registration Closes

30 September

Work Plans completed and submitted

31 January 2017

Progress Report 1 due (covers July to December 2016)

14 May 2017

Registration for 2017-2018 begins

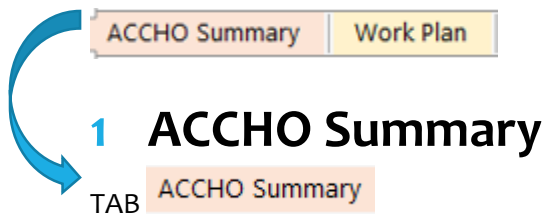
31 July 2017

Progress Report 2 due (covers January to June 2017)

How will QUMAX work for 2016-2017

We will be using excel templates again for all components of the QUMAX program (eg work plan development and the two (2) progress reports).

Each ACCHO will receive an excel document containing the 2016/2017 QUMAX cycle information, including their individual budget allocation. There are two tabs within the document. The first tab 'ACCHO Summary' will be pre-populated with ACCHO name and budget.



The ACCHO Summary helps track funding allocations against the total QUMAX budget. This tab is locked so data cannot be entered directly into this section.

As you enter budget information (dollar amounts) into the Work Plan or Progress Report the ACCHO Summary will automatically update. It will show the totals against each support area as a budget amount is added. These amounts are automatically deducted from the total **QUMAX Budget** amount as the work plan is populated.

Remaining funds to be allocated indicates the amount of funds left, and must be at zero balance before the Work Plan can be submitted by the ACCHO CEO.

2016 / 2017



Please click tab below to complete your QUMAX Work Plan

Name of ACCHO

Example

QUMAX Budget **30,078.00**

Remaining funds to be allocated **30,078.00** must be zero before CEO can submit work plan

		Workplan	
1	a. DAA Agreement	\$	-
	b. DAA Flexible Funding	\$	-
2	QUM Pharmacy Support	\$	-
3	HMR Models of Support	\$	-
4	QUM Devices	\$	-
5	QUM Education	\$	-
6	Cultural Awareness	\$	-
7	Transport	\$	-
Allocation		\$	-

NACCHO	Date	
Approved by		
Position Title		
Email		

The Pharmacy Guild of Australia	Date	
Approved by		
Position Title	QUMAX Program Manager	
Email	sharon.storen@guild.org.au	

Department of Health	Date	
Approved by		
Position Title		
Email		

2 Work Plan

To develop your work plan click tab **Work Plan**

- ✓ Budget allocations can be against any or all seven (7) QUM support categories (see the 6CPA QUMAX Programme Specific Guidelines for more information on the seven support categories)
- ✓ ACCHOs complete the **BLUE** sections under each category of the work plan.
- ✓ The information provided within your work plan will automatically populate the 'ACCHO Summary' page.
- ✓ A description of each category can be found within the 'Work Plan' tab.
- ✓ Once work plan is complete the CEO / authorised person is then required to submit to QUMAX@naccho.org.au.

Workplan		
1 a. DAA Agreement	\$	-
b. DAA Flexible Funding	\$	-
2 QUM Pharmacy Support	\$	-
3 HMR Models of Support	\$	-
4 QUM Devices	\$	-
5 QUM Education	\$	-
6 Cultural Awareness	\$	-
7 Transport	\$	-
Allocation	\$	-

NACCHO	Date
Approved by	
Position Title	
Email	

The Pharmacy Guild of Australia	Date
Approved by	
Position Title	QUMAX Program Manager
Email	sharon.storen@guild.org.au

Department of Health	Date
Approved by	
Position Title	
Email	

ACCHO Summary **Work Plan**

Work Plan submission, approval, contracts, budget allocation and payment

1) **Submission and Approval**

The work plan is then reviewed / approved by NACCHO, the Guild and the Department of Health.

2) **Contracts**

Once final approval is received from the Department the Guild will send two (2) original contracts via express post to the CEO / authorised person for signing. The Guild will provide a self-addressed

express post envelope for the two (2) contracts to be returned for Guild signature. One (1) original contract is then returned to the ACCHO with details of the first payment.

3) Budget allocation

The ACCHO receives funding for budget allocations against one or all of the seven approved support categories, **1b. DAA Flexible Funding to 7. Transport** (see the **6CPA QUMAX Programme Specific Guidelines** for more information on the seven support categories).

The budget allocation for your service is indicated in the ACCHO Summary and available to allocate according to the needs of your service as previously discussed.

4) Allocating funds to DAA Agreements

Funding for pharmacies listed in **1a. DAA Agreements** is held by the Guild. Payments are made to these pharmacies on acceptance of quarterly reports and paid by the guild.

5) Payment

The first payment is generally made to your service within 2 weeks of the signed contracts being returned to the Guild.

The two (2) ACCHO payments are 50% of annual allocation (less 1a DAA Agreement funds):-

1st payment - on execution of the QUMAX contract (50%)

2nd payment – on receipt and approval of 1st progress report (50%)

No payment is attached to the 2nd progress report. However it is expected all QUMAX funds for that period are acquitted for that cycle as part of this process.

Why would our QUMAX payment be delayed?

There are a number of possible reasons for a delay in payment of QUMAX funding to an ACCHO, and might include;

- the ACCHO has not submitted a final Progress Report and acquitted for the previous QUMAX cycle (funding for the new cycle cannot be released until all funds have been acquitted)
- the ACCHO CEO has not signed off on the Work Plan Contracts or DAA agreements funding
- DAA contracts have not been completed correctly and/or don't match the work plan and/or haven't been signed off by the CEO

- DAA contracts have not been received by the Guild.

TAB **Work Plan** continued

Example of work plan – ACCHOs complete the **BLUE** section for each QUM Support Category

Please complete the BLUE BOXES of this work plan.

1.a DAA Contract (QUMAX DAA Agreement) - Form A

	Pharmacy	Number of Patients	Negotiated Price per DAA (\$)	Total
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
Total funding allocated to - 1a DAA Agreements				\$ -

1a. DAA Contracts

ACCHOs can allocate funding for QUMAX DAA's. This program will operate only in participating pharmacies nominated by the ACCHO. The ACCHO is restricted to having an agreement with a maximum of five pharmacies. If this restriction is going to cause hardship it is requested that the ACCHO contact NACCHO to discuss individual circumstances. This applies to all services including those who had more than five approved in the previous financial year.

The ACCHO has the opportunity to negotiate local level service arrangements and pricing for DAAs for clients.

It is the responsibility of each ACCHO to negotiate a new contract each financial year with the pharmacies that supply DAAs.

The DAA contract (Form A) must be signed by **both** the ACCHO and the Pharmacy and Form B needs to be completed by the Pharmacy and returned to the Guild for approval. Return information can be found on both Forms.

The QUMAX contract will not be finalised until all DAA Agreements (Form A and Form B) are received and approved.

The Guild will pay the Pharmacies direct according to the QUMAX DAA Agreement the service has with the pharmacy. The pharmacy will report to the Guild on a 4 monthly basis. The pharmacy will report back to the ACCHO on DAA activity on a mutually agreed basis.

DAA Calculation:

- Number of patients or DAA's provided per week x 52 (weeks per year) x \$ cost per DAA = total amount negotiated for the financial year.

Please ensure the information provided above (1a. DAA Contracts) reflects the signed DAA Agreement - Form A. All signed DAA Agreements to gumax@naccho.com.au

1.b DAA Flexible Funding

	Pharmacy	Number of Patients	Negotiated Price per DAA (\$)	Total
1				\$ -
2				\$ -
3				\$ -

Funds can be allocated to this category to help cover costs for transient patients. The calculation is the same used in 1a DAA Contract. If pharmacies provide DAA's under Flexible Funding they will invoice the ACCHO directly.

ACCHOs need to keep a record of DAAs supplied under this heading to report in each Progress

Example of completed work plan from 'ACCHO Summary' page. Remaining funds must be 0.00 (zero) before work plan can be submitted.

QUMAX Budget	30,078.00
Remaining funds to be allocated	0.00 <i>must be zero before CEO can submit work plan</i>

Workplan	
1 a. DAA Agreement	\$ 10,400.00
b. DAA Flexible Funding	\$ 1,040.00
2 QUM Pharmacy Support	\$ 2,500.00
3 HMR Models of Support	\$ 3,075.00
4 QUM Devices	\$ 1,000.00
5 QUM Education	\$ -
6 Cultural Awareness	\$ 1,500.00
7 Transport	\$ 10,563.00
Allocation	\$ 30,078.00

NACCHO	Date	<input type="text"/>
Approved by	<input type="text"/>	
Position Title	<input type="text"/>	
Email	<input type="text"/>	

The Pharmacy Guild of Australia	Date	<input type="text"/>
Approved by	<input type="text"/>	
Position Title	QUMAX Program Manager	
Email	sharon.storen@guild.org.au	

Department of Health	Date	<input type="text"/>
Approved by	<input type="text"/>	
Position Title	<input type="text"/>	
Email	<input type="text"/>	

Work Plan completion summary

1. Your ACCHO can allocate QUMAX funding against any or all of the seven QUMAX support areas. There is no requirement to put some money against all the areas. Some ACCHOs choose to have all their QUMAX funding allocated to DAA Agreements or Flexible Funding, or distribute the funds against all the support areas according to the needs of their service.
2. All funds must be allocated with a zero balance remaining
3. If you have allocated money to **1a. DAA Agreement, Form A - DAA Agreements 2016/2017** **must be completed by both the pharmacy and the ACCHO CEO**, and submitted to the Guild (qumax@6cpa.com.au). Patient numbers and dollar amounts in the DAA Agreement must match the Work Plan.
4. Where indicated you must include names of pharmacies, patient numbers, types of activities, and description of devices to purchase not listed in the approved QUM Devices list (noting these need approval by NACCHO before submitting).
5. Research cost of devices for best prices.
6. The CEO, or the person they have chosen to give authority to, must provide final approval before the Work Plan is submitted. Without this approval the Work Plan cannot be approved by NACCHO or the Guild.
7. If uncertain or you need assistance contact the NACCHO National QUMAX Coordinator or the Guild National QUMAX Manager.

NACCHO National QUMAX Coordinator
Jodie Fisher



QUMAX Program Manager
Sharon Storen



Why would approval of our Work Plan would be delayed?

There are a number of reasons why approval your Work Plan might be delayed which more often than not result in NACCHO having to return the Work Plan, these include;

- There is surplus funds still to be allocated
- Important details haven't been included (such as the name of a pharmacy or patient numbers)
- CEO approval hasn't been received

3 Progress Report # 1

This report covers the period 1 July 2016 – 30 December 2016 (due **30 January 2017- second payment released on acceptance of report**).

Progress Report 1 will be available within a few weeks following the approval and execution of the Work Plan. It requires the ACCHO to report against expenditure

To complete report click on tab **Progress Report #1 Jul-Dec 2016**

Once this report has been approved by NACCHO and the Guild, the Guild will make the 2nd / final payment.

		QUMAX Budget			
		30,078.00			
		Remaining funds to be allocated		0.00 must be zero before CEO can submit work plan	
	Workplan	Progress Report #1 Jul - Dec 2015	Progress Report # 2 Jan - Jun 2015	Funds Remaining	
1 a. DAA Agreement	\$ 6,370.00	no reporting required for DAA Agreements			-
b. DAA Flexible Funding	\$ 60.00	\$ 300.00	\$ -	-40.00	
2 QUM Pharmacy Support	\$ 100.00	\$ 75.00	\$ -	25.00	
3 HMR Models of Support	\$ 5,700.00	\$ 3,698.00	\$ -	2,002.00	
4 QUM Devices	\$ 3,427.00	\$ 2,500.00	\$ -	927.00	
5 QUM Education	\$ 2,925.00	\$ 2,925.00	\$ -	0.00	
6 Cultural Awareness	\$ 1,000.00	\$ 500.00	\$ -	500.00	
7 Transport	\$ 10,296.00	\$ 6,006.00	\$ -	4,290.00	
Allocation	\$ 30,078.00	\$ 16,004.00	\$ -	<u>7,704.00</u>	

ACCHO Summary	Work Plan	Progress Report #1 Jul-Dec 2016	Progress Report #2 Jan-Jun 2017
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- ✓ As with the Work Plan the information provided in the report will automatically populate the ‘ACCHO summary’ page and provide you with the ‘funds remaining’ for each QUM support category.
- ✓ Funds Remaining also indicates what will need to be reported on in Progress Report 2
- ✓ If underspend is predicted in one support area it can be reallocated to another support area. Please talk to the NACCHO QUMAX Coordinator
- ✓ CEO must approve the report before it is submitted

4 Progress Report #2

This report covers the period 1 January 2017 – 30 June 2017 (due **30 July 2017**) and is the final report required to acquit the 2016/2017 QUMAX cycle.

To complete report click on tab **Progress Report #2 Jan-Jun 2017**

- ✓ The information provided in the report will automatically populate the ‘ACCHO Summary’ page and provide you with the ‘funds remaining’ for the QUM support category.
- ✓ If surplus funds are recorded on the submission / approval of the acquittal, funds may be recovered.

Once this report has been approved by NACCHO and the Guild it completes the QUMAX cycle.

		QUMAX Budget			
		30,078.00			
		Remaining funds to be allocated		0.00 <i>must be zero before CEO can submit work plan</i>	
	Workplan	Progress Report #1 Jul - Dec 2015	Progress Report # 2 Jan - Jun 2015	Funds Remaining	
1 a. DAA Agreement	\$ 6,370.00	<i>no reporting required for DAA Agreements</i>		-	
b. DAA Flexible Funding	\$ 260.00	\$ 300.00	\$ -	-40.00	
2 QUM Pharmacy Support	\$ 100.00	\$ 75.00	\$ 15.00	10.00	
3 HMR Models of Support	\$ 5,700.00	\$ 3,698.00	\$ 2,002.00	0.00	
4 QUM Devices	\$ 3,427.00	\$ 2,500.00	\$ 927.00	0.00	
5 QUM Education	\$ 2,925.00	\$ 2,925.00	\$ -	0.00	
6 Cultural Awareness	\$ 1,000.00	\$ 500.00	\$ 500.00	0.00	
7 Transport	\$ 10,296.00	\$ 6,006.00	\$ 4,290.00	0.00	
Allocation	\$ 30,078.00	\$ 16,004.00	\$ 7,734.00	-30.00	

ACCHO Summary	Work Plan	Progress Report #1 Jul-Dec 2016	Progress Report #2 Jan-Jun 2017
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