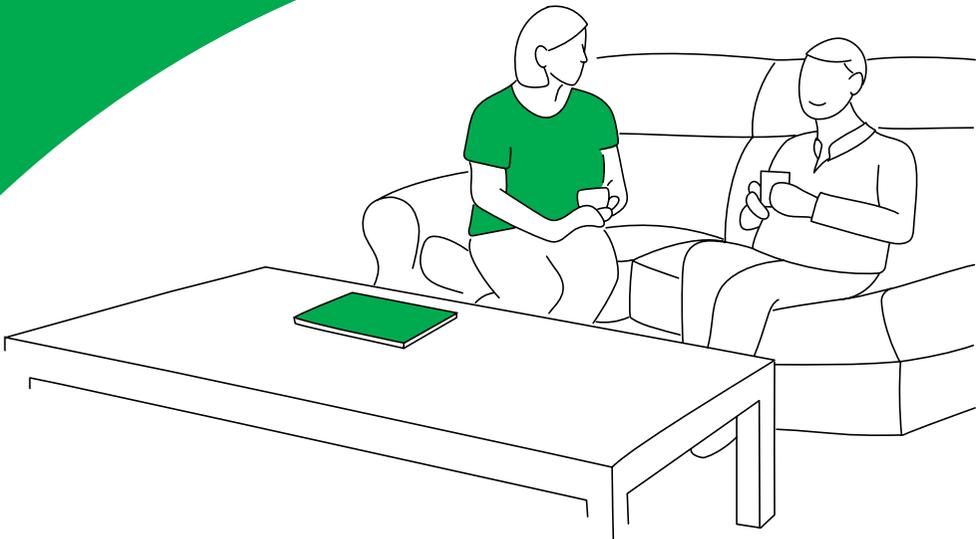


4 Steps to Prepare

Here's a few easy tips to support
a great day of assessing.



Preparing in advance of the AN-ACC assessment visit ensures the best possible day for your team, your residents, and your assessment outcomes.

Follow these four steps prior to the visit.

1

Advise your team and explain their important role on the day

- Email your team the date that AN-ACC assessments are booked
- Care staff and clinical staff have an important role on the day to provide insights and information about client needs. The AN-ACC assessor has a series of structured questions to ask
- We greatly value your team's time and will ensure the process is not onerous and is a positive interaction
- Advising your residents is also helpful preparation for a great day

2

Provide a room for the AN-ACC assessors to work from

- A room where AN-ACC assessors can confidentially discuss scoring and triangulation of data is key to efficient assessing
- We will also use this room to keep confidential information stored for the day
- We won't take any of your paperwork offsite

3

Prepare for access to care plans and associated information

- Create or allocate a username and password for your care plan system to provide assessors access to care plans and associated information...access to the system is how the assessor starts their day
- Provide the technology to access the care system, and/or a link to the system that can be accessed by the assessor's laptop (running Microsoft Windows)
- If your falls, medication, active wounds, enteral feeding, stoma and other charts are on a different system, please also provide access to these.

4

Allocate a team member for the assessor to connect with on arrival

- Provide the name and phone number for the person the assessor should connect with on the day. The assessor will call in advance of the visit to introduce themselves
- It is really helpful to have a map of the facility available for the assessor
- A brief tour of the facility and an update about Infection Control protocol is a great way to start the day

These four steps provide the foundation of a great AN-ACC assessment.

A typical assessment day

After the tour and settling into the room you have allocated our assessor/s, we log into the care plan system to familiarise ourselves with the residents we will be assessing.

We will then obtain information in three ways:

1. Review of resident's health and care documentation
2. Discussion with care staff
3. Direct observation and active assessment with the resident.

These activities will look different each day as the assessor navigates your facility and balances their data collection with the flow of resident and team daily activities. Capturing all this information will ensure that our assessors complete a high-quality assessment that best reflects the 24-hour care needs of your resident.

The assessor uses the AN-ACC assessment tool on their device. This tool uses a combination of 10 assessments to record the characteristics of residents that drive care costs in residential aged care. The information collected by the assessor is entered directly into the tool so that classification calculations can happen within the Department of Health and Aged Care (we do not have access to classification results).

The [AN-ACC Reference Manual and AN-ACC Tool](#) is available via the Department of Health and Aged Care website. Helpful resources are available for all aspects of the AN-ACC, also on the [Department of Health and Aged Care website](#).

If you have any questions or would like to provide feedback, please contact us via

AN-ACCenquiries@acna.org.au

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