Access to Allied Psychological Services (ATAPS) Program

Instruction Sheet for the Minimum Dataset Statistics

The 2011-12 MoU reflects these recommendations and introduces two tiers of funding:

Tier 1 funding is intended to enable ATAPS to play its traditional role of complementing Medicare based services by targeting a broad range of groups who are not easily able to access private mental health services.

- Individuals in geographic areas which have low access to Medicare based services
- Individuals for whom Medicare based services are not affordable or appropriate within the private sector
- Individuals unlikely to seek out Medicare Services
- Other hard to reach groups including youth, ATSI, people from Culturally and Linguistically Diverse backgrounds.

Tier 2 funding provides supplementary capacity to ATAPS to increase efforts to target particular groups through innovative and flexible means of delivery which are allowable for meeting the needs of particularly hard to reach groups.

- Women with perinatal depression
- Homeless individuals
- Children
- People in remote locations
- Individuals who have attempted suicide or are at risk of suicide or have self harmed
- People who continue to be impacted by the 2009 Victorian bushfires- the unlimited sessions are no longer available.

If you have any questions regarding the new reporting requirements please don not hesitate to contact Christine Borg GP Consultant – Community Health Care on 5428 4848 or via email on christine.borg@chgpn.com.au

How to Fill Out the NEW SESCTIONS OF the Service Provider Running Sheet:

Each ATAPS Funding Tier's are required to be reported on separately.
In the new reporting documents you are required to complete a separate **Service provider Running Sheet** for all the ATAPS Funding Tiers.

- ATAPS Tier 1-General
- ATAPS Tier 2-General
- ATAPS Tier 2-Bushfire
- ATAPS Tier 2-Acute ATAPS (Suicide/Self Harm Prevention)

* Please note – you still need to complete the 2 paged **Client Information Sheet** for each client and record all of their session details

Summary of Quarter Box:

- Please fill in this box at the end of the quarter for all ATAPS Tiers by documenting the TOTAL No. of Referring GPs (please only count each GP ONCE), TOTAL No. of Referrals, TOTAL No. of Sessions and TOTAL No. of No Shows.

Please ensure that appropriate feedback is provided to the Referring GP after the first 6 session and at the completion of your client's treatment.

How to Fill Out the NEW SECTIONS OF the 2 Page Client Information Form:

PAGE ONE

- There are now Mandatory fields which MUST be filled in on ALL Client forms. These are marked with an *. These Fields are: Referring GP, Referring Date, Referral Type and Pre/Post K10 Score.
- You can now select your Referring Type, they are as follows: General ATAPS, Perinatal Depression and Bushfire ATAPS. One will need to be selected for each referral.
- You will now need to select if there were additional sessions required.
- You will also need to select the conclusion of the referral.

PAGE TWO

- For each session you will now need to select how it was delivered. Your options are: Face to Face, Telephone or Video Conferencing.

Please be reminded that stats need to be returned to CHGPN for processing two weeks after the quarter ends.

* Random audits will be conducted to ensure that all procedures are carried out correctly as per the Department of Health and Ageing ATAPS Guidelines 2010-11.

Instruction Sheet for Sending the Minimum Dataset Statistics:

Please find attached an UPDATED **ATAPS Service Provider Running Sheet and Client Information Form Current from July 2011- June 2012** for your Quarterly Data Collection.

Please discard old versions- there are 2 versions attached. The word version is available if you prefer to use this document as a live version on your computer software. The Pdf is printable and will be available on our website shortly.

Currently, it is reporting time for me and we are updating the Minimum Data Set ***Client Information Forms*** now to accommodate the changes with the ATAPS guidelines and Data collection Requirements.

If possible- print them out, write clearly and hand tick the details (Ensuring that **ALL the Questions** are completed especially the **Mandatory** fields) and **send** them to me by post preferably.

If you are sending them electronically you must **highlight** the fields and answers and don't use icons as they are hard to see.

We process hundreds of these stats each quarter and we are double handling stats that are not clear and having to re contact you due to the form incorrectly completed. This is time consuming.

Instructions for sending me the stats:

- On the **Cover Sheet**- Please **TICK** the quarter that your are sending and document your **Organisation**.
- If you choose to send the stats by **Mail**- an envelope addressed to **OUR PO BOX 620** is fine. * make sure that you scan or make a photocopy of the stats in case they are lost in the mail or misplaced.
- Once you print and post them to me. The please send me a quick courtesy email – In the **subject column: ATAPS STATS SENT on (add the date)** to let me know you have sent the documents in the post so that I can expect them within a few days.
- If you choose to **Fax** the stats be sure that all the sheets are face up as we have received blank sheets and missing sheets when documents are faxed because the originals are back to back.
- Sending stats via **Email-**if scanning the stats and emailing them to me is your preferred option-Please write your **organisation's name** then **ATAPS STATS** and which **Quarter** you are sending to me in the **Subject Line**. I get a lot of stats sent and emailed to me through out the year and by flagging them will assist me with recording when they were received.
- ALL stats are **due within 14 days** after the quarter has finished- please alert your **finance department** to send me an invoice for that quarter. Payments will be processed after the stats have been correctly completed and received.
- An exception has been made for **Quarter 4-** Please alert your finance department that an **invoice must be sent to CHGPN before the 15th of June** due to the **End of Financial Year and the closure of CHGPN.** The Stats are due as per usual- within 14 days after the quarter has finished and handed over to the Medicare Local for the September DoHA Report.

In the past- I have had them emailed, faxed and sent in the mail and to confuse us more some stats are both been faxed and sent in the mail- this process is doubling up and messy and time consuming when we have to collate them. Rest assure that we appreciate your prompt and professional responses but we are trying to be efficient and use effective time management.