



How to use the My Aged Care client portal

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Table of Contents

1.	What can I find in this guide?	3
1.1	What is the client portal used for?	3
1.2	Key Term Description	5
2.	How do I view a summary of my interactions with My Aged Care?	7
3.	How do I view and update my personal information?	12
4.	How do I view and update my My Aged Care relationships?	17
5.	How do I view my current care plans?	20
6.	How do I view my current care approvals?	21
6.1	For clients with Home Care Package approvals	21
7.	How do I view my current aged care services?	24
8.	How do I view my interactions with My Aged Care?	27
9.	How do I view and upload attachments	28
10.	Where can I find out more information?	32

1. What can I find in this guide?

The My Aged Care Client Portal User Guide (Client Portal User Guide) outlines how clients (you) and representatives (such as carers or others who may act on your behalf) will use the My Aged Care client portal (the client portal).

This user guide will provide you and/or your representatives with information on how to access the client portal, view and maintain your personal details and who you can contact for further assistance.

You can view your My Aged Care client record, view and update personal and representative details, and see your interactions with My Aged Care, including assessment outcomes, support plans and service information.

To access the client portal, you must link your My Aged Care client record to your myGov account. For steps on linking and accessing your client record, please refer to <u>Accessing the My Aged Care Client Portal</u>.

1.1 What is the client portal used for?

The client portal is the key tool for you and your representatives to view your aged care services. You can use the portal to:

- View a summary of your interactions with My Aged Care
- · View and update your personal details
- View and update your relationships including representatives and primary contact person
- View your current support plans
- View your current care approvals
- · View the aged care services you are currently receiving
- View your interactions and communications with My Aged Care
- View and upload attachments
- View and print your information e.g. Referral Code letter.

This is the home page of the client portal, and the first page you will see when you log into the client portal.



You can access the following functions from the client portal homepage:

- 1. "Your Summary" function shows key information about your interactions with My Aged Care and summarises your assessments, service recommendations and approvals, service delivery status, and goals.
- 2. The "Plans" function shows the plans that have been created based on your care needs.
- 3. The "Current care approvals" function shows what care types you are currently approved to receive.
- 4. The "Relationships" function shows people who are involved in your care needs.
- 5. The "Services" function shows what services you are currently receiving.
- 6. The "Your Profile" function shows your contact information and personal details.
- 7. The "Reports" function allows you to view and print previously generated client information.
- 8. The "My Aged Care interactions" function shows contact you have had with My Aged Care.
- 9. The "Attachments" function allows you to add important documents such as your power of attorney.
- 10. The "Notifications" function shows new and historical notifications you have received from My Aged Care.

1.2 Key Term

Description

- ACAT/ACAS Aged Care Assessment Teams (ACATs) or Aged Care Assessment Service (ACAS) in Victoria, conduct face-to-face comprehensive assessments to determine a client's eligibility for care types under the *Aged Care Act 1997* (the Act), with approval subject to a decision by an ACAT Delegate.
- Client record People seeking access to aged care services will have a client record created by My Aged Care. The client record will include client details (and carer or representative details), details about assessments and support plan, and information about service(s) received. Clients will be asked to provide consent to enable their client record to be shared with assessors and service providers. Assessors and service providers will update information on the client record, and clients and their representatives will be able to view this information on the client portal, via myGov.
- Consumer People without a client record.
- Client People who have registered with My Aged Care and have a client record.
- Client service information Information about services that a provider delivers to a client. The provider is required to enter this information into the client record via the My Aged Care provider portal. Clients and their representatives will be able to view this information on the My Aged Care client portal, via myGov.
- Interim HCP An Interim Home Care Package is a Home Care Package assigned or received by a client, at a level lower than their approved level of care.

A client can choose not to be considered for assignment of an Interim Home Care Package, and can set a minimum level for an Interim Home Care package (up to 2 levels lower than their approved level).

National priority system The way in which home care approved clients are prioritised for assignment of a Home Care Package. This process is managed by the department based on the outcomes of assessments and approvals for home care as completed by ACATs.

RAS	The My Aged Care Regional Assessment Service (RAS) conduct face-to-face home support assessment for clients seeking to access Commonwealth Home Support Programme (CHSP) services.
Referral for assessment	A referral sent by My Aged Care staff requesting an assessment (home support or comprehensive) for a client. Referrals can also be requested via the <i>Apply for an assessment online</i> form on the My Aged Care website.
Referral for service	A referral sent by either My Aged Care contact centre staff or assessors requesting services for a client. Referrals can be sent electronically to a provider, or a client can be provided with a referral code.
Representative	Clients can nominate one or more representative(s) (e.g. a carer) to speak and act on their behalf. A representative is registered and has a record in the My Aged Care system. The My Aged Care system enables a representative to be classified as regular or authorised. If an older person is capable of providing consent for someone else to speak and act for them, they can set up someone else as their regular representative . If an older person is not capable of providing consent for speak on their behalf, they will need an authorised representative . Authorised representatives need to provide My Aged Care with legal documentation to show that they can legally act in this role.
Seeking services	Seeking services/not seeking services is an indicator of a client approved for home care and their preference for accessing a Home Care Package. If the client is approved for a Home Care Package and seeking home care services they will be added to the national priority system to await assignment of a Home Care Package.
Service finders	A search function available on the My Aged Care website that allows an individual to view service information for government funded aged care services.
Support plan	A plan developed by the home support assessor or comprehensive assessor with the client. The support plan identifies the client's needs, goals and service preferences. Assessors and providers will be able to view a client's support plan via the My Aged Care portals. Clients and their representatives will be able to view this information on the client portal, via myGov. A copy can also be provided to the client by the assessor.

2. How do I view a summary of my interactions with My Aged Care?

You are able to view a summary of key information about interactions you have with My Aged Care, which can include:

- Information about your movement through My Aged Care
- Assessment information for assessments conducted by My Aged Care
- Current Care Approval information
- Service recommendations that assessors have made
- Service delivery status of any services in place (or that have ended) with a service provider
- · Goals that you set as part of the assessment process
- Information about any heightened support assessors may be giving you (these are called Reablement and linking support periods)

Select the 'Your Summary' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm Welcome								
Clie	Client Portal							
	Welcome David							
			<u>2</u>	8				
		Plans	Current care approvals	Relationships				
		÷						
	Your Summary	Services	Your Profile	Reports				
	Į.	Ø	Ś					
	My Aged Care interactions	Attachments	Notifications					

The 'Your summary' page will be displayed, including 'Your tracker' and 'Your summary' headings.

Your tracker is displayed at the top of the page. This is a real-time tracker of your journey through My Aged Care, including where you're up to in your journey and any next steps you may need to take.

The stages of the tracker are:

- 1. **Registered** (you have been registered with My Aged Care)
- 2. **Assessment** (you have had an assessment or are having an assessment to determine your care needs)

- 3. **Waiting for services** (you have had an assessment and have been recommended for services)
- 4. **Receiving services** (a provider has accepted your service referral and commenced services)
- 5. Support Plan review (you are undergoing review by an assessor)

E	Your summary
Your t	racker October 100 (Section 2014)
Reg	An assessment has been completed and services have been recommended. Next step - If recommended services have been recommended. Next step - If recommended services are approved, an assessor will be in touch to help find a service provider. If you havent heard anything, you can call the assessment organisation using the phone number in the summary table beek. Attenuatively, will Find a power of an WA goed Care website www.myagedcare.gov.aufind=-provider.
0	Client has been placed on the national priority system for a home care package. Next step - A letter will be sent when a Khome Care Package is about to be received. Visit the Home Care Packages page on the My Aged Care website to learn more about what you can do while you wait www.myagedcare.gov.ab/heb/heb/meh/meh-care-packages.
0	One or more services have started. Next step - Call the provider for more information about services or to advise of any change in care needs. The phone number is in the summary table below.
Your s	summary (a)

You can expand and minimise 'Your tracker' by selecting the arrow button on the right hand side of the 'Your tracker' heading.

You can print 'Your tracker' by selecting the print button on the right hand side of the 'Your tracker' heading.

Your summary	
Your tracker	

'Your summary' displays a summary of your interactions with My Aged Care.

Your assessments					
Comprehensive Assessment)	Comprehensive Assessment (Screening (
Assessment Complete on 12 Febr Aged Care Assessment Service	uary 2019 6 02 2821 2453	Finalised on 11 February 2019 Aged Care Assessment Service	02 2821 2453	Complete on 11 February 2019	
	Your recommendations and ap	oprovals	,	Your service delivery status	
Help at home – Entry level support (Commonwealth	Meals - At Home		1	Ended on 26 February 2019 - Aged Care Inc - Outlet 2 & 9876 5432 Referral code 1-55826445034	
Home Support Programme)	Social Support Group		1	Ended on 26 February 2019 - Aged Care Inc - Outlet 2 🍤 9876 5432	
Help at home – More complex care (Home Care Packages)	Home Care Package Level 4 Priority for home care service: Med Approval pending	dium			
Aged care (nursing) home (Residential Care) ?	Residential Permanent Approval start date: 11 February 2	2019	1	Referral code 1-55826447216	
Your goals					

Your assessment information will be displayed under 'Your summary' heading.

David DAN Mais, 69 years alt, 1 January 1958, AC4947588	Penany context: Deni (ber) - 62 1224 6579 Vine al indukratika
Your summary	
Your tracker	
Your summary	ତ®
Your assessments	
Comprehensive Assessment	Comprehensive Assessment (a)
Assessment Complete on 7 June 2019 Kingston Aged Care Assessment Service 🕓 02 9992 2498	Facilised oc 4 Aune 2019 Kingston Aged Care-Assessment Service 🔍 62 9962 2498

You can view any completed assessments by selecting the icon next to the assessment.

David DAN Mala, 69 year ali, 1 January 1958, ACH407589	Pennary contact. Devid Dan (set) - 42 + 1234 4679 Venc al asidemetica	
Your summary		
Your tracker		
Your summary		۹۵
Your assessments		
Comprehensive Assessment Complete on 7 June 2019 Assessment Complete on 7 June 2019 Kingston Aged Care Assessment Service 4 02 9992 2498	Comprehensive Assessment Concernent Concerne	

Your care approvals, service recommendations and service information will be displayed in the middle of the page.

Your tracker				
four summary				۲
Your assessments				
Comprehensive Assessment		Comprehensive Assessment		
Assessment Complete on 7 June 2019 Kingston Aged Care Assessment Service 02	9992 2498	Finalised on 4 June 2019 Kingston Aged Care Assessment Service 502 9992 2495		
	Your recommendations and approvals		Your service delivery status	
Help at home – Entry level support (Commonwealth Home Support Programme) 🕐	Flexible Respite - Community Access - Individual F	lespite	Referral code 1-56122572553	
Help at home – More complex care (Home Care Packages) 🕐	Home Care Package Level 4 Priority for home care service: Medium Approval start date 4. June 2019 Home Care Package Level 4 Priority for home care service: High Approval pending		Home Care Parkage Level 4 19mbdraum of Alexe 2019 Ended on Jawa 2019 - Yaak Waya Age Care - Honton House € 02.8371 7284 No increase to service or not seeking service	
Your goals				
To be able to walk longer distances in 6 months tin View details	e. Status: In Progress			



Information about your goals is displayed at the bottom of the page, and to view more details about your goals, select 'View details'.

This will take you to your current support plan where you can view further information about the goals and recommendations recorded as part of your assessment.

Your summary				
Your tracker				۹۵
Your summary				@ Ø
Your assessments				
Comprehensive Assessment		Comprehensive Assessment (a)		
Assessment Complete on 7 June 2019 Kingston Aged Care Assessment Service C021	992 2498	Finalised on 4 June 2019 Kingston Aged Care Assessment Service 502 9992 2	495	
	Your recommendations and approvals		Your service delivery status	
Help at home – Entry level support (Commonwealth Home Support Programme) ?	Flexible Respite - Community Access - Individual Res	pte	Referral code 1-56122572553	
Help at home – More complex care (Home Care Packages) 🥐	Home Care Package Level 4 Priority for home care service: Medium Approval atrad date: 4 June 2019 Home Care Package Level 4 Priority for home care service: High Approval pending		Nome Care Prockage 1 well 4 1986-2014 on 64 Auer 2018 Ended on 4 June 2017 have have been been been been been a set of 2017 7284 No increase to service or not seeking service	
Your goals To be able to walk longer distances in 6 months tim View details	e. Status: In Progress			

You can print 'Your summary' section by selecting the print button on the right hand side of the 'Your summary heading.

Your summary
 Your tracker
 Your summary
 Your summary

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3. How do I view and update my personal information?

You can view and update your personal information in the My Aged Care client portal.

This will enable you to check on the details and update your personal information such as address and contact details at any time.

Step One: Select the 'Your profile' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm Welcom								
Clie	Client Portal Logout							
	Welcome David							
	E	Ċ	<u>2</u>	23				
		Plans	Current care approvals	Relationships				
		=						
	Your Summary	Services	Your Profile	Reports				
	(F)	Ø	Ś					
	My Aged Care interactions	Attachments	Notifications					

This will bring you to the 'Your profile' page.

1800 200 422 Mon-Fri Bam - 8pm Sat 10am - 2pm		Welcome David
Client Portal	Your Summary Your Profile My Aged Care Attachments Plans Services Current care approvals	Relationships Notifications Reports Logout
# Home Your profile		
Dovid DAN Male, 69 years ed. 1 January 1998, ACH407568	Pirmay contact. David Dan (will) - 42 1234 6579 View al esideoxidiga	
Your profile		VIEW POP OF CLIENT RECORD
David		
Personal details Teed to poste personal details Cardon Statute (1990) Born 1 January 1950, Australian, born in Australia, manifed (registered life facts), with family Born 1 January 1950, Australian, born in Australia, manifed (registered life facts), with family	Your address details Home address: Where you want to receive services: Send any correspondence to	0
Communication requirements: Via parfer base Explain Identity documents (ID): Aged Care ID: AC4847539	Your contact details and email notification preferences Current email preferences Contact you on: C 1234 6479 homen	0
Payment details Receiving payments No payments found	Your primary contact person: David DAN (reff)	0
Relationships		\odot
These are the people you have agreed to represent you		

On the 'Your profile' page you can view the following information:

- Personal details
- Communication requirements
- Identity documents

- Payment details
- Address details
- Contact details and email notification preferences
- Primary contact person
- Relationships
- Support plans and care approvals
- Services in place
- Interactions with My Aged Care.

You can also print a copy of your client record and view a PDF summary of your My Aged Care client record.

Step Two: To update any field, select the Edit button next to the field.

For example, if you wish to edit your Primary Contact, who will be the first point of contact on your behalf, for phone calls from My Aged Care, assessors and service providers, select the edit Primary contact person button.

David DAN ale, 69 years old, 1 January 1950, AC/34497589	Primary contlact. David Dan (sell) - 02 1234 6579 <u>Verw al relationships</u>	
Your profile Your profile Notes		VIEW PDF OF CLIENT RECORD
David		
Personal defails Need teudable personal details? Call the Contact Centre on 1800 200 422 Born 1 January 1950, Australian, born in Australia, married (registered/de facto), with family	Your address: Home address: Where you want to receive services:	۲
Communication requirements: You prefer to speak English	Send any correspondence to: Your contact details and email notification preferences	<u>ی</u> ۲
Identify documents (ID): Aged Care ID: AC49497589	Current email preferences. Contact you on: 02 1234 6579 (home) c11(ga.com (email)	
Payment details Receiving payments: No payments found	Your primary contact person: David DAN (self)	$\textcircled{\label{eq:linear}{\label{eq:linear}}}$

Step Three: Select 'Save' once you have completed editing your information.

Change my primary contact person	×
Change my primary contact person to: ? David Dan (self) Daniel Dan	
	SAVE CANCEL

This will update the information in your client record, which can be viewed by providers, assessors and the My Aged Care.

3.1 Setting up email notifications

You and your representatives can select to receive email notifications when you reach key stages of your My Aged Care journey.

Follow the steps below to set up and revise who can receive email notifications.

Step One: Select the edit *Your contact details and email notification preferences* button.

Tour profile Notes		VIEW PDF OF CLIENT RECORD
David		
Personal details Need u update personal details? Cat It the Context Centre on 1800 200 422 Born 1 January 1950, Australian, born in Australia, married (registeredide facto), with family	Your address details Home address: Where you want to receive services: Send any correspondence to:	0
Communication requirements: Vou prefet to specific figliant Identity documents (ID): Aged Care ID: AC49497589	Your contact details and email notification preferences Current email preferences: Contact you on:	Ø
Payment details Receiving payments No payments found	ct La Service a localey ctt@a.com(email) Your primary contact person:	\odot

Step Two: A pop up screen will appear. In the pop up, select the 'Consent to receive emails for client notifications?' checkbox.

Change contact details and email notification preferences for the client		
All fields marked with an asterisk (*) are required.		
Contact details		
Preferred correspondence method		
Preferred contact number * Home *		
Home phone number.* 02 1234 6579	Mobile phone number: e.g. 04 1234 5578	
Business phone number:	Other phone number:	
e.g. 02 1234 5678	e.g. 02 1234 5678	
Preferred calibaok day	Preferred callback times	
E-mail: c11@a.com	Fax:	
Email notification preferences		
	SAVE CHANGES CANCEL	

Step Three: By selecting the 'Consent to receive emails for client notifications?' checkbox, you will automatically enable notifications to your email address ('Self').

Change contact details and email notification preferences for the client		
All fields marked with an asterisk (*) are required.		
Contact details		
Preferred correspondence method		
Preferred contact number * Home		
Home phone number: * 02 1234 6579	Mobile phone number:	
	e.g. 04 1234 5678	
Business phone number: e.g. 02 1234 5678	Other phone number: e.g. 02 1234 5678	
Preferred callback day	Preferred callback times	
E-mail: c11@a.com	Fax:	
Email notification preferences Consent to receive emails for client notifications? Persons receiving email notifications Email notifications will not be sent unless at least one person has been selected below Self Daniel Dan, Representative]	
	SAVE CHANGES CANCEL	

Step Four: If you would like email notifications to be sent to one or more representatives, select the checkbox next to their name. Select 'Save' when finished.

All fields marked with an asterisk (*) are required.	
Contact details	
Preferred correspondence method	
Preferred contact number * Home	
Home phone number: * 02 1234 6579	Mobile phone number: e a 04 1234 5678
Business phone number:	Other phone number:
e.g. 02 1234 5678 Preferred callback day	e.g. 02 1234 5678 Preferred callback times
Email: c11@a.com	Fax:
Email notification preferences Consent to receive emails for client notifications? Persons receiving email notifications real notifications will not be sert unless at least one person has been selected below	,
Self	

Δ

To remove email notifications to any person, you can unselect the checkbox next to their name at any time.

To be eligible to receive email notifications, you and/or your representatives must specify an email address in My Aged Care. This email should be the email address that you use to access the My Aged Care client portal from myGov.

You can specify your email address in the 'E-mail' field in the Your contact details and email notification preferences web form:

Business phone number:		Other phone number:	
e.g. 02 1234 5678		e.g. 02 1234 5678	
Preferred callback day	•	Preferred callback times	•
E-mail: -11@a.com		Fax:	
Email notification preferences			

To add an email address for a representative who would like to receive email notifications, your representative should contact an assessor or call My Aged Care on 1800 200 422.

4. How do I view and update my My Aged Care relationships?

You can view and update information about relationships you have with representatives or carers in the client portal.

Agreeing for someone to be your representative in My Aged Care allows them to speak and act for you. A representative can do things for you like:

- give information to My Aged Care, including talking to assessors, the My Aged Care contact centre and service providers
- get information about your progress in My Aged Care
- make decisions about aged care assessment and referrals for aged care services
- see and update your My Aged Care client information through My Aged Care or via myGov
- be listed as your primary contact so they are the first contact point for My Aged Care.

There are four ways to put in place a regular representative:

- Call My Aged Care on 1800 200 422 with your chosen representative. My Aged Care can call your representative later if they can't be with you for this call, or
- Complete the My Aged Care '<u>Appointment of a Representative</u>' form and mail it to My Aged Care, PO Box 210, Balwyn, Victoria, 3103, or fax it to My Aged Care (1800 728 174), or
- If your representative is with you at your aged care assessment, you can ask the assessor to add them as your representative at that time, or
- Nominate a representative when you create a My Aged Care client record using the *Apply for an assessment online* form.

You must have the person's agreement before nominating them as a regular representative. Once you have their agreement, you will need to provide some personal information about your representative.

There are several types of relationships that are displayed on this page:

- **Carer** a person who has an ongoing role in supporting you and your needs (e.g. a family member or friend)
- Emergency contact a person to be contacted in case of an emergency
- **Primary contact** a person (which can be yourself) who will be the first point of contact for phone calls.
- **Representative** a person (or organisation) who has authority to undertake actions on your behalf for functions within My Aged Care. A representative gains this authority either by being nominated by you or being appointed under a legal basis:
 - **Regular** nominated by you by providing consent for the representative to act on your behalf; or

 Authorised – appointed under a legal basis to act on your behalf. The legal documents need to be provided to My Aged Care in order to become an authorised representative and shows us that someone can legally make health, personal and lifestyle decisions for you.

Step One: Select the 'Relationships' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am	- 2pm		Welcome David
Client Portal			Logout
Welcome David			
	Ċ	<u>2</u>	<u>A</u>
	Plans	Current care approvals	Relationships
	=		
Your Summary	Services	Your Profile	Reports
(=	Ø	Ś	
My Aged Care interactions	Attachments	Notifications	

Step Two: This will bring you to the 'Relationships' page where you can view the following information:

- People who represent you
- People you represent
- People you look after
- People who look after you
- Previous relationships.

Relationships	
These are the people you have agreed to represent you	
● Daniel Dan	
Represented (Regular) By, Care, since 7 June 2019 8 0212346579 (home) - Preferred	
You are a representative for these people	
No relationships	
You also look after	
No relationships	
These people also look after you	
No relationships	
Previous relationships	

To expand the 'Previous relationships' section, select the arrow button on the right hand side of the heading.

If you'd like to remove a regular representative, select the 'Remove' button on the representative's card. Then select the 'Remove Relationship' button in the pop up screen.

Represented (Regular) By, Care, since 7 June 2019 20212346579 (home) - Preferred		
	Remove relationship	×
	You are about to remove the relationship with your current representative. This will be reflected in your record immediately.	
/ou are a representative for these people		
Vo relationships	REMOVE RELATIONS	HIP CANCEL
/ou also look after		

If you have more than one relationship, you can remove each relationship by selecting the corresponding remove icon.

You may also choose to select a date for the representation to end, after which the representative's rights will cease.

If you no longer need an authorised representative, your **authorised representative** will need to call My Aged Care to make the change.

5. How do I view my current care plans?

You can view your current plans in the client portal. This will enable you to check on the details of your Support Plan at any time.

Select the 'Plans' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm Welcome Da			Welcome David
Client Portal			Logout
Welcome David			
	Ċ	2	8
	Plans	Current care approvals	Relationships
	£		
Your Summary	Services	Your Profile	Reports
(=	0	Ś	
My Aged Care interactions	Attachments	Notifications	

This takes you to the 'Plans' page, where you can view your Support Plan.

It contains details of your individual concerns and goals as discussed and agreed between you and your assessor. Following a completed assessment by an Aged Care Assessment Team (ACAT) or Regional Assessment Service (RAS), details of your Support Plan will be displayed.

🔱 David Dan support plan	
	PRINTER FRIENDLY VERSION
Assessment Details	\odot
Assessment information	
Assessment summary	
Needs identification at assessment	
Assessment history	
Support Plan Details wew	0
Current care approvals	
Goals and recommendations	
Other recommendations	
Client motivations	
Care considerations	
People associated with the support plan	
Plans history	
Review history	
Reablement and linking support history	

6. How do I view my current care approvals?

You can view your current care approvals, such as approvals for Residential Care or Home Care Packages, in the client portal without having to contact the assessor who completed your assessment.

Select the 'Current Care Approvals' icon from the client portal home page.

18	00 200 422 Mon-Fri 8am - 8pm Sat 10am	- 2pm		Welcome David
Clie	ent Portal			Logout
	Welcome David			
		Ċ	<u>2</u>	2
		Plans	Current care approvals	Relationships
		=		
	Your Summary	Services	Your Profile	Reports
	Ţ	Ø	- ≪	
	My Aged Care interactions	Attachments	Notifications	

This will take you to the 'Approvals' page, where you can view any care approvals you have received.

	lls						
This page shows you wh	This page shows you what care approvals are in place						
Current care	approvals						
Residential Permar	ent						
Approval start date:	11 February 2019						
Source system	Gateway						

6.1 For clients with Home Care Package approvals

If you are approved for a Home Care Package you will be able to see some additional information regarding your approval on this page.

If you are in the national priority system awaiting a medium priority Home Care Package, you will receive a letter to notify you of the upcoming assignment of your first package approximately three months prior to the expected assignment date.

This letter is aimed to encourage you to commence the preparation required to take place prior to the Home Care Package assignment and commencement of services.

A copy of this letter will appear on the client record under the 'Attachments' tab with the other Home Care Package letter.

Home care All dates and times are in Australian East	ern Standard Time (AEST)	
Seeking services 🕢		
Last changed on 19 February 2019 0	2:06:30 PM	
Package pending (not assig Agreed minimum package Home Care Pa	ned) ckage Level 2	
Request for Home Care Package	E Level 4	
Priority for home care services	Medium	
Expected time to approved package	12+ months for Home Care Package Level 4 ?	
Interim package	Home Care Package Level 2 assigned on 19 February 2019	
Assigned package awaiting	take-up	
Interim Home Care Package Lev	el 2 - Take-up by 16 April 2019	
Package assigned 19 February 201	9	
Take-up deadline 16 April 2019		
Status Assigned effective	ve 19 February 2019 with reason: Package Assigned	
		VIEW HISTORY

In addition, you can choose to opt in or out of the national priority system for Home Care Packages.

You can do this by selecting the edit icon next to 'Seeking services' or 'Not seeking services'. This can be found under the 'Home care' section of the page.



Selecting the edit icon will bring up the following pop up:

Seeking home care services preference	×
Your preference for seeking home care services determines whether you will be queued for a home care package.	
All fields marked with an asterisk (*) are required. Are you seeking home care services? * Seeking services Not seeking services	
Reason *	
Please specify Maximum 100 characters	
	0 / 100
SAVE	NCEL

If you choose:

- 'Seeking Services', you will be placed in the national priority system and will be assigned a Home Care Package based upon your priority and the length of time since you were approved for home care.
- 'Not seeking Services', you will be removed from the national priority system and will not be assigned a Home Care Package. You can change between 'seeking services' and 'not seeking services' as many times as you need to.

7. How do I view my current aged care services?

You can view the aged care services you are currently receiving in the client portal. This will enable you to check on the status and details of the services at any time.

Select the 'Services' icon from the client portal home page.

180	0 200 422 Mon-Fri 8am - 8pm Sat 10am	- 2pm		Welcome David
Clie	nt Portal			Logout
	Welcome David			
		Ċ	2	8
		Plans	Current care approvals	Relationships
		=		
	Your Summary	Services	Your Profile	Reports
	(F)	Ø	Ś	
	My Aged Care interactions	Attachments	Notifications	

This will take you to the 'Services' page, where you can view the following information:

- **Current services in place**: these services and care have already been assigned to a service provider and service delivery has already started.
- **Referrals for services**: these services have been recommended as part of your support plan, but have yet to be accepted by a service provider.

On this page, you are also able to view previous services that have been completed or ceased and are no longer being delivered.

Operation and particular a		PRINT OR DOWNLOAD REFERRAL CODE		
Service not yet in place These services have been approved but have not yet been accented by a service provider				
Residential Permanent				
Service details				
Recommended start date None				
Recommended end date None				
Recommended review date None				
Deferral code 1 66926/47216				
Referral code 1155620441210				
Previous services				
These services have been completed or ceased and are no longer being delivered				
Mools: At Homo				
Media. At Home				
	Service provider details			
	Aged Care Inc - Outlet 2			
	98765432			
	eanne.mcconaioignest.gov.au			
	About the service			
	Service frequency : 7 Days per week			
	End date : 26 February 2019			
	Reason for cessation : Client's condition improved			
GENERATE REFERRAL CODE				

Depending on whether the services are already in place, pending or ceased, each entry can have information regarding:

- service type;
- details of the service and service provider details;
- details about the referral; and
- service dates or recommended start dates.

You are also able to:

- view existing referral codes;
- generate/reactivate referral codes; and
- print or download the Referral Code letter.

Meals: A	Generate referral code	3					
	You are about to generate a referral code for Meals: At Home .						
	GENERATE REFERRAL CODE CANCEL						
	Anone die Selaine	d					
GENERATE	Service frequency : 7 Days per week Start date : 11 February 2019 End date : 26 February 2019 Reason for cessation : Client's condition improved						

When a referral code has been successfully generated, a message will appear on screen and the referral code will be displayed.



 Δ You can use this referral code and take it to a service provider that you are interested in commencing services with, who will then be able to access your referral using this code in their portal (the My Aged Care provider portal).

8. How do I view my interactions with My Aged Care?

You can view the interactions you have with My Aged Care in the client portal. These may be phone calls, web enquiries, faxes or email communication you have with My Aged Care.

You will be able to check the details of all your interactions at any time, without having to call My Aged Care.

Step One: Select the 'My Aged Care Interactions' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm Welcom							
Client Portal			Logout				
Welcome David							
	Ċ	<u>2</u>	23				
	Plans	Current care approvals	Relationships				
	=						
Your Summary	Services	Your Profile	Reports				
	Ø	<₹					
My Aged Care interactions	Attachments	Notifications					

This will take you to the 'My Aged Care Interactions' page, where you can view details of your previous interactions with My Aged Care.

My Aged Care interactions	
View Interaction: Show All GO	
All dates and times are in Australian Eastern Standard Time (AEST)	
Call from My Aged Care to Existing Client: Provide feedback (ID: 1-55853321700)	25 February 2019 2:44 pm
Call from My Aged Care to Existing Client:	21 February 2019 3:55 pm

9. How do I view and upload attachments

You can view and upload attachments in the client portal, such as legal documents, an <u>Appointment of a Representative Form</u>, medical information or diagrams, or other relevant documents.

If the document you upload needs to be actioned, please call My Aged are to let them know the document is available.

This will enable you to check the details of attachments that have been provided to My Aged Care, such as legal or medical documents provided by your authorised representative or doctor. You can also upload new documents at any time, without having to call My Aged Care.

Step One: Select the 'Attachments' icon from the client portal home page.



This will take you to the 'Attachments' page, where you can view details of attachments that have been uploaded to My Aged Care.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm									Welcome E	
Client Portal	Your Summary	Your Profile	My Aged Care interactions	Attachments	Plans	Services	Current care approvals	Relationships	Reports	Logout
# Home Attachments										
Attachments										
Attachments										
Application Form 20190211 - Test.docx [docx 8.65KB]								11 1	Eebruary 2019	
Application Form 20190211 - Test docx docx [8 65KB]								117	≂ebruary 2019	

Step Two: Select the 'Add an attachment' button at the top of the page to upload a new attachment.

You can then browse for the attachment and input the name and type of the attachment. Select 'Upload' to upload the file.

Attachme	Attach files	×
Tou nave report(s) that are rea	Please note: Some attachments will be viewable by other people with authorised access to this client record. Please refer to your portal guide for details.	
Attachments add an attachment	All fields marked with an asterisk (*) are required. You can upload files up to 5 MB to this record. The following file types are accepted: .jpegjpgbmp, .png, .docx, .xlsx, .pdf, .rtf, .txt * Choose file_No file chosen	
Care Plan Test attachment 1.docx	Name of the attachment. Type of document. Type of document.	
Allied Health As Test Document.docx [60	Please provide a short description about the contents of the attachment, e.g. assessment date and time (250 characters)	
Allied Health As Test attachment [docx 6	UPLOAD	

A message will be displayed at the top of the screen when the attachment has been successfully uploaded.

Attachments	
ADD AN ATTACHMENT	
Care Plan Client Care Plan [docx 8.69KB]	27 February 2019
Care Plan Test attachment 1.docx [66.99KB]	26 February 2019
Allied Health Assessment Test Document.docx [66.99KB]	25 February 2019
Allied Health Assessment Test attachment [docx 66.99/KB]	22 February 2019
Allied Health Assessment Test attachment.docx [66.99KB]	22 February 2019
Application Form 20190211 - Test docx [docx 8.65KB] Vour attachment has been successfully uploaded. You'll be able to find it on the	11 February 2019

Step Three: You also have the ability to hide attachments from view. The particular attachment will not be visible to assessors and service providers when hidden. Only the My Aged Care contact centre will be able to see this attachment.

To hide the attachment, select the 'Hide' icon.

Attachments	
Attachments	
ADD AN ATTACHMENT	
Enduring Power of Attorney Enduring Power of Attorney [docx 26.08KE)	17 March 2019
Care Plan	28 February 2019

In the pop up box, select 'Hide'.

Hide attachment	×
The attachment will be no longer visible. Are you sure you want to hide Enduring Power of Attorney from view?	
HIDE CAN	CEL

A confirmation message will display.



 Δ Only the following attachments can be hidden from the client portal:

- Appointment of Enduring Guardian
- Appointment of Representative form
- Enduring Power of Attorney
- Guardianship Order
- Legal documentation
- Letter by Medical Practitioner
- Statutory Declaration

10. How do I view notifications?

You can view notifications you received from My Aged Care as you progressed through your aged care journey.

Step One: Select the 'Notifications' icon from the client portal home page.

1800 200 422 Mon-Fri 8am - 8pm Sat 10am - 2pm					
Client Portal			Logout		
Welcome David					
	Ċ	<u>2</u>	8		
	Plans	Current care approvals	Relationships		
	£				
Your Summary	Services	Your Profile	Reports		
(=	Ø	Ś			
My Aged Care interactions	Attachments	Notifications			

This will take you to the 'Notifications' page, where you can view details of notifications you received from My Aged Care. You can receive these notifications via email by following the steps in section *3.1 Setting up email notifications*.

Notifications						
Received Date	Client Tracker Stage	Notification ID	Title / Description			
29/05/2019	Client registration complete	1-56100710780	Registration has been successfully completed and a client record has been created. Go to: Client Summary			
29/05/2019	Cilent approved for care	1-56100808529	Following the recent assessment, government subsidised aged care services have been approved. Go to: <u>Citent Summary</u>			

11. Where can I find out more information?

You can contact My Aged Care on 1800 200 422. My Aged Care is available from 8am to 8pm Monday to Friday and 10am to 2pm Saturday in your state or territory. You can also visit the My Aged Care website at <u>www.myagedcare.gov.au</u>.

Further information on getting help to talk to My Aged Care is also available at: <u>https://www.myagedcare.gov.au/contact-us</u>

Need an interpreter?

If you speak a language other than English you can phone the <u>Translating and Interpreting Services</u> (TIS) on 131 450. TIS covers more than 100 languages and is available 24 hours a day, 7 days a week, for the cost of a local call.

Alternatively, you can call My Aged Care on 1800 200 422 to organise an interpreter through TIS.

Have a hearing or speech impairment?

If you suffer from hearing or speech impairments, you can use the Telephone Typewriter (TTY) service on 133 677 or 1800 555 677 (for 1800 freecall numbers) so that My Aged Care can support you.

Emergency Calls

If you require urgent medical assistance, call triple zero (000).

For emergency respite support, call the Commonwealth Respite and Carelink Centre (CRCC) on **1800 059 059**.