



Australian Government

Department of Health and Ageing

Detailed Business Rules and Scenarios for the Aged Care Funding Instrument

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The Basics

Commencement	20 March 2008
ACFI Structure	<p>The ACFI will consist of three funded levels – low, medium and high – in the following three care domains:</p> <ul style="list-style-type: none"> • Activities of Daily Living (ADL); • Behaviour Supplement (BEH); and • Complex Health Care Supplement (CHC). <p>There is an additional lowest classification level in each domain with no ADL subsidy or supplements payable. This means that there will be a nil payable “lowest applicable classification level”.</p>
High and Low care	<p>ACFI classifications will be defined as high or low care.</p> <p>In order to be considered high care, the resident must be classified at one or more of the following levels:</p> <ul style="list-style-type: none"> • Medium or High in the CHC supplement; OR • Medium or High in the ADL domain; OR • High in the BEH supplement. <p>Where a resident is not classified as high care as above, they will be classified as low care.</p>
Appraisals	<p>ACFI appraisals will be required for all residents who enter care on or after commencement date. Residents who enter prior to commencement are to be appraised using the RCS.</p> <p>Exception: Where an RCS appraisal is received more than 3 months after the end of the appraisal period (and after commencement date), it will generally be considered to be the first appraisal of a lowest applicable classification level resident and an ACFI appraisal should be completed.</p> <p>Appraisals of residents’ care needs will be conducted by the aged care service providing the care and will be validated by the Department of Health and Ageing’s Commonwealth Nursing Officers (CNOs).</p> <p>ACFI appraisals are based upon the residents’ care needs and use only the specified Checklists, assessments and evidence requirements. Ongoing care documentation, such as progress notes, will not form part of an appraisal.</p> <p>The Checklists, assessment results and evidence sources will be incorporated into eBusiness applications to allow for the electronic collection of a dataset and online submission of ACFI transactions.</p> <p>The ACFI Appraisal Pack contains Checklists, specified assessments and evidence requirements for an ACFI appraisal or reappraisal.</p>

<p>Appraisal period</p>	<p>Appraisals cannot be conducted in the first 7 days after a resident enters care and cannot be submitted to Medicare Australia until after the resident has been in care for 28 days. The appraisal period ends on the day 2 months after the resident enters care – i.e. any appraisal received by Medicare Australia after this date will be late. The Classification Principles (9.16) allow for a shorter period where the resident leaves care during this period.</p> <p>Exception – where a resident enters care in the period from 20 March 2008 to 19 April 2008 inclusive, the appraisal period ends 3 months after the date the resident enters care.</p>
<p>ACFI Questions</p>	<p>The ACFI consists of 12 question sets used to classify residents’ care needs within the three domains and 2 diagnosis elements which form part of a Minimum Data Set (MDS).</p> <p>The two diagnosis elements, which appear first in the ACFI appraisal, are for mental and behavioural conditions and medical conditions respectively. Completing these elements in an appraisal will result in collection of a series of unique numerical codes for the conditions. Multiple codes (up to 3) may be recorded for each element. The codes are from the current ACAP code list for Health care – long collated by the Australian Institute of Health and Welfare in the Aged Care Assessment Program Data Dictionary.</p> <p>A rating (A, B, C or D) is derived for each of the 12 questions in completing an appraisal. The A to D ratings for each of the 12 questions are used to place the resident in a classification level for each of the three care domains.</p> <p>Note – Instructions on how to complete each ACFI question, including the required assessments and evidence, is found in the <i>ACFI User Guide</i>.</p>
<p>Classification</p>	<p>Each A to D rating in the ADL and BEH domains will have a score.</p> <p>The sum total of all scores in each domain places the resident into a particular level (low, medium or high) in that domain.</p> <p>For CHC, a resident is placed in a particular level based on a matrix of possible A to D ratings for the two CHC questions.</p> <p>The level for the ADL domain is to be derived by totalling the combined scores from the ADL question sets (questions 1-5).</p> <p>The level for the Behaviour Supplement is to be derived by totalling the combined scores for the questions 6-10. However, it should be noted:</p> <ul style="list-style-type: none"> • a diagnosis of depression is required for a rating of C or D in question 10 (depression medical code 550A is recorded in the Mental and Behavioural conditions), unless the home is seeking a diagnosis and indicates this by ticking Item 6 on the Checklist

	<p>– a rating of B results if no diagnosis is recorded and item 6 is not ticked; and</p> <ul style="list-style-type: none"> • the highest level of Behaviour Supplement (BEH High) can only be paid where there is a diagnosis medical code for a mental or behavioural condition – a medium level results where no such diagnosis code is supplied. <p>The level for the Complex Health Care supplement is to be derived by reference to a matrix of the A to D ratings for questions 11 and 12.</p> <p>An amount of subsidy will be payable for each level of each care domain, except the nil payment level. The rate of subsidy paid under the ACFI for each resident (the ACFI rate) is the combined rate of all three domains. These amounts will be subject to indexation.</p> <p>Attachment A details the scores for each A to D rating for ADL and BEH; the matrix for CHC; and thresholds for the classification levels for the three ACFI care domains.</p>
<p>Maximum ACFI rate</p>	<p>The ACFI rate is defined as the sum of the rates for:</p> <ul style="list-style-type: none"> • Activities of Daily Living (ADLs); • Behaviour Supplement (BEH); and • Complex Health Care Supplement (CHC). <p>However, in the first four years following commencement, the maximum ACFI rate will be capped at:</p> <ul style="list-style-type: none"> • \$10 more than the RCS S1 rate (as indexed) from 20/3/08; • \$20 more than the RCS S1 rate (as indexed) from 1/7/09; • \$30 more than the RCS S1 rate (as indexed) from 1/7/10; and • Uncapped at the maximum ACFI rate from 1/7/11. <p>Where the ACFI rate calculated during this period exceeds the capped rate, the capped rate will be paid.</p>
<p>Classification expiry</p>	<p>ACFI classifications will not generally expire.</p> <p>However, classifications will expire in the following circumstances:</p> <ul style="list-style-type: none"> • six months after a resident enters care directly from hospital (an in-patient hospital episode); • six months after a major change in care needs; • upon return from extended hospital leave (EHL); • six months after return from EHL; and • upon departure from care (special rules apply to transfers – see below). <p>Details of the expiry dates in a range of scenarios are found in the Scenarios for ACFI business rules section.</p>
<p>Reappraisals</p>	<p>Reappraisals must be completed using the ACFI for all residents whose classification expires on or after commencement date. Existing residents whose classifications expire prior to</p>

	<p>commencement date will be reappraised using the RCS.</p> <p>Exception: Where an RCS reappraisal is received more than 3 months after the end of the reappraisal period (and after commencement date), it will generally be considered to be a reappraisal of a lowest applicable classification level resident and an ACFI reappraisal should be completed.</p> <p>Reappraisals of residents’ care needs must be completed in the following circumstances:</p> <ul style="list-style-type: none"> • when the classification expires (as per list above); and • when the Secretary specifies a reappraisal is required in a notice. <p>Reappraisals of residents’ care needs may be completed in the following circumstances:</p> <ul style="list-style-type: none"> • at any time 12 months or more after the existing classification took effect; • when the resident has a major change in care needs; • at any time where the resident is classified at the lowest applicable classification level; and • within 2 months after a resident transfers from an aged care service (special rules apply to transfers – see below).
Reappraisal period	<p>A reappraisal period will generally be the period commencing one month prior to and ending one month after the expiry date of a classification.</p> <p>A specific exception applies when an expiry date occurs while a resident is on leave. In this circumstance, the reappraisal period is the period of two months commencing on the day the person returns from leave. Details of the reappraisal period for a range of scenarios are found in the <i>Scenarios for ACFI business rules</i> section.</p>
Transfers	<p>Classifications will not expire where a resident leaves the care of an aged care service and enters the care of another service within 28 days. The new aged care service may submit a reappraisal within 2 months of the resident entering care.</p> <p>Note – this rule also applies where the resident departs an aged care service and returns to the care of the same service within 28 days.</p>
Income test	<p>The ACFI rate is defined as basic subsidy and therefore <u>will</u> be affected by the income test as per the existing rate calculator.</p>
ACATs	<p>ACATs will continue to approve clients for residential care, including limiting the approval for some residents to low care. Where an ACAT limits approval to a low level of care, the ACFI rate paid cannot exceed a specified amount, even where the assessed rate is higher. This specified amount will apply until an ACAT removes the limitation, a CNO classifies the resident as high care following a review, or the resident “ages in place” (i.e. a valid reappraisal or a major change in classification is accepted).</p>
Validation	<p>As occurs in the RCS, providers will appraise their own residents for</p>

funding after the ACFI commences. Therefore, departmental CNOs will continue to validate the claims made by providers. Where a CNO changes a classification, the date of effect – and any adjustments in payment – will be backdated to the date the reviewed classification took effect, or the date six months prior to the review, whichever is the latter.

RCS classifications reviewed prior to 20/3/08 are unaffected by the ACFI changes. RCS classifications reviewed after 20/3/08 but prior to an ACFI classification taking effect are also unaffected. Rules outlined in the Review and Validation scenarios section below outline the impact of an RCS review being conducted after the provider has submitted an ACFI appraisal and special considerations for the initial reviews of ACFI classifications.

The validation process under the ACFI differs from the RCS. The RCS validation process is purely a documentation review of the care planning documentation. By contrast, the ACFI validation process involves reviewing only the ACFI appraisal information. Where inconsistencies are noted CNOs may observe residents, interview aged care staff, interview residents or their families, and even perform ACFI assessments.

Scenarios for ACFI Business Rules

1. General rule – resident enters care after 20/3/08

General rule

Date of effect	Classification takes effect from the date the resident enters care (up to 7 days social leave may be included)
Expiry date	No expiry date
Appraisal period	Period commencing 7 days after the date the resident enters care and ending 2 months after this entry date
Subsidy	ACFI rate paid (may be capped in first four years) <u>Exception:</u> Where ACAT approval is limited to low care, the ACFI rate will not exceed a specified amount until the resident ages in place

Late appraisal

Date of effect	Classification takes effect from date of receipt of appraisal
Expiry date	No expiry date
Subsidy	<p>1) <u>Received within 3 months of end of appraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and • late application reduction (\$25 less than ACFI rate but not less than \$0) applies from the date the resident enters care until the day prior to date of receipt. <p>2) <u>Received more than 3 months after appraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and • nil subsidy payable prior to that date.

2. Resident enters care directly from hospital after 20/3/08

General rule

Date of effect	Classification takes effect from date enters care (where a resident is on social leave prior to entering care he or she cannot be considered to be entering care directly from hospital)
Expiry date	6 months after date resident enters care
Appraisal period	Period commencing 7 days after the date the resident enters care and ending 2 months after this entry date
Subsidy	ACFI rate paid (may be capped in first four years) <u>Exception:</u> Where ACAT approval is limited to low care, the ACFI rate will not exceed a specified amount until the resident ages in place

Late appraisal

Date of effect	Classification takes effect from date of receipt of appraisal
Expiry date	6 months after date resident enters care
Subsidy	<p>1) <u>Received within 3 months of end of appraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and

	<ul style="list-style-type: none"> late application reduction (\$25 less than ACFI rate but not less than \$0) applies from the date the resident enters care until the day prior to date of receipt. <p><u>2) Received more than 3 months after appraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and nil subsidy payable prior to that date.
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3. Resident enters care for respite after 20/3/08

General rule: ACAT approval will be for respite high or respite low

Date of effect	Date resident enters care
Expiry date	Date resident leaves care or when maximum respite days reached or when respite approval expires – whichever occurs first
Appraisal period	Not applicable
Subsidy	Respite High or Respite Low rate payable

4. 6 months after care recipient enters care from hospital

General rule

Date of effect	New classification takes effect from day 6 months after resident enters care from hospital
Expiry date	No expiry date on new classification
Reappraisal period	Period for existing classification commences one month before and ends one month after the existing expiry date for the classification
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

Date of effect	New classification takes effect from date of receipt of reappraisal
Expiry date	No expiry date on new classification
Subsidy	<p><u>1) Received within 3 months of end of reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and late application reduction (\$25 less than ACFI rate but not less than \$0) applies from date enters care until day prior to date of receipt. <p><u>2) Received more than 3 months after reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and nil subsidy payable prior to that date.

5. Care recipient takes Extended Hospital Leave (EHL)

Note – EHL includes where a resident has consecutive hospital leave and transition care where the combined period of hospital leave and transition care is 30 days or more.

General rule

Date of effect	<ul style="list-style-type: none"> Existing classification continues while resident on EHL New classification takes effect from day after the leave ends
Expiry date	<ul style="list-style-type: none"> Existing classification expires on the day on which the leave ends New classification expires six months after the leave ends
Reappraisal period	Period ending 2 months after date resident leaves hospital
Subsidy	<ul style="list-style-type: none"> ACFI rate (may be capped in first four years) reduced by 50% from the 30th day of EHL until leave ends Full ACFI rate (may be capped in first four years) paid from date new classification takes effect

Late reappraisal

Date of effect	New classification takes effect from date of receipt of appraisal
Expiry date	<ul style="list-style-type: none"> Existing classification expires on the day on which the leave ends New classification expires on the day six months after leave ends
Subsidy	<p>Existing ACFI rate (may be capped in first four years) reduced by 50% from the 30th day of EHL until leave ends</p> <p>New rate</p> <p><u>1) Received within 3 months of end of reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and late application reduction (\$25 less than ACFI rate but not less than \$0) applies from date enters care until day prior to date of receipt. <p><u>2) Received more than 3 months after reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and nil subsidy payable prior to that date.

6. 6 months after end of EHL

General rule

Date of effect	New classification takes effect from day 6 months after resident returned from EHL
Expiry date	No expiry date on new classification
Reappraisal period	Period for existing classification commences one month before and ends one month after the existing expiry date for the classification.
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

Date of effect	New classification takes effect from date of receipt of reappraisal
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day six months after EHL ends No expiry date on new classification
Subsidy	<p><u>1) Received within 3 months of end of reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and late application reduction (\$25 less than ACFI rate but not less than \$0) applies from date enters care until day prior to date of receipt.

	<p>2) <u>Received more than 3 months after reappraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and • nil subsidy payable prior to that date.
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7. Notice issued by Secretary to reappraise resident

General rule – existing classification

Date of effect	Classification continues to have effect
Expiry date	<ul style="list-style-type: none"> • Day before reappraisal received by the Secretary; OR • Existing expiry date where reappraisal period for the existing classification commences during period between the date the notice is issued and the date specified in the notice
Reappraisal period	Refer to reappraisal period for new classification below
Subsidy	ACFI rate paid (may be capped in first four years)

General rule – new classification following reappraisal

Date of effect	Date the reappraisal is received by the Secretary
Expiry date	No expiry date
Reappraisal period	<ul style="list-style-type: none"> • Period commencing on date the notice is issued and ending on the date specified in the notice; OR • Existing reappraisal period where this period commences during period between the date the notice is issued and the date specified in the notice
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

Date of effect	Classification takes effect from date of receipt of reappraisal
Expiry date	<ul style="list-style-type: none"> • Date specified in the notice; OR • Existing classification expiry date
Subsidy	<p>1) <u>Received within 3 months of end of reappraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and • late application reduction (\$25 less than ACFI rate but not less than \$0) applies from date enters care until day prior to date of receipt. <p>2) <u>Received more than 3 months after reappraisal period:</u></p> <ul style="list-style-type: none"> • ACFI rate paid from date of receipt (may be capped in first four years); and • nil subsidy payable prior to that date.

8. Classification expiry issues

General rule Classifications generally expire on their expiry date.

Resident on leave	Where a resident is on leave when their classification expires, the reappraisal period commences on the day the person returns from leave and ends two months after that date.
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Multiple expiries	<p>Where a classification has an existing expiry date and a circumstance arises which has another the expiry date, the existing expiry date no longer applies and a new expiry date takes effect.</p> <p>For example, a resident who has entered care from hospital has a classification due to expire after six months. The resident goes back into hospital after two months and is there for more than 30 days. Upon return from this period of extended hospital leave the classification expires – even though this is before the existing expiry date.</p>
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9. Reappraisal after 12 months

General rule

Date of effect	Date reappraisal is received
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day prior to date of receipt New classification does not have an expiry date
Reappraisal period	No reappraisal period
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

No late reappraisals as no reappraisal period

10. Major change reappraisal

General rule:

Policy position	A major change is defined as where the ACFI classification is a two level increase across all three domains. This may be a two level increase in one domain or a single level increase across two domains. A specific exception to this rule is that a major change reappraisal may be submitted for a single level increase where the resident is already classified as ADL High and CHC Medium in order to ensure that residents with palliative care needs may be paid the highest level supplement.
Date of effect	Date appraisal is received
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day prior to date of receipt New classification expires six months after the date of receipt
Reappraisal period	No reappraisal period
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

No late reappraisals as no reappraisal period

11. 6 months after major change reappraisal

General rule

Date of effect	New classification takes effect from day 6 months after major change reappraisal took effect
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day 6 months after date the major change reappraisal is received No expiry date on new classification

Reappraisal period	Period for existing classification commences one month before and ends one month after the existing expiry date for the classification.
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal

Date of effect	New classification takes effect from date of receipt of reappraisal
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day six months after major change reappraisal received No expiry date on new classification
Subsidy	<p><u>1) Received within 3 months of end of reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and late application reduction (\$25 less than ACFI rate but not less than \$0) applies from date enters care until day prior to date of receipt. <p><u>2) Received more than 3 months after reappraisal period:</u></p> <ul style="list-style-type: none"> ACFI rate paid from date of receipt (may be capped in first four years); and nil subsidy payable prior to that date.

12. Reappraisal – resident classified at lowest level

General rule

Date of effect	Date reappraisal is received
Expiry date	<ul style="list-style-type: none"> Existing classification expires on day prior to date of receipt New classification does not have an expiry date
Reappraisal period	No reappraisal period
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal No late reappraisals as no reappraisal period

13. Reappraisal upon transfer (enters care within 28 days)

General rule

Date of effect	Existing classification continues to have effect unless expires or renewed following reappraisal upon transfer
Expiry date	Existing classification expires on day prior to date of entry into care if reappraisal received within reappraisal period. Otherwise classification does not expire (or expires on existing expiry date).
Reappraisal period	Period of two months commencing on day resident enters care
Subsidy	ACFI rate paid (may be capped in first four years)

Late reappraisal No late reappraisals will be accepted

Note: a reappraisal may be submitted more than 2 months after entry only where it is permitted for another reappraisal reason, e.g. the classification took effect more than 12 months prior, or the resident has had a major change in care needs.

RCS to ACFI Transition scenarios

1. General rule – existing residents as at 20/3/2008

General rule: Policy position is that existing residents with an RCS classification are to be reappraised when their RCS classification expires. This includes classifications (and subsidy) for residents for whom providers are receiving residential respite subsidy.

Date of effect	An RCS classification continues to have effect until expires or is renewed by an ACFI classification. An ACFI classification takes effect from the day after expiry of the RCS classification.
Expiry date	Existing expiry date for RCS classification. ACFI classification will not generally have an expiry date.
Reappraisal period	Period commencing one month prior to and ending one month after existing expiry date. <u>However</u> , if an existing classification expires in the period 20/3/08 to 19/04/08 inclusive, the reappraisal period will end two months after the existing expiry date.
Subsidy	<ul style="list-style-type: none"> • Where ACFI rate is \$15 or more above existing RCS rate – ACFI rate applies (may be capped in first four years). • If not \$15 or more above existing RCS rate – RCS rate continues. <p>Note – where ACFI rate would be \$15 or more above RCS but the rate has been capped at an amount less than \$15 above the RCS rate, the capped ACFI rate is paid.</p>

Late reappraisals

Date of effect	<ul style="list-style-type: none"> • ACFI classification takes effect from date of receipt of appraisal • RCS classification continues to have effect until it expires
Expiry date	<ul style="list-style-type: none"> • ACFI classification will not generally expire • RCS classification expires on its expiry date
Subsidy	<p><u>1) Reappraisal received within 3 months of end of reappraisal period:</u> new rate* paid from date of receipt, late application reduction applies from date enters care until day prior to date of receipt. Rate reduction is \$25 from new rate (but not less than \$0)</p> <p><u>2) Received more than 3 months after reappraisal period:</u> new rate* paid from date of receipt, nil subsidy payable prior to that date.</p>

New rate*: Where ACFI rate is \$15 or more above existing RCS rate – ACFI rate
If not \$15 or more above existing RCS rate – RCS rate continues

2. Residents on EHL at commencement

General rule: Policy position is that effect is driven by the date the EHL commences. EHL is defined as commencing on the 30th day the person is in hospital. If 30th day is on or after 20/3/08, ACFI rules apply. If 30th day is prior to 20/3/08, RCS rules apply.

EHL pre 20/3/08	Where a resident is on EHL prior to 20/3/08, existing RCS rules apply – a 2 category reduction in subsidy from 30 th day of leave.
EHL from 20/3/08	Where resident has RCS classification but EHL commences on or after 20/3/08, RCS subsidy is paid at 50% of existing rate from the 30 th day of leave.

3. Major change reappraisal

General rule: Policy position is that a major change reappraisal under ACFI can be submitted at any time on or after 20/3/08. Definition of a major change is where the ACFI rate is \$30 or more above the current RCS rate.

Date of effect	Major change reappraisal takes effect from date of receipt.
Subsidy	ACFI rate is paid (may be capped in the first four years.) Note – where ACFI rate would be \$30 or more above RCS but the rate has been capped at an amount less than \$30 above the RCS rate, the capped ACFI rate is paid.

Late reappraisal Not applicable

4. Resident transfers

General rule: Policy position is that RCS classifications will continue to expire as per existing rules. Therefore, residents who transfer to another aged care home after 20/3/08 and have an RCS classification will need to be appraised by the new home under the ACFI and will be paid the ACFI rate. They cannot be paid a saved RCS rate. Rules for a new admission apply to the new home (i.e. 2mth reappraisal period, classification will not expire unless entry is direct from hospital, etc.)

5. Late RCS appraisal/reappraisal received after 20/3/08

General rule: Policy position (supported by transitional provisions in the amending legislation) is that RCS appraisals/reappraisals are required where the resident enters care or existing classification expires prior to 20/3/08 and ACFI appraisals/reappraisals are required where the resident enters care or existing classification expires on or after 20/3/08.

Date of effect	RCS classification takes effect from date received
Expiry date	12 months after date of effect
Subsidy	RCS classification rate less \$35 for high care and less \$20 for low care

Exception: If the appraisal is received 11 months or more after the expiry date of the existing classification or the date of entry, the appraisal or reappraisal will be considered to be a reappraisal of a lowest applicable classification level resident (S8 reappraisal). This means that an ACFI reappraisal will be required. Where an RCS appraisal or reappraisal is submitted, an ACFI reappraisal will be requested and the date of receipt will be considered to be the date of receipt of the RCS application.

Reappraisal 11 – 13 months after date of entry/expiry

Date of effect	Application will take effect from the anniversary of date of entry or date of RCS classification expiry.
Subsidy	No RCS subsidy will be payable prior to the anniversary of date of entry or date of RCS classification expiry. New ACFI rate will be payable from the anniversary (rate may be capped in the first four years).

Reappraisal more than 13 months after date of entry/expiry

Date of effect	Application will take effect from the date of receipt.
Subsidy	No RCS subsidy will be payable prior to the date of receipt. If application received within 16 months of anniversary, ACFI late rate (ACFI rate less \$25) payable from anniversary date until day prior to date of receipt. ACFI rate payable from date of receipt (may be capped in first four years). If application received more than 16 months after anniversary, no ACFI rate payable prior to date of receipt. ACFI rate payable from date of receipt (may be capped in first four years).

Reviews & Validation

1. RCS reviews after ACFI appraisal has been received

<p>Upgrades: If the RCS review results in an upgrade in the RCS classification in effect prior to the ACFI rate:</p>	<ul style="list-style-type: none"> • The ACFI rate is to be paid where it is still \$15 or more above the new RCS rate following the review; or • The previous RCS rate is to be paid where the ACFI rate is no longer \$15 or more above the new RCS rate following the review.
<p>Downgrades: If the RCS review results in a downgrade in the RCS classification in effect prior to the ACFI rate:</p>	<ul style="list-style-type: none"> • The ACFI rate is to be paid where it is now \$15 or more above the new RCS rate following the review; or • A new RCS ‘saved’ rate is to be paid where the ACFI rate is less than \$15 above the new RCS rate following the review.

2. Reviews of ACFI classifications

<p>RCS ‘saved’ rate: If an ACFI classification is reviewed, and the resident is paid an RCS ‘saved’ rate</p>	<ul style="list-style-type: none"> • The RCS ‘saved’ rate continues to apply where the ACFI classification is downgraded; • The RCS ‘saved’ rate continues to apply where the ACFI classification is upgraded but is still less than \$15 above the RCS ‘saved’ rate); and • The new ACFI rate applies where the ACFI classification is upgraded and is equal to or more than \$15 above the RCS ‘saved’ rate.
<p>ACFI rate: If an RCS classification was in effect immediately prior to the current ACFI classification and the resident is currently paid the ACFI rate</p>	<ul style="list-style-type: none"> • A new lower ACFI rate applies where the ACFI classification is downgraded and the new ACFI rate is more than \$15 above the previous RCS rate; • An RCS ‘saved’ rate applies where the ACFI classification is downgraded and the new ACFI rate is lower than \$15 above the previous RCS rate; and • A new higher ACFI rate applies where the ACFI classification is upgraded.

Multiple expiry dates scenarios

General rule: As outlined in section 8 of the ACFI Business rules scenarios, where a classification has an existing expiry date and a circumstance occurs which has another the expiry date, the existing expiry date no longer applies and a new expiry date takes effect. The scenarios below provide more detail for situations where more than one expiry date is possible.

1. Return from EHL scenarios

Day prior to return	A classification will expire on the day prior to the resident returning from extended hospital leave. This includes the situation where an existing expiry date occurs while the resident is in hospital – Classification Principles 9.29B. The reappraisal period starts on the day the person returns from leave and ends two months after that date.
Notice from Secretary	If the Secretary issues a notice requiring resident’s care needs be reappraised while the resident is on EHL, the EHL expiry date applies. The aged care service will be unable to reappraise the resident’s care needs while the resident is in hospital. The Secretary should avoid sending such a notice where a resident is on EHL. It is recommended that the Secretary vary the notice where a reappraisal is requested but the resident is on EHL at the time.

2. Transfer after EHL

Description	A resident transfers to another aged care service (within 28 days) upon returning from EHL.
Policy	The existing classification expires on the day prior to the date of return from leave. The new home will be required to reappraise the resident’s care needs within 2 months of entry.

3. Classification expiry prior to transfer

Description	Resident’s classification expires prior to the resident entering the new aged care home.
Policy	New home has the option to reappraise within first two months under new section 27-4. If the original home has not reappraised the resident after the original classification expired, this means the new home is reappraising a resident classified at the lowest applicable classification level under s25-1(4).
Date of effect	Date of entry into care of new home
Expiry date	No expiry date (unless enters directly from hospital)
Reappraisal period	Period commencing 7 days after and ending 2 months after the date on which the resident entered care.

4. Expiry of existing classification after transfer

Description	Resident's classification expires within 2 months after the resident enters the new aged care home.
Policy	New home has the option to reappraise within first two months under s27-4. If no reappraisal is submitted within this period, the existing classification expiry has effect.
Reappraisal submitted within the first two months	New classification takes effect from the date the resident entered the care of the new home.
Reappraisal submitted after the first two months	New classification takes effect from the date of expiry of existing classification where the reappraisal is submitted within the reappraisal period for the existing classification but more than 2 months after the date the resident entered the care of the new home.
Late reappraisal	Where the reappraisal is received after the reappraisal period for the existing expiry date, the usual late application rules apply.

5. Optional reappraisals

Description	An optional reappraisal other than for transfer – more than 12 months, major change or reappraisal of a lowest applicable classification level resident – may be submitted at any time.
Received prior to reappraisal period	Optional reappraisals received prior to the commencement of an existing reappraisal period take effect on the date the application for classification for the optional reappraisal is received.
Received during reappraisal period	Optional reappraisals received after the commencement of an existing reappraisal period (i.e. during the reappraisal period) are treated as a reappraisal due to expiry. The new classification takes effect on the existing expiry date.
Major change reappraisal submitted more than 12 months after classification took effect	A major change reappraisal submitted more than 12 months after an existing classification took effect will be treated as a reappraisal after 12 months.
Major change reappraisal submitted for a lowest applicable classification level resident	A major change reappraisal submitted for a resident classified at the lowest applicable classification level will be treated as a reappraisal of a lowest applicable classification level resident.
Reappraisal submitted more than 12 months after lowest applicable classification took effect	A reappraisal submitted more than 12 months after a lowest applicable classification level took effect will be treated as a reappraisal after more than 12 months.
Optional reappraisal submitted during first two months after transfer	Where an optional reappraisal for any other reason (major change, more than 12 months or reappraisal of lowest applicable classification level) is received within the first two months after a resident transfers from one aged care service to another, the reappraisal will be treated as a reappraisal upon transfer.

Attachment A

Scores for each A to D rating in the ADL and BEH care domains

Activities of Daily Living	Question Number				
Rating	1	2	3	4	5
A	0.00	0.00	0.00	0.00	0.00
B	6.69	6.88	7.89	6.11	5.79
C	13.39	13.76	15.75	12.21	11.53
D	20.09	20.65	23.63	18.31	17.31
Behaviour	Question Number				
Rating	6	7	8	9	10
A	0.00	0.00	0.00	0.00	0.00
B	6.98	5.91	7.04	7.70	5.71
C	13.91	11.82	14.10	15.40	11.43
D	20.88	17.72	21.14	23.11	17.15

Matrix for each A to D rating in the CHC domain

	ACFI 12 Complex Health Care			
ACFI 11 Medication	A	B	C	D
A	0	0	2	2
B	0	1	2	3
C	1	1	2	3
D	2	2	3	3

Threshold scores required for each level in the three care domains

Levels	Low	Medium	High
ADL	18	62	88
Behaviour	13	30	50
Complex Health Care	1	2	3