



EXAMPLE POLICIES & PROCEDURES MANUAL FOR THE COMMUNITY CARE COMMON STANDARDS

The Community Care Common Standards (CCCS) define the quality requirements for service providers delivering:

- Home and Community Care (HACC)
- Packaged Care including Community Aged Care Packages (CACP), Extended Aged Care in the Home (EACH and EACHD) and
- National Respite for Carers (NRCP) services.

GGJ has released updated policies and procedures that support the Standards including examples to suit HACC only services, Meals on Wheels only services or examples to suit services who provide a range of service types. Choose your P & P type by ticking the appropriate box below.

What you get:

- Example policies and procedures for all areas covered by the Standards in Word 2007 with hyperlinks to example forms
- Information relevant to the range of service types
- Example forms
- A Checklist for reviewing compliance with the new Standards and identifying areas where improvements are needed.

Options:

- File with printed cover, spine and tabs
- Support subscription including: updates twice a year; up to 3 hours per year of email support in the customisation of policy and procedures; and access to all support issues raised by services on our web site.

Our examples typically save services weeks of work. We provide you with an electronic copy (USB stick) of the P & P in an easy to use and understand format. You can then customise the documents and forms to suit your service or you can use the information to update your existing P & P.

About GGJ: GGJ has been consulting to the community care sector for 20 years and have supported thousands of service providers throughout Australia with our example policies and procedures manual.

Between 2009-2011 we piloted the Draft Community Care Common Standards, contributed to the revision of the Standards and the development of the CCCS Guide and the delivery of information sessions about the CCCS across Australia for the Department of Health and Ageing.

Delivery on receipt of payment and return of signed licencing agreement.

EXAMPLE POLICIES AND PROCEDURES MANUAL	QTY	COST (INC GST)	TOTALS	Please tick the P&P example manual you wish to purchase. <input type="checkbox"/> HACC ONLY <input type="checkbox"/> MEALS ON WHEELS ONLY <input type="checkbox"/> HACC, PACKAGED CARE (CACP, EACH, EACHD) & NRCP
• Single licence (for one outlet)		\$715 each		
• Additional licences first 5 outlets		\$165 each		
• Additional licences over 5 outlets		\$110 each		
File, printed cover, spine and tabs		\$80 each		
Support Subscription		\$242 per annum		
TOTAL PAYMENT (inc GST)				

PAYMENT METHOD:

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TICK THIS BOX if you are interested in receiving information about audit tools and an audit system for measuring your ongoing compliance with the Community Care Common Standards.

Contact Jacqui on (08) 9246 7895 if you have any questions regarding the Policies and Procedures.

