

## Schedule of Fees

	Level 1	Level 2	Level 3	Level 4
Administration Fee Per Fortnight (18.5%)	\$58.70	\$106.73	\$234.81	\$357.55
Core Coordination Fee Per Fortnight (4.0%)	\$12.69	\$23.08	\$50.77	\$77.31

Additional Coordination	\$80.00 Per Hour	* <i>Note 1</i>
Nursing- Registered Nurse	\$100.00 Per Hour	
Gardening- By Sub Contractors	Quote Required	

Personal Care, Domestic Assistance, In Home Respite etc. - OneCare Provided  
*No Minimum Appointment Time*

Week Days 7:00 AM to 5:00PM	\$42.00	Per Hour
Week Days 6:00PM to 09:00 PM	\$48.00	Per Hour
Saturdays	\$62.00	Per Hour
Sundays	\$82.00	Per Hour
Public Holidays	\$102.00	Per Hour

Travel Cost to Visits- Includes Staff Time plus "Mileage" \$1.64 Per Km *Please see examples for explanation*

Standard Metropolitan Travel Distance to Visits 5 Kms

Standard Metropolitan Travel Cost to Visits \$8.22  
Please note: In some situations the travel distance may vary from the "Standard" distance. Quotes for the distance to be used will be provided.

**The agreed travel distance will be specified in the Home Care Agreement.**

In visit Kilometers (e.g. shopping) \$0.80 Per Km

### *Service Delivery Cost Examples*

*1 Hours in Home Respite*  
Support Staff Time 1 hour@ \$42.00 \$42.00  
Travel Cost To Visit (standard distance) \$8.22

**Total Cost \$50.22**

*30 Minutes Personal Care*  
Support Staff Time .5 hours at \$42.00 \$21.00  
Travel Cost To Visit (standard distance) \$8.22

**Total Cost \$29.22**

*Please Note: All Rates Subject To Change.*

*Note 1- Please see attached information regarding Coordination Fees*

## **INFORMATION REGARDING ADMINISTRATION FEE AND CORE COORDINATION FEE**

### **Administration Fee (18.5% of Subsidy and Income Tested Fee)**

The administration fee covers the cost of managing your Home Care Package. These costs include the following:

1. **Operating Costs** – the daily costs associated with providing Home Care Packages. These include utilities, purchase of office supplies, postage, internet and phone bills.
2. **Quality Improvement** – costs associated with improving our service using a quality system to undertake research and surveys, analysis, evaluation and implementation of appropriate improvements
3. **Compliance cost** – includes workplaces health and safety, industry and government standards and work place standards.
4. **Associated Package Costs** – Includes the payment of invoices, provision of monthly statements, scheduling of services by OneCare staff and preferred suppliers (please see note 1)

*Note 1- The Provider maintains a standard list of Preferred Providers from which the Consumer may choose for the delivery of specific services (e.g. Physiotherapy), should the Consumer wishes to choose a service provider that is not on that list, additional coordination costs will be involved in order to maintain appropriate quality and statutory requirements, for example Police Checks are obtained and examined to protect Consumer safety.*

### **Core Coordination Fee (4% of Subsidy and Income Tested Fee)**

The core coordination fee ensures that we can provide one (1) annual assessment and three (3) quarterly (3 month) reviews. These assessments are an essential component of our quality program allowing us to monitor the care needs of the client and develop and adjust care plans as those care needs change. The core coordination fee covers the actual meeting with a coordinator and nurse (when required), preparation and amendment to the care plan as a result of the review and assessment and all associated administrative tasks. Please note that the quarterly reviews may be conducted by telephone and the nursing review and assessment are only conducted when a clinical need is identified.

## **Additional Coordination Costs**

Coordination services additional to assessment and quarterly reviews will be charged at the rate published in the schedule of fees; the list below is aimed at providing some examples of additional coordination costs and is not exhaustive.

- Case Management
- Liaising with other programmes, providers, medical practitioners etc.
- Conducting required checks for new suppliers (not on the preferred supplier list)
- Additional reviews as required
- Supplies and Services – Once off
- Supplies and Services - Repeats
  - To simplify the administrative component of coordination costs the following standard rates will apply.
    - Ordering supplies (e.g. continence aids)- 0.1 hours
    - Ordering services from previously used suppliers – 0.1 hours

Please note- your coordinator will advise if fees will be applicable before conducting the services for you, this does not apply to "Supplies and Services – Repeats" which will be automatically charged to your Package if we are responsible for ordering those services and supplies.

## **Authorisation of Expenditure from the Home Care Package**

**PLEASE NOTE- NO CHARGES WILL BE APPLIED TO PROVIDE PRIOR AUTHORISATION/APPROVAL OF EXPENDITURE.**

OneCare respects the rights of the consumer to self- manage their care requirements if they so desire. Please be aware of clause A1 (7):- *If you arrange a Service without consulting us, you will be responsible for the cost of that Service.* If the service or goods purchase are not approved under the Quality of Care Principles 2014 or if there are insufficient funds available in your Home Care Package, we will not be able to reimburse for these purchases from your Home Care Package. We therefore strongly recommend that prior to purchasing new goods and services "types" approval is gained from a OneCare coordinator prior to purchase, additionally, if doubt exist regarding funds available in the package we strongly suggest seeking clarification, **no charge will be made for these approvals and clarification.**

## **PAYMENT OF REIMBURSEMENTS**

In general, for security purposes, reimbursements will only be made electronically to the consumer's bank account, banking details will be required.

Requests for reimbursement must be made on a OneCare reimbursement form, invoices/receipts are required. Reimbursement forms are available from our Home Care office, copies can be provided by hand, mail or email.

Costs associated with payment of invoices or reimbursements are included in your administration fee.