

Overview

This document is to assist Primary Care Partnerships (PCPs) in meeting their current planning and reporting requirements. More detail on PCP planning and reporting requirements including reporting templates, guidelines and information resources is available at <http://www.health.vic.gov.au/pcps/about/prr.htm>.

A table summarising PCP reporting requirements for 2010 and the requirements for reviewing PCP 2009-2012 strategic and integrated health promotion plans is attached (page 3).

Below is a description of reporting requirements against each deliverable of the *PCP program logic* including any changes.

Partnerships

PCPs are required to report their current partnerships activity to the Department using the PCP partnerships report. The reporting template has been revised to include: consumer engagement in PCP activity; partner organisations on the PCP governance group; and clarification of links to the service coordination and integrated chronic disease management survey. The submitted report will be published on the Victorian Government's Health Information web site for PCPs.

As part of the PCP governance requirements, the PCP governing body needs to ensure that appropriate financial controls and systems are in place. This includes regular reporting of the PCP's financial status at meetings of the PCP governing body. The Department may request a copy of the PCP financial statement as part of funding and accountability requirements.

Integrated health promotion

Integrated health promotion (IHP) reporting for PCPs has been revised to align with the new IHP reporting requirements for funded organisations as detailed in a recently released communiqué titled 'Integrated Health Promotion Reporting: A Revised Approach'.

PCPs are encouraged to regularly review their 2009-2012 IHP catchment plans as part of continuous quality improvement. Reviewed IHP catchment plans are to be submitted to your regional Director Health and Aged Care annually for endorsement. Endorsed IHP catchment plans will be published on the PCP website.

PCPs are required to report their 2009-2010 IHP activity to the Department using the IHP case study template. The IHP case study will highlight the impact of planned PCP health promotion activity and include evidence of the new IHP reporting measures. The IHP case study will be published on the Victorian Government's Health Information web site for PCPs.

Service coordination

PCPs are required to report their service coordination activity to the Department using a web-based survey. The survey is completed by partner organisations participating in service coordination implementation. Detailed feedback reports will be provided to a range of stakeholders and a statewide report will be published on the Victorian Government's Health Information web site for PCPs.

PCPs are required to report their e-referral activity to the Department using the PCP e-referral report. Vendors of e-referral systems have been provided with the template to assist PCPs with the completion of the report. The reported e-referral data will be used to develop a range of feedback reports for publication on the PCP web site.

PCPs are encouraged to submit an optional service coordination case study and/or optional e-health case study to the Department. The case studies may be published on the Victorian Government's Health Information web site for PCPs.

Integrated chronic disease management

PCPs are required to report their integrated chronic disease management (ICDM) activity to the Department using a web-based survey. The survey is completed by partner organisations participating in integrated chronic disease management implementation. Detailed feedback reports will be provided to a range of stakeholders and a statewide report will be published on the Victorian Government's Health Information web site for PCPs.

PCPs are required to report their ICDM activity to the Department using the ICDM case study template. The case study will highlight the impact of the partnership work to improve the care of people with chronic disease. PCPs that include one or more Early Intervention in Chronic Disease (EiCD) initiatives in their catchment are required to reflect accelerated or broadened scope of ICDM work as set out in the *PCP program logic*. The ICDM case study will be published on the Victorian Government's Health Information web site for PCPs.

All deliverables: PCP 2009-12 strategic plans

PCPs are encouraged to regularly review their 2009-2012 strategic plans as part of continuous quality improvement. The PCP governing body needs to ensure that processes are in place to undertake the review and that progress is being made to meet the core deliverables described in the PCP program logic and the local needs of the catchment. Reviewed strategic plans should be submitted to your regional Director Health and Aged Care annually for endorsement. Endorsed strategic plans will replace the current version of the PCP 2009-2012 strategic plans published on the Victorian Government's Health Information web site for PCPs.

The strategic plan should be supported by detailed operational plans. It is not a requirement to submit operational plans to the Department; however these should be made available, for example to assist in discussions with your regional office about implementation of the strategic plan.

Further information

For further information please visit <http://www.health.vic.gov.au/pcps/about/prr.htm> or contact your regional office.

Summary of PCP reporting requirements for 2010

Deliverable	Report	Mandatory	Format	How	To	By
Partnerships	PCP partnerships report	Yes	Excel template	PCP completes reporting template	pcp@health.vic.gov.au	30 Sept 2010
	Financial statement	Yes	Financial statement	PCP funds holder(s) tables financial statement with the PCP governance body	PCP governance body	As required
Integrated Health Promotion	Integrated health promotion case study	Yes	Word template	PCP completes case study template	Regional Director Health and Aged Care	30 Sept 2010
Service coordination	Service coordination and integrated chronic disease management survey	Yes	Web-based survey	Partner organisation participating in service coordination completes the survey	www.health.vic.gov.au/pcps/about/prr.htm	29 Oct 2010
	Service coordination case study	Optional	Word template	PCP completes case study template	pcp@health.vic.gov.au	NA
	E-referral report	Yes	Excel template	PCP completes reporting template (may be assisted by e-referral vendor)	pcp@health.vic.gov.au	30 Sept 2010
	E-health case study	Optional	Word template	PCP completes case study template	pcp@health.vic.gov.au	NA
Integrated chronic disease management	Service coordination and integrated chronic disease management survey	Yes	Web-based survey	Partner organisation participating in integrated chronic disease management completes the survey	www.health.vic.gov.au/pcps/about/prr.htm	29 Oct 2010
	Integrated chronic disease management case study	Yes	Word template	PCP completes case study template	Regional Director Health and Aged Care	30 Sept 2010

Summary or review requirements for PCP plans

Deliverable	Plan	Mandatory	Format	How	To	By
All	PCP 2009-2012 strategic plan	Yes	Plan	PCP reviews and updates 2009-12 strategic plans	Regional Director Health and Aged Care	1 Mar 2011
Integrated Health Promotion	PCP IHP catchment plan	Yes	Plan	PCP reviews and updates 2009-12 IHP catchment plans	Regional Director Health and Aged Care	1 Mar 2011