

# ACFI FROM A VALIDATOR'S PERSPECTIVE

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## **BEST ADVICE**

*If you read and re-read the User Guide you will be better equipped to complete the ACFI pack – more so than people who have attended a TAFE Course.*

## **COMMON ERRORS BY SECTION**

### ***Mental & Behavioural diagnosis***

- Source documents not in pack
- Medical diagnosis not in pack
- Wrong codes used
- Omitting a diagnosis that impacts on care needs
- Source codes identified incorrectly.

### ***ADLs***

- Incongruence with codes
- Over/under claiming

### ***Continence***

- Corrupted charts
- Multiple codes per line
- Urine codes in bowel chart and bowel codes in urine chart.  
Note: some facilities have split the chart up, so codes are not confused, this is allowed and does not interfere with the integrity of the information
- Wrong codes
- No continence chart in pack
- No appraisal date at start of assessment
- Dates are not consecutive

### ***Cognitive Skills***

- Inappropriate use of PAS – this is a really big issue.  
Example: A sentence is dictated by a resident and written by an assessor – this is not allowed.
- Scoring a drawing incorrectly or correctly
- Scores are totaled incorrectly
- PAS is corrupted. Only use PAS in pack
- PAS is incomplete (photocopying error)
- PAS checklist not in pack though claiming ACFI 6
- Appraisal details not completed

- PAS dated after application date.

### ***Behaviours 7, 8, 9***

- Corrupted charts
- Dates not consecutive
- Unmet needs claimed as a behaviour
- No initials or date recorded

### ***Depression***

- Scores don't add up

***Note: Do not use Cornells from other companies***

### ***Medication***

- No medication in pack
- Times incorrect
- Dated after application date

### ***Complex Health***

- No directives in pack
- No assessment in pack
- Directives signed by EN/Carer

### ***Other Issues***

- 28% of facilities used white out
- Medicare submissions different to pack
- Extra documents in pack – it is not RCS. Less is better.
- Packs completed in pencil
- Boxes not ticked
- No clinical report

## **HIGHEST PERCENTAGE OF PROBLEMS**

### ***Overall***

- 20 facilities did not have source documents signed and dated
- No source documents
- A lot of clerical errors
- Wrong codes

### ***Continence***

- No appraiser details on form
- Scheduled toileting – no proof of incontinence
- Multiple codes – you only need one

### ***Cognitive***

- Sentence not correct, but ticked correct. Extra points can be gained.
- PAS checklist not used
- Appraisal details – so simple but happening consistency
- No drawing

### ***Behaviours***

- Half of the facilities did not complete appraisal details
- 14% under claiming or over claiming

### ***Depression***

- Scores totaled incorrectly
- No Cornell in pack

### ***Medication***

- 14% of facilities did not have medical chart in pack
- Administration times are not completed

### ***Complex Health Care***

- 50% of facilities had no directives
- No assessment in pack (in residents file but not in pack)

## **DOCUMENTATION**

- Electronic I care systems are acceptable, however you must sign these, print your name and date.
- Extra codes and extra information in packs leave you open to lose funding.
- Verbal behaviour – Use description box if something is different, the assessor will read this.

## **QUESTIONS RAISED**

### ***Completing the ACFI pack***

New staff are not willing to complete information on the ACFI pack. They are worried because it is a legal document and they are accountable and responsible for what they write. You can transcribe, but it must be dated.

### ***Submitting online***

If you use the Medicare form and submit it on line, you still must print it off and sign and date it.

### ***Giving medication: re: times. What is rule of thumb***

There is no rule of thumb, if it takes 11 minutes to give 5 tablets, write 11 minutes, if Mr Bloggs takes 5 tablets in 30 seconds, write it. Assessors know that the times can vary significantly.

## ***Behaviours***

A behaviour is not a 'one off' if a resident doesn't want to have a shower one day, it's not a behaviour, however if they don't want to have a shower once every week, discuss this with the assessor.

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There were a lot of people wanting to ask more questions, but they were asked to go up and talk after the session.