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| DecorativeCommunity Intake Assessment Function  15501 |
| Outcome objective: Victorians are healthy and well  Output group: Mental Health  Output: Mental Health Community Support Services |

# 1. Service Objective

To ensure appropriate service allocation in order to improve mental health outcomes.

# 2. Description of the service

The Community Intake Assessment Function screens and prioritises client eligibility for Mental Health Community Support Service (MHCSS) programs including Individualised Client Support Packages, Adult Residential Rehabilitation, Support Accommodation Services and Youth Residential Rehabilitation services. *Note: this activity will be affected by the transition of select MHCSS programs to the National Disability Insurance Scheme.*

# 3. Client group

This activity is targeted towards people with a mental illness living in the community.

# 4. Obligations specific to this activity

In addition to the obligations listed in the Service Agreement, organisations funded to deliver this activity must comply with the following:

## 4a. Registration and Accreditation

* Services should meet relevant national quality accreditation standards.

## 4b. Program requirements and other policy guidelines

* These services must be delivered in a manner consistent with the service specification for the *Community Intake Assessment Function.*

# 5. Performance

Funding is subject to achieving the performance targets specified in Schedule 2 of the Service Agreement. Performance is measured as follows:

## Key performance measure 1: Number of intake assessments

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| Aim/objective | The aim of this performance measure is to count the number of intake assessments completed. |
| Target | The performance measure target is provided in the Service Agreement. |
| Type of count | Cumulative  Non-cumulative |
| Counting rule | Each completed intake assessment completed for a client in the reporting period. |
| Data source(s) collection | MDS-QDC |
| Definition of terms | An intake assessment is considered complete when intake interview and associated assessment tools are completed, and the client is registered and referred to the appropriate service or the MHCSS waitlist. |

# 6. Data collection

The reporting requirements for this service are:

| Data collection name | Data system | Data set | Reporting cycle |
| --- | --- | --- | --- |
| Quarterly Data Collection (QDC) | MDS-QDC | 15501 | Quarterly |
| Activity Based Supplementary Spreadsheet | Excel | 15501 | Quarterly |

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