Primary Care Partnerships Program

Frequently Asked Questions: 9 June 2021

OFFICIAL

TRANSITON PLANNING

QUESTION	DEPARTMENT OF HEALTH RESPONSE
Should PCPs focus on current work rather than on exploring emerging opportunities?	• PCPs are expected to continue to undertake planned activities to deliver the outcomes identified in their strategic plans. • We are aware some Local Public Health Units are currently examining their potential future model. They may seek to include PCPs in their discussions.
When will the department advise on the revised PCP reporting requirements for 2020–21 and 2021–22?	• We are currently finalising our advice to PCPs on reporting requirements for the current 2020–21 financial year as well as the following 2021–22 financial year. • We are mindful of the need to avoid unnecessary duplication of effort where possible as we focus on transition planning.
How will the information provided in the current state snapshot template be used?	• The snapshot template aims to provide us with an overview of each PCP's current status and act as a starting point for further discussions around transition planning. • We will collate the information and use this to inform the transition planning process. • As part of this process, we may contact PCPs to further discuss the information provided.
What are the next steps in the planning process for PCPs?	• The next steps in the transition planning process will depend on the information collected during the 'current state' project. • We will communicate next steps to all PCPs as soon as they are confirmed.

COMPLETING THE CURRENT STATE SNAPSHOT TEMPLATE

The following frequently asked questions have been organised according to snapshot template section.

QUESTION	DEPARTMENT RESPONSE
2. PCP Program funding	
Does the department require evidence of allocations?	• If a PCP has entered into agreements for the delivery of a project, evidence of that agreement should be available and referenced.
What assumptions can PCPs make in preparing a budget for 2021–22?	• PCPs are to prepare a forecast based on the most recent end of month figures to hand. • It will be helpful if PCPs can advise the assumptions they have made in preparing their budgets (e.g. Consumer Price Index [CPI] increases, wages indexation, etc.)

	• We understand PCPs' end of year financial statements may differ from what is provided as part of the current state project.
Does the department want 'other funding' relating to 2020–21 and 2021–22?	• Any detail concerning any funding sources outside of the PCP Program (if any) will be helpful for transition planning. • Examples of other funding include funding from local government, the Australian Government, non-PCP Program Victorian Government funding, or funding from other organisations for delivery of projects or programs such as drought relief, mental health, or family violence. • Funding information should include current project funding (2020–21 and 2021–22) and accumulated surplus funding from other sources from previous years.
3. Employment commitments	
Are existing employee tenures considered 'ongoing' or 'contract'?	• The snapshot template is a fact-finding exercise, and information requested on the use of PCP Program funds will inform transition planning. • It is the responsibility of individual employers to decide how they will manage staffing. • PCPs should continue to be prudent in planning for all contingencies in line with best practice. • PCPs should include all relevant employment and contractual information in the current state snapshot template, including relevant awards and salary packaging information. • To the extent known, PCPs are asked to identify their current staffing complement, including vacant positions likely to be filled in the next period using PCP Program funding. This information will be essential to transition planning. • The '5. Issues, risks and concerns' section can be used to describe any particular local concerns or issues.
4. High-value functions	
What high-value functions should be captured? Is this just current activity or should PCPs include high-value functions and key projects that may have ceased in the six-month period prior to March 2020 (i.e. the COVID-19 pandemic)?	• The aim of capturing the high-value functions is to gain a detailed understanding of what individual PCPs are **currently** undertaking. • Work done prior to the pandemic that were disrupted because of the pandemic and/or in response to COVID-19 – especially if it has resumed or is current – can be included.
Is the VicPCP document, 'High value partnership functions', the main resource for PCPs to refer to when completing the high-value functions section?	• We recognise PCPs' in-depth understanding of their local communities' needs and priorities and the strong and valuable relationships they have developed. As such, it is important that each PCP individually identifies what they consider to be high-value functions. • We recommend using the 2020 KPMG Review of PCP Program report and the work highlighted in VicPCP's 'High value partnership functions' document as a guide. • PCPs should include local examples of 'backbone supports' including: place-based preventative health, ad hoc responses and project management, and capability building and training.

	• This is an opportunity for PCPs to identify and describe their local high-value strengths and capabilities.
5. Issues, risks and concerns	
What is useful for the department to know concerning issues, risks and concerns?	• PCPs should use this section to record anything that should be communicated to the department, including relevant local issues or considerations, and comments that couldn't be included in other sections of the snapshot template.
6. Information management	
Where can PCPs find more information about the records management policy (e.g. how long records are to be maintained)?	• PCPs should refer their Service Agreement for the department's requirements concerning records management. • The record retention guide for funded organisations is published on the Funded Agency Channel website and provides guidance to funded organisations on the relevant retention class that applies to each type of record. • See Service Agreement – 6. Recordkeeping.
7. Supplementary attachments	
Where can PCPs find general advice about intellectual property (IP)?	• IP types can include copyright, design, patent, trademark and confidential information. • Further information is available from the Service Agreement. • See Service Agreement – 16. Intellectual Property.
Should the snapshot template capture assets from previous financial years?	• PCPs should include any assets they currently own regardless of the date of purchase. • PCPs should refer their service agreement for the department's requirements on asset management. • See Service Agreement – 7. Assets.

QUESTIONS ON NOTICE

We are currently seeking advice in relation to the questions below and will provide an answer as soon as we have more information.

• What will be the PCP insurance program policy renewal dates? Will the Victorian Managed Insurance Authority (VMIA) issue certificates before the end of the financial year for 2021–22?
• What advice can the department provide on the Integrated Health Promotion (IHP) guidelines (e.g. activities and requirements for PCPs) for 2021–22?

CONTACT US

• Regular updates will be provided through VicPCP.
• Formal announcements will be communicated directly to all PCPs and posted on the department's 'Review of PCP program' webpage.
• Should you require further information:
    – email pcp.transition@health.vic.gov.au
    – contact your local area contact or VicPCP.