



Minimum requirements of shared care plans

A central element of Health Care Homes is shared care planning. A shared care plan is designed to:

- get patients more involved in their own care
- improve the coordination of the services they receive inside and outside the Health Care Home.

Together, the patient and the care team at the Health Care Home will develop and use a shared care plan. All Health Care Home patients must have a shared care plan that can be shared electronically between health care providers.

Principles for developing a shared care plan

- Patients agree to develop a shared care plan and agree to share their records with their care team.
- A patient's privacy is maintained to the highest standard.
- Robust processes ensure that information is always added to the correct patient's record.
- Vendors commit to integrating shared care plan software as far as possible with the My Health Record system.
- If care pathways are available, they are considered when the shared care plan is being developed.

Minimum requirements for shared care planning software

Many practices and ACCHS around Australia are already using shared care planning tools. The department has developed a set of minimum requirements for shared care planning software for stage one. Health Care Homes can choose any software program that allows them to:

- Create, view and change a shared care plan in real time.
- Create a shared care plan which includes core elements required to coordinate chronic disease care, including:
 - target goals and, if appropriate, measurable success criteria for each goal
 - activities and timeframes to achieve each goal
 - roles and responsibilities of members of the care team in order to help achieve goals
 - care plan conditions, i.e., clinical reasons or concerns for the care plan, including comorbidities
 - the ability to review the status of a care share plan.



- Give patients and external healthcare providers access to view the entire shared care plan. Health Care Homes will also be able to assign role-based permissions that allow patients and external healthcare providers to edit and upload to specific elements of the plan. Patients and external healthcare providers should have access to the shared care plan in real time via a web portal (optional apps/programs are also appropriate).
- Send patients and providers reminders and notifications regarding follow-up referrals or reviews of specific goals.
- Audit and track the creation and modification of each care plan goal; and review the progress of each goal.
- Track usage, reviews of shared care plans and clinical metrics over time.
- Extract data from existing clinical management systems to produce a shared care plan.
- Secure all information so that the privacy of patients is maintained. Controls allow access to authorised persons only. The creation, deletion and accessing of clinical information and documentation can be tracked to individual users.
- Access vendor support and training for the practice.