

---

**TITLE:** MONITORING INFORMATION**DISTRIBUTION:** ALL PUBLIC HOSPITALS IN WESTERN AUSTRALIA

---

### **1. Purpose**

These instructions apply to the monitoring of Core Episodes, Admitted Patient Programs and Non-admitted Patients.

### **2. Background**

Health Services should be able to provide the Department of Health with realistic monthly year-to-date estimates of the activity they have undertaken.

This bulletin is to apply to the majority of Health Services. However, it is acknowledged that for some Health Services extended time lines for the submission of activity data may be required due to exceptional circumstances such as unavoidable coding delays.

### **3. Reporting**

The Progress Reports that Health Services provide to the Department of Health by the fifteenth of each month should detail the activity performed against the appropriate Volume Value Summary (VVS) lines. Central Wait List funded activity should be reported against the designated VVS line and not included in the activity figures for any other lines.

### **4. Monitoring and Subsidies**

Activity reported will be compared with agreed monthly targets based on applying previous years' trends to the VVS annual target (unless otherwise negotiated). Comparisons will be made at the single or aggregated VVS line level as appropriate.

Where negotiated, activity shortfalls in areas other than identified programs may be offset by additional activity in others. Generally, increases in non-admitted patient services cannot offset admitted patient services shortfalls.

Subsidy payments will be linked with activity performed through the comparison of actual (reported) and target activity levels. Reported activity will be compared on a month by month and a year to date basis to target activity levels.

Actual activity that does not attain a level equal to or greater than 90 percent of the target activity may result in a proportional reduction in subsequent subsidy payments. However,

activity levels greater than 90 percent in subsequent months may result in the reinstatement of previous subsidy reductions.

An average activity level of less than 90 percent of target over the first six months (1 July to 31 December) may result in a reduced budget allocation to the Health Service.

A reconciliation of Progress Report activity, HMDS records and HA215 data will be performed on a quarterly basis. Explanations for any variations will be sought from the Health Service and adjustments to subsidy payments made if warranted.

Purchasing Managers will provide feedback to the Health Service on the monthly activity comparisons and the quarterly reconciliation process by the end of the following month. Any proposed reductions in subsidy payments will be discussed with the Health Service before being implemented.