

EXPRESSION OF INTEREST

*Intellectual Disability Primary Care
Inclusion Program*

EOI release date	12 March 2025
Deadline for EOI application submission	11 April 2025

1. Overview

This Expression of Interest (EOI) is for general practices in the Central and Eastern Sydney PHN (CESPHN) region to participate in the Intellectual Disability Primary Care Inclusion Program. This program aims to support and build capacity of primary care providers to effectively care for patients with intellectual disability and assist their families and carers.

The Intellectual Disability Primary Care Inclusion Program is an activity of CESPHN's [Project GROW](#). Project GROW is a component of the [National Roadmap for Improving the Health of People with Intellectual Disability](#) and focuses on improving health care for people with intellectual disability, their families, and carers.

The Intellectual Disability Primary Care Inclusion Program provides \$5,000 in financial support to general practices for participation in Quality Improvement (QI) activities and in-practice training related to intellectual disability health care. Funding will be distributed in two payments of \$2,500 (excluding GST). The first payment will be made upon execution of the Memorandum of Agreement (MOA) and commencement of the program. The second payment will be issued upon program completion.

To successfully complete the Intellectual Disability Primary Care Inclusion Program, participating practices must:

1. Complete the following two Quality Improvement activities:
 - Data cleanse and code patients with intellectual disability in clinical software.
 - Annual Health Assessment (AHA) audit and development of a recall and reminder process for patients with intellectual disability that have not had an AHA in the last 12 months.
2. Report deidentified data from the Quality Improvement activities
3. Ensure all relevant staff attend the following two training sessions:
 - Intellectual Disability Health Care
 - Annual Health Assessments and Reasonable Adjustments
4. Ensure all participating staff complete a program evaluation survey.

The timeframe for completing the training and activities to meet program objectives is four months from the date of Memorandum of Agreement (MOA) execution. Attached is a draft MOA, please read and familiarise with the agreement. The participating practice and CESPHN will enter into the MOA after acceptance into the program.

People with intellectual disability are a priority population in the CESPHN region, experiencing poorer health outcomes relative to the general population and significantly higher health and social care needs. People with intellectual disability, their families and carers face challenges navigating the healthcare system, with multiple barriers to timely, affordable, and appropriately equipped health services, highlighting the need for improved pathways and coordination of care.

2. Information about Central and Eastern Sydney PHN

What are primary health networks?

Primary health networks (PHNs) have been established with the key objectives of increasing the efficiency and effectiveness of medical services for individuals, particularly those at risk of poor health outcomes. They also aim to improve coordination of care to ensure people receive the right care in the right place at the right time. PHNs are not for profit, regionally based organisations which aim to strengthen primary care by redirecting frontline health services to improve health outcomes of the community.

Our vision

Our vision is to achieve healthy and thriving communities and we do this by enabling high quality accessible health care. Our goals are to address community health and wellbeing needs, facilitate connected and quality care and partner to address regional challenges.

Our region, our community

The Central and Eastern Sydney catchment spans 587 square kilometres. Our region stretches from Strathfield to Sutherland, as far east as Bondi, and includes Lord Howe Island. We are the second largest of the 31 primary health networks across Australia by population, with over 1.5 million individuals residing in our region.

Our catchment population is characterised by cultural diversity, with an estimated 16,225 (1.05 per cent of total population) identifying as Aboriginal and/or Torres Strait Islander and forty percent of our community born outside Australia, and high population growth. Our boundaries align with those of South Eastern Sydney Local Health District and Sydney Local Health District. Refer to this template list of postcodes within the CESP HN catchment area. For more information about our region visit the 'About CESP HN' page on our website at <https://www.cesphn.org.au/>

3. Eligibility

Participating general practices must be located within the CESP HN region and have, or be willing to install, the data extraction tool POLAR to complete the Quality Improvement activities. CESP HN will provide a temporary licence for practices that do not have POLAR at no cost to the practice.

Practices who have not participated in this program before will be given priority. If funding permits those practices who participated previously will be considered.

4. Program activities

To successfully complete the Intellectual Disability Primary Care Inclusion Program, participating practices must complete the Quality Improvement activities, reporting, training sessions and evaluation requirements. Details of each activity are provided below.

4.1 Quality Improvement Activities

Practices must complete the following Quality Improvement activities:

1. Cleanse and code data for patients with intellectual disability in clinical software.
2. Conduct an Annual Health Assessment (AHA) audit and develop a recall and reminder process for patients with intellectual disability that have not had an AHA in the last 12 months.

CESP HN will provide templates and one-on-one support to complete the QI activities. Practices must use the data extraction tool POLAR to complete the QI activities.

Participants can self-report Continuing Professional Development (CPD) hours for these activities through relevant bodies like the RACGP.

4.2 Reporting

Practices must report deidentified data from the QI activities including:

- Total number of patients identified with 'intellectual disability' as a diagnosis before and after QI activity 1.
- Demographics, including the number of patients with intellectual disability who identify as Aboriginal or Torres Strait Islander or are from multicultural backgrounds.
- Number of patients identified with intellectual disability who have completed an Annual Health Assessment within the last 12 months.
- Number of patients with intellectual disability to be recalled for an intellectual disability Annual Health Assessment.

4.3 Training

Upon completion of QI activities, relevant staff within the general practice are to attend the following two training sessions:

1. Intellectual Disability Health Care (*all relevant practice staff*)
 - CPD hours: 1-1.5 hrs
 - Delivered by: CESP HN ID Service Navigator/Educator
2. Annual Health Assessments and Reasonable Adjustments (*all relevant practice staff*)
 - CPD hours: 1-1.5hrs
 - Delivered by: CESP HN ID Service Navigator/Educator

Training sessions will be delivered face-to-face at the general practice location. Online training may be available on a case-by-case basis. All participants will be sent an online post-training survey to complete at the end of the session.

4.4 Evaluation

All staff participating in the Intellectual Disability Primary Care Inclusion Program will be required to submit an online evaluation survey on completion of the program. The evaluation will seek feedback on the program and ask participants to reflect on their learnings.

5. Contract term

Participating practices will enter into a Memorandum of Agreement (MOA) with CESP HN. The term of the contract is 4 months from date the of MOA execution.

The MOA will form a legally binding agreement on signing by the parties. The general practice must retain all insurances outlined in the agreement.

All activities are to be completed by 30 June 2025.

6. Funding

A total sum of \$5,000 (excluding GST) will be provided as financial support for undertaking QI activities and completing training. Entities with more than one general practice within the CESP HN region may submit an application for each eligible practice. A Memorandum of Agreement (MOA) will be signed for each general practice.

Funding will be distributed in two payments of \$2,500 (excluding GST). The first payment will be made upon executed Memorandum of Agreement (MOA) and commencement of the program. The second payment will be issued upon program completion.

7. Submitting your application

Please read this EOI guidance and the Memorandum of Agreement prior to applying to participate in the Program. Applications can be submitted through the CESPHN online application form using the [CESPHN online application form](#).

Applications will close 11 April 2025.

8. Contact us

All questions related to this EOI are to be directed to intellectualdisability@cesphn.com.au.