

# EXPRESSION OF INTEREST

*Primary Care Intellectual Disability  
Inclusion Program*

<b>EOI release date</b>	15 April, 2026
<b>Deadline for EOI application submission</b>	26 August, 2026

## 1. Overview

This Expression of Interest (EOI) is for general practices in the Central and Eastern Sydney PHN (CESPHN) region to participate in the Primary Care Intellectual Disability Inclusion Program (PCIDIP). 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 PCIDIP 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 PCIDIP provides \$1,500 in financial support to general practices for participation in two Quality Improvement (QI) activities. Funding will be distributed in two payments of \$750 (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 participating staff complete a program evaluation survey.

The timeframe for completing the training and activities to meet program objectives is three 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 per cent 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 use the data extraction tool POLAR to complete the Quality Improvement activities.

Practices who have participated in this program before will not be considered for the program.

## 4. Program activities

To successfully complete the PCIDIP, participating practices must complete the Quality Improvement activities, reporting, and evaluation requirements. Education sessions are available on request but are not required for program completion. These sessions cover Intellectual disability health care, annual health assessments and reasonable adjustments.

Details of the Quality Improvement Activities 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 reminder process for patients with intellectual disability that have not had an AHA in the last 12 months.

CESP HN will provide templates, one-on-one support and will collect all POLAR data 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 Evaluation

All staff participating in the PCIDIP 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 3 months from date the of signing the MOA.

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 November 2026.**

## 6. Funding

A total sum of \$1,500 (excluding GST) will be provided as financial support for undertaking QI activities. 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 \$750 (excluding GST). The first payment will be made upon executing the 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 CESP HN online application form using the [CESP HN online application form](#).

**Applications will close 26 August 2026.**

## 8. Contact us

All questions related to this EOI are to be directed to [intellectualdisability@cesphn.com.au](mailto:intellectualdisability@cesphn.com.au).