

Submitting an Aged Care Funding Instrument online

What is an Aged Care Funding Instrument?

Residential aged care providers use the Aged Care Funding Instrument (ACFI) to claim residential care subsidy for each resident that permanently enters their care. It consists of:

12 QUESTIONS (CARE NEEDS) + **2** DIAGNOSTIC SECTIONS

You can use the Aged Care Provider Portal to submit ACFIs online easily.

Different elements of the form are displayed dynamically based on the answers you provide to each question.

<input checked="" type="checkbox"/>	ACFI 1: Nutrition (B)
<input checked="" type="checkbox"/>	ACFI 2: Mobility (C)
<input type="checkbox"/>	ACFI 3: Personal hygiene
<input type="checkbox"/>	ACFI 4: Toileting

The progress bar (on the far left of each screen) shows the name of each step in the ACFI. Each of these pages can be accessed via the progress bar after they have been completed and saved.

ACFI steps 1 to 11 will display a rating score (A, B, C or D) after they have been completed and saved. Question 12 is optional and only applies to complex care needs.



You can also choose to save and exit a draft ACFI at any time and come back to it within 7 days.



Select the *Submit* button to complete the process.

Selecting the *Cancel* button will cancel the ACFI without saving any data.



Before submitting your ACFI, you'll see a verification screen with an overview of the information you have entered.



ACFIs are processed in near real time. You can check the status of the submitted ACFI under *ACFI Summary*.

For more information on how to use the portal, check out servicesaustralia.gov.au/agedcareportal