

Activity Summary Report

Targeted activities that increase access and uptake of COVID-19 vaccination among vulnerable populations.

WA Primary Health Alliance wants this COVID-19 vaccination support program acquittal process to be as easy and effective as possible for all involved.

This document will assist you in making sure everything is included when writing your Activity Summary Report/s.

Every organisation that is funded through the COVID-19 Primary Care Vaccination Support Program (Program) is required to provide an activity summary report within two (2) weeks of completion of the activity/s.

Once you have completed your pop-up clinic or home visit/s where COVID-19 vaccinations were administered, organisations will need to **complete an Activity Summary Report** to indicate how the funding has been utilised in line with the signed agreement and Program guidelines.

Organisations will not need to submit receipts for purchases but will be required to retain them in line with Australian Taxation Office requirements.

Each section in this document is taken from the Activity Summary Report survey.

Notes have been made under each section to provide you with an idea of what type of information we require in each section.

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Activity Breakdown

- Activity Type (Q6) – Choose what activity you are reporting on:
 - Pop-up vaccination clinic
 - Home visit/s for COVID-19 vaccinations
 - Home visit/s (Residential Aged Care Facility / Home)
- Target Locations (Q7 & 8) List of target locations in [Frequently Asked Questions](#)

POP UP CLINIC - Activity summary

- Activity Date (Q9) - our Program will reimburse activities that were completed from 1 July 2023
- Activity Location (Q10) - our program has identified specific target locations that have higher numbers of vulnerable populations with a low rate of COVID-19 vaccination uptake in the last 12 months. This is **inclusive of all Residential Aged Care Homes (RACHs)**. If the activity wasn't conducted in the target locations, then the activity must service the vulnerable community.
 - Please provide the suburb where the activity took place
- Number of patients on the organisations 42a report (Q11) – it is expected that this number will increase if COVID-19 vaccinations were administered in the activity and the organisation complies with AIR reporting requirements. Please see the [Frequently Asked Questions for guidance](#).
- Activity Summary (Q12) – explain what took place at the activity and outcomes achieved. Organisation to supply a summary of the completed activity and the outcome indicators achieved.

Examples/prompts:

 - *Type of event i.e. homeless event, disability Expo, Multicultural event*
 - *'This event was dedicated to promoting the health and wellbeing of members of our community who live with disability and their families'*
 - *Appx number of attendees at event (total #, not just those vaccinated)*
 - *Include specifics on what equipment was purchased using establishment funding (if applicable) e.g. esky for COVID-19 vaccine transport, hire of gazebo etc*
- Learnings from activity (Q13) – What are your learnings from this activity? Organisation to provide lessons that might be useful for future activities and program planning. Remember- there are no bad lessons, just opportunities moving forward.

Examples/prompts:

 - *promotion via social media resulted in an increase in queries prior to event*
 - *parents received vaccinations as well as our target group (children who have complex needs)*
 - *Wet weather planning would have helped- could have hired gazebo with walls*
 - *Recall and reminders- confirmation of attendance helped with securing numbers on the day*

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- COVID-19 Vaccinations administered (Q14)
If there weren't any COVID vaccinations administered at the activity – please provide details in the learnings.

POP UP CLINIC - Administration breakdown

The Program will fund \$150 per COVID-19 vaccination administered to a vulnerable community member [paid to the approved administering organisation]

- How many vaccines were administered per vulnerable population (Q15 – 22)
Please refer to the program guidance for information on the vulnerable community
- Total of vaccines provided (Q23)
As there may be people that have more than one vulnerable status
- Total COVID-19 Vaccines administered. (Q24)
There will be opportunities to vaccinate people that aren't vulnerable, and we encourage any opportunistic vaccines.

HOME VISIT - Activity summary

- Activity Date (Q25) - our Program will reimburse activities that were completed from 1 July 2023

Activity Location (Q25) - our program has identified specific target locations that have higher numbers of vulnerable populations with a low rate of COVID-19 vaccination uptake in the last 12 months. This is **inclusive of all Residential Aged Care Homes (RACHs)**. If the activity wasn't conducted in the target locations, then the activity must service the vulnerable community.

- Please provide the suburb where the activity took place.
- 42a Report numbers (Q26) - it is expected that this number will increase if COVID-19 vaccinations were administered in the activity and the organisation complies with AIR reporting requirements. Please see the [Frequently Asked Questions for guidance](#).
- Activity Summary (Q27) – explain what took place at the activity and any outcomes
Organisation to supply a summary of the completed activity and the outcome indicators achieved.

Examples/prompts:

- *visited a residential aged care home and administered 50 COVID vaccinations*
- *10 COVID vaccinations administered that were not planned*
- *Co-administered flu vaccine*
- *Patient declined (via guardian as they are non-verbal and distressed about vaccination). Planned to return when additional support available*

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- Learnings from activity (Q28) – did you have any learnings from this activity Organisation to provide any outcomes or learnings that will assist with future planning.
Examples/prompts:
 - calling attendees the day before to confirm their commitment in attending
 - Recall and reminder of upcoming activity was beneficial
 - Insuring support persons were available at residence for planned activity
 - Speaking with Elder of the home prior to event ensured all eligible residents were available for immunisations
 - Pre-planning translator would have closed gap on language barriers encountered
- COVID-19 Vaccinations administered (Q29)
If there weren't any COVID vaccinations administered at the activity – please provide details in the learnings.

HOME VISIT - Administration breakdown

The Program will fund each home visit \$250 where one or more COVID-19 vaccinations were administered. [paid to the approved administering organisation]

- How many vaccines were administered per vulnerable population (Q30 – 37)
Please refer to the program guidance for information on the vulnerable community
- Total of vaccines provided (Q38)
As there may be people that have more than one vulnerable status
- Total COVID-19 Vaccines administered. (Q39)
There will be opportunities to vaccinate people that aren't vulnerable and we encourage any opportunistic vaccines.

HOME VISIT - Residential Aged Care Facility / Home

- Activity Date (Q40) our Program will reimburse activities that were completed from 1 July 2023
- Name and location of facility / home (Q410)
The name of the facility / home and address is required.
- 42a report statistics (Q42) it is expected that this number will increase if COVID-19 vaccinations were administered in the activity and the organisation complies with AIR reporting requirements. Please see the [Frequently Asked Questions for guidance.](#)
- Activity Summary (Q43) – explain what took place at the activity and any outcomes
Organisation to supply a summary of the completed activity and the outcome indicators achieved.

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Examples/prompts:

- *visited a residential aged care home and administered 50 COVID vaccinations*
 - *10 COVID vaccinations administered that were not planned*
 - *Co-administered flu vaccine*
 - *Patient declined (via guardian as they are non-verbal and distressed about vaccination). Planned to return when additional support available*
- Learnings from activity (Q44) – did you have any learnings from this activity Organisation to provide any outcomes or learnings that will assist with future planning.
Examples/prompts:
 - calling attendees the day before to confirm their commitment in attending
 - Recall and reminder of upcoming activity was beneficial
 - Insuring support persons were available at residence for planned activity
 - Speaking with Elder of the home prior to event ensured all eligible residents were available for immunisations
 - Pre-planning translator would have closed gap on language barriers encountered
 - Number of COVID-19 Vaccines administered to residents at the aged care facility / home. – Provide total number administered (not including staff)

If you have any questions or require assistance, please feel free to contact the COVID-19 Vaccination team on gpvaccination@wapha.org.au or call [Practice Assist](tel:18002ASSIST) on 1800 2 ASSIST (1800 2 277 478 or 08 6278 7900).

[Practice Assist - COVID-19 Vaccination Resources](#)

[COVID-19 Primary Care Vaccine Support Program - Funding Guidance](#)

[COVID-19 Primary Care Vaccine Support Program - FAQ](#)