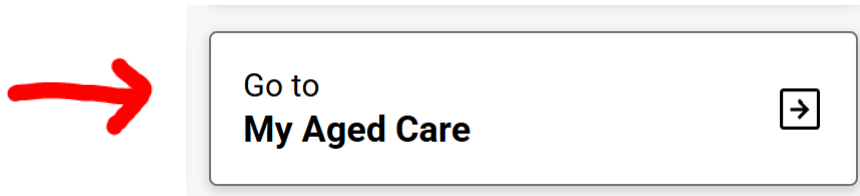


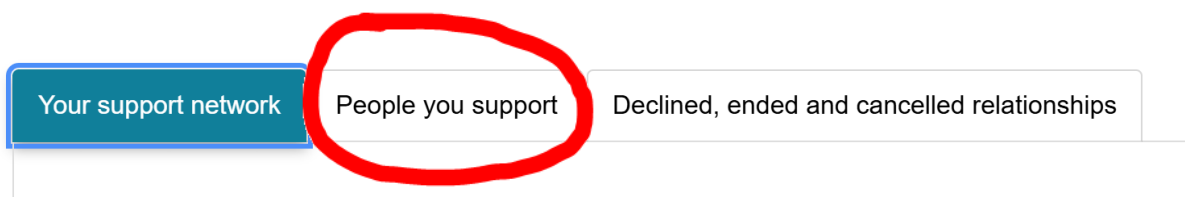
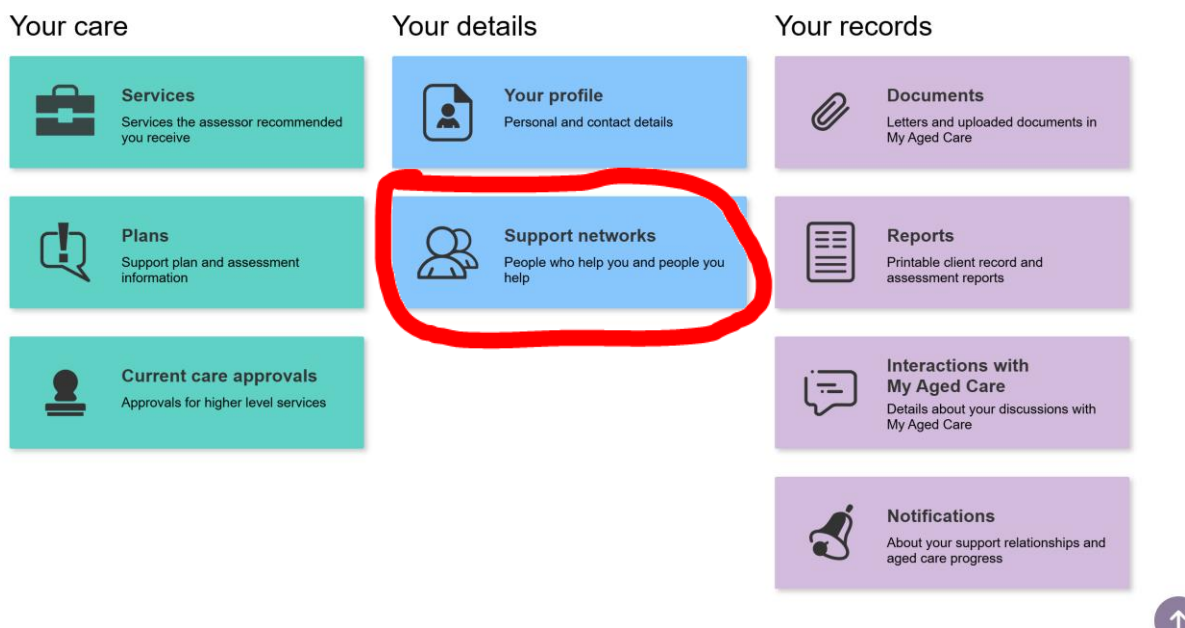
How to – Download My Age Care Reports

Steps to follow

1. Log into your My Gov Account
2. Click on the **Go to My Aged Care** icon



3. If you are acting for someone you represent click on **Support Networks**:



4. Click on the **person you represent**

How to – Download My Age Care Reports

5. Click on Documents

The screenshot shows the My Aged Care portal interface. It is divided into three main sections: Care, Details, and Records. The Records section is circled in red and contains two options: 'Documents' (Letters and uploaded documents in My Aged Care) and 'Reports' (Printable client record and assessment reports). Below the Records section, there is a 'Pending documents' section, also circled in red, which contains a button labeled 'Letters and Attachments'.

6. The Document with the **approval date** we need is called:

Your eligibility for Australian Government Subsidised Aged Care

An Australian Government Initiative



myagedcare



Client Name

Client Address

Your eligibility for Australian Government subsidised aged care

Dear **Client name**,

I am writing about your assessment by **assessor** of the **name of assessment organisation** - QLD Aged Care Organisation on **date of assessment**.

After careful consideration you are approved as eligible to receive the care types listed below from **date of approval**. **This is the important date we need**


Unless indicated below, these are permanent approvals which allow you to receive Australian Government subsidised aged care.

Home Care

7. Save the document to you device and email a copy to us at <mailto:support@agedcaresolved.com>

How to – Download My Age Care Reports

8. The other report you will need if going into residential aged care is the

 **ACAT Support Plan**



SUPPORT PLAN

client name

Aged Care ID: ACXXXXX

Date of Birth: dd/mm/yyyy

Age: 80 years

Assessment Summary

Introduction

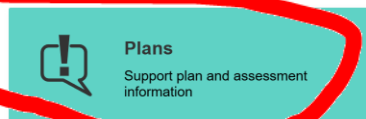
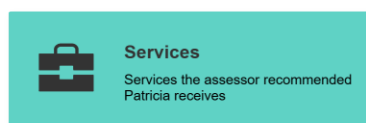
9. **Download this to your device and we will need a copy of this if we are helping you find a room in aged care.** Or if you are looking for a room yourself print off copies for the facilities you are lodging applications with.

10. **Another report we may need if you are entering residential aged care is the NSAF report or Integrated assessment tool**

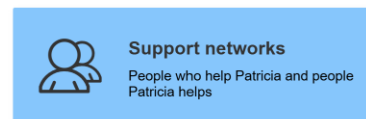
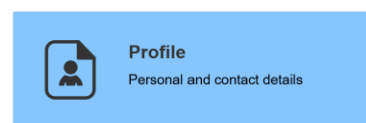
Go to

a. **Plans**

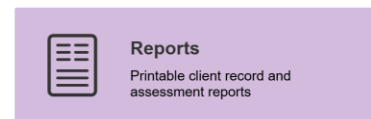
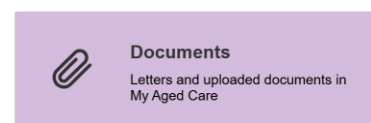
Care



Details



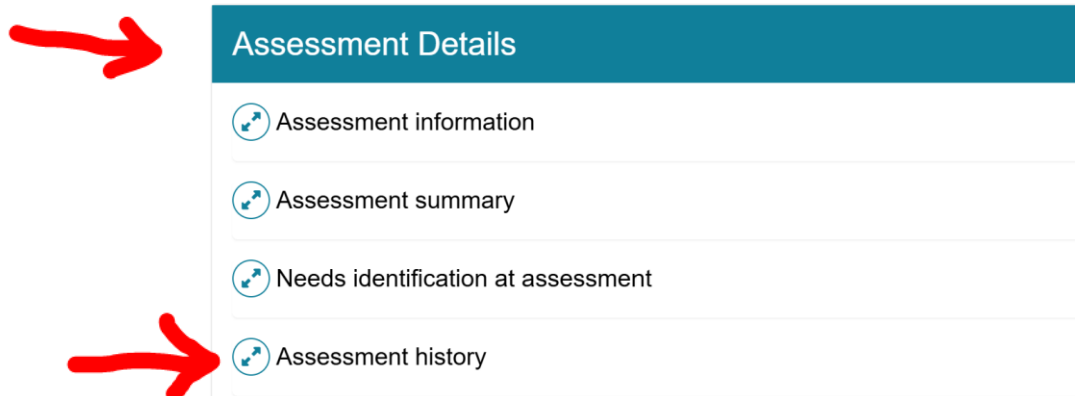
Records



b. **Assessment details**

c. **Assessment history**







How to – Download My Age Care Reports



Assessment Details

- Assessment information
- Assessment summary
- Needs identification at assessment
- Assessment history

1. Comprehensive assessment
2. Print button – will generate report
3. Go to reports tab - print

Care	Details	Records
 Services Services the assessor recommended Patricia receives	 Profile Personal and contact details	 Documents Letters and uploaded documents in My Aged Care
 Plans Support plan and assessment information	 Support networks People who help Patricia and people Patricia helps	 Reports Printable client record and assessment reports

11. Download to your device and email to us

<mailto:support@agedcaresolved.com>