

# Coordination Fee

The Coordination Fee is a monthly charge and cannot be applied on those days where leave is taken by a Care Recipient. If no leave is taken during the month, the full Coordination Fee, based on the agreed percentage, will be charged. If leave is taken, the number of leave days is calculated as a percentage of the total days in the month. This percentage is then applied to reduce the Coordination Fee for that month to ensure Care Recipients are not being charged a Coordination Fee for days on leave.

## Calculation of Coordination Fee for the month

- 1. Full Coordination Fee:** If no leave is taken during the month, the agreed Coordination Fee, which is a fixed percentage of the Care Recipients HCP, is charged in full.
- 2. Leave adjustment:**
  - The number of leave days is worked out as a percentage of the total days in the month.
  - This percentage is then used to reduce the agreed Coordination Fee for that month.

### 3. Formula:

$$\text{Leave percentage} = (\text{Leave days} / \text{Total days in the month}) \times 100$$

$$\text{Leave impact} = (\text{Leave percentage} * \text{Agreed Coordination Fee percentage})$$

$$\text{Coordination Fee payable} = \text{Agreed Coordination Fee percentage} - \text{Leave impact}$$



## Example calculation

Let's assume the following for a particular month:

- Total days in the month: 30 days
- Agreed Coordination Fee: 11% of the HCP
- Leave days taken: 3 days

### Steps:

1. Work out the leave as a percentage of the month:

$$\text{Leave percentage: } (3 \div 30) \times 100 = 10\%$$

2. Work out the impact of leave on the Coordination Fee:

$$\text{Leave impact: } 10\% \times 11 = 1.1$$

3. Work out the Coordination Fee payable:

$$\text{Coordination Fee payable: } 11 - 1.1 = 9.9$$

## Summary of Key Points

- The monthly Coordination Fee depends on how many days you are not on leave.
- Any leave taken during the month is worked out as a percentage of the total days in the month and applied to reduce your Coordination Fee.
- You can take up to 28 days of leave per year without it affecting your HCP. This leave resets on 1 July every year.

This guide explains how to calculate the Coordination Fee each month, taking into account any leave taken by the Care Recipient.

**Please Note:** A Care Recipient is allowed up to 28 days of leave per year without affecting their Home Care Package (HCP). This leave resets on 1 July each year and is tracked separately from the monthly Coordination Fee calculation. Please see the link below for further information regarding leave and the impacts on the HCP if more than 28 days is taken by a Care Recipient within a year. [health.gov.au/our-work/hcp/package-management/temporary-leave](https://health.gov.au/our-work/hcp/package-management/temporary-leave)