[Date]

[Name]

[Address]

[Suburb Postcode]

Dear [Name],

As a valued patient of our clinic, [Clinic name] would like to invite you to make an appointment for your yearly Health Assessment, also called the Comprehensive Health Assessment Program (CHAP).

This health assessment will provide a picture of your health, and what we need to do to prevent future problems, so you stay healthy and well.

The following information and checklist provide more detail about the CHAP yearly health assessment and the steps to book an appointment. After booking in for your appointment, there are a couple of things that you need to do before coming to the clinic including completing Part 1 of the health assessment. You may need to do some monitoring of current health problems you have so you can bring this information with you to the appointment with the doctor.

Our records show that you are eligible to have this appointment from [add date of eligibility]. This health assessment usually takes 45-60 minute but if two shorter appointments would be easier, just let the clinic reception person know so she can make the appointments on the days and times that best suit you.

To book in your appointment, please contact us using the details below.

Yours sincerely

[Clinic name]

[Clinic contact details]

[Phone]

[Address]

[Email]

[Logo]

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*This template was created by the Supporting People with an Intellectual Disability to Access Health (SPIDAH) project, at the Western Victoria Primary Health Network. Last reviewed March 2024.*

# CHAP Information Sheet Preparing for your Yearly Health Assessment

The Comprehensive Health Assessment Program (CHAP) is a Yearly Health Assessment.

You can use these Information Sheets to learn about the CHAP and things for you to think about before, during and after your yearly health assessment appointment.

**Yearly Health Assessment (CHAP) – What is it?**

The yearly health assessment is important for people with an intellectual disability.

**Videos about the CHAP**

You can either scan the QR codes or click the links below to watch the CHAP videos:

|  |  |
| --- | --- |
| A qr code with black dots  Description automatically generated | **Video 1:** About the CHAP tool features Professor Nick Lennox, developer of the CHAP tool.  [Overarching information about the Comprehensive Health Assessment Program (CHAP) for people with intellectual disability](https://www.youtube.com/watch?v=xkHpoTe5vA0&list=PLge5q__gOrHni-18H6Gutt9VgYr5RA3Cv&index=47&t=9s) |
| A qr code with black dots  Description automatically generated | **Video 2:** About the CHAP tool features Kimberley Thomas, Nurse Practice Advisor, GenU.  [How to complete Part 1 of the CHAP tool: Comprehensive Health Assessment Program for people with intellectual disability](https://www.youtube.com/watch?v=XTvDFPuYHIs&list=PLge5q__gOrHni-18H6Gutt9VgYr5RA3Cv&index=51&t=9s) |
| A qr code with dots  Description automatically generated | **Video 3:** Expert with lived experience Uli Cartwright talks about the CHAP.  [Expert with lived experience talks about the CHAP](https://www.youtube.com/watch?v=9QZMROeschs) |
| A qr code with black dots  Description automatically generated | **Video 4:** General Practitioner (GP) talks about the CHAP.  [GP lens on the Comprehensive Health Assessment Program (CHAP)](https://www.youtube.com/watch?v=2JtLOqHOq2Y&list=PLge5q__gOrHni-18H6Gutt9VgYr5RA3Cv&index=55) |

The CHAP is important because:

* You can tell the doctor if you have any physical health and mental issues.
* The doctor can do other health checks, like blood tests.
* By having a CHAP each year, the doctor can notice any changes to your physical health or any mental health concerns as early as possible.

**Paperwork for the Yearly Health Assessment (CHAP)**

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Description automatically generatedScan the QR code or click the link below to take you to the CHAP:

[Adult CHAP | Australian Government Department of Health and Aged Care](https://www.health.gov.au/resources/publications/chap-adult-standard?language=en)

This is the version for adults.

The CHAP has 2 parts.

* **Part 1** (pages 1-16) is completed **before** your appointment by you and your supporter. This makes sure your health information is ready to share with the nurse and doctor.
* **Part 2** (pages 17-27) is completed **during** your appointment by the nurse and doctor. This helps the nurse, doctor, you and your supporters to make a health action plan with tasks for you or other health professionals as recommended by your doctor.

**Tips for filling in the CHAP and health monitoring**

You and the person that knows you the best (supporter) can work together to gather information to fill in the CHAP. It is important to include things like any medications you are taking, or any health monitoring charts like for epilepsy, diabetes or bowel.

You can also monitor your health using a signs and symptoms tracker, as well as medication charts and others etc.

**CHAP appointment cost and length – How long does it take?**

The assessment is FREE for the patient (the doctor would use [MBS Item 707](https://www9.health.gov.au/mbs/fullDisplay.cfm?type=item&q=707) which is for a long appointment to do a health assessment).

Your appointment will most likely take 45-60 minutes in the clinic. This may sometimes take a little bit more time or less time depending on your needs.

**Please note:** If you would find it hard to be in the clinic for this amount of time, talk to the clinic team and let them know what works best for you so they can get the information they need to support you and your overall health. For example, if you need multiple appointments.

**Remember:** The appointment is only for the CHAP health assessment, and not for other paperwork. This gives the nurse and doctor more time to do a full health assessment and to provide better health care.

**Tips for booking your Yearly Health Assessment (CHAP) appointment**

* Booking your appointment early will ensure you have time to collect some important information so you can complete the Part 1 of the CHAP.
* When booking your appointment, make sure it is at the best time of the day for YOU and fits into your activities as the appointment will take a little while and this is without travel time to and from the appointment.
* Make sure that the person who comes with you to this appointment is the person who knows you best so they can support you to answer questions about your health.
* Tips to tell the receptionist:
  + The appointment is for an ‘Yearly Health Assessment CHAP'
  + You will need a long appointment, and
  + You would like to:
    - See the practice nurse – and go through information with them first.
    - See the doctor (GP) – and do the health check.
    - Follow-up with the practice nurse – and they will work with you to make the **action plan** with next steps for your health care journey.
* Ask the receptionist for a copy of the CHAP tool if you haven’t already accessed this online. You will need to have your email address ready to give to the receptionist. Once you have completed Part 1 of the CHAP tool it will go back to the clinic before the appointment by email.

**Things to bring to your appointment:**

* Part 1 of the CHAP – that you have filled in.
* Part 2 of the CHAP – leave this blank, so the nurse and doctor can fill this in.
* Any letters or reports from other health professionals you are connected with, including any allied health supports that may be funded through NDIS – consider:
  + Podiatrist / dietitian / occupational therapist / speech pathologist / physiotherapist etc.

**After your appointment:**

You and your supporter will do the things in your health action plan. Things in the action plan may be:

* having another appointment to talk more about something specific,
* seeing another health professional, such as the dentist for a dental check, or having a poo check or
* doing other health tasks.

It is important you follow-up on the action plan to keep you in good health for longer.

# CHAP Checklist Preparing for your Yearly Health Assessment

The Comprehensive Health Assessment Program (CHAP) is a Yearly Health Assessment.

You can use this CHAP Checklist to tick off things as you go preparing for your appointment.

**About two months before your appointment:**

Have you booked your appointment for the yearly health assessment CHAP?

Have you got access to the CHAP and relevant health monitoring information (such as medication chart, epilepsy tracker, signs and symptoms tracker)? (If not, ask the clinic.)

Have you started to fill in Part 1 of the CHAP?

**About one month before your appointment:**

Have you been continuing to fill out Part 1 of the CHAP and monitoring information?

Have you contacted everyone you needed to, to assist you to fill in Part 1 of the CHAP?

**About one week before your appointment:**

Have you completed Part 1 of the CHAP the best you could?

Have you emailed the completed Part 1 of the CHAP and monitoring information to the clinic?

Have you contacted the clinic if you had any questions before your appointment?

**On the day of your appointment:**

Consider, calling the clinic to see if they are running on time or late.

Wear loose clothing so it is easier for the nurse and doctor to do health tests.

Arrive early for your appointment with all relevant information.

**After your appointment:**

Have you and your supporter started doing the tasks on your health action plan?

Your next yearly health assessment CHAP will be in one year. You can still see your doctor anytime throughout the year if you have any health concerns.

***The following pages are shown in easy read.***

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## **The importance of health checks and connecting with your doctor**

**Every year you need to have a health assessment.**

This is called an ‘Yearly Health Assessment’, or it can sometimes be called the Comprehensive Health Assessment Program (CHAP).

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**[Access CHAP tool here](https://www.health.gov.au/resources/publications/adult-comprehensive-health-assessment-program-chap-annual-health-assessment-for-people-with-intellectual-disability?language=en)**

This health check looks at all parts of your body including:

|  |  |  |
| --- | --- | --- |
| **A human body with a heart  Description automatically generated** |  | * your heart |
| Healthy Food Chat 2 |  | * what you eat or your diet |
| Stool Chart 3 |  | * what your poo says about your health (see the poo chart) |
|  |  | * your eyes (vision) |
| Hearing test3 |  | * your ears (hearing) |

# 2 months before your CHAP appointment

|  |  |  |
| --- | --- | --- |
|  |  | Things to do two months before your appointment. |
|  |  | Book the appointment with the clinic and say:   * This is for an yearly health check using the CHAP tool. * This needs to be a long appointment. * You want to see the nurse before and after the doctor. |
| A screenshot of a computer  Description automatically generated |  | Get the CHAP tool [online](https://www.health.gov.au/resources/publications/chap-adult-standard?language=en) or ask the clinic to give you a copy.  You and your supporter fill out part 1 of the CHAP tool. |

# 1 week before your CHAP appointment

|  |  |  |
| --- | --- | --- |
|  |  | Things to do one week before your appointment. |
| A screenshot of a computer  Description automatically generated |  | Make sure you and your supporter have filled out part 1 of the CHAP tool the best you can.  Give the clinic a copy of part 1 of the CHAP tool you filled in. |
|  |  | Contact the clinic to remind them you want to see the nurse before and after the doctor. |

# On the day of your CHAP appointment

|  |  |  |
| --- | --- | --- |
|  |  | Things to do on the day of your appointment.  Wear loose clothing so the doctor and nurse can do health checks. |
|  |  | Arrive early for your appointment to the clinic. |
|  |  | For your appointment:   * The nurse will do some health checks. * The doctor will do some health checks. |
|  |  | At the end the nurse will work with you and your supporter to make a health action plan. |

# After your CHAP appointment

|  |  |  |
| --- | --- | --- |
|  |  | You and your supporter take the action plan home.  This says what need to be done for you to be in good health. |
|  |  | The actions may be:   * To book more health appointments. * See more health professionals. * Other tasks. |
|  |  | It is important the steps in the action plan are done so you can be in good health. |
|  |  | The clinic can remind you when it is time for your next yearly health check in 1 year. |

**Health Fact Sheets**

**Easy Read:** [Types of Health Checks Easy Read Fact Sheet (cid.org.au)](https://cid.org.au/wp-content/uploads/2021/09/Types-of-Health-Checks-Easy-Read-Fact-Sheet.pdf)

|  |  |  |
| --- | --- | --- |
|  |  | We have info about yearly health checks here  [www.cid.org.au/resource/yearly-health-check-fact-sheet](http://www.cid.org.au/resource/yearly-health-check-fact-sheet) |
|  |  | We have info about your right to good health care here [www.cid.org.au/resource/your-right-to-good-health-care-fact-sheet](http://www.cid.org.au/resource/your-right-to-good-health-care-fact-sheet) |
|  |  | We have info about adult health services here  <https://cid.org.au/resource/health-services-fact-sheet/> |
| A qr code with black dots  Description automatically generated with low confidence |  | **More information:**  [www.cid.org.au/resource-category/health](http://www.cid.org.au/resource-category/health)  **Videos:**   * [Laura and her GP](https://youtu.be/HUyMmejNlqo) * [Jack’s Health Assessment](https://youtu.be/3MJEOaWso9M) * [Laura and her dietitian work together](https://youtu.be/QUQyFpphv8A) |

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