

# Information Management System Self-Assessment Checklist

## Does your information management system (IMS) work?

Governing bodies and executives can use this template to conduct a self-assessment on the IMS in your organisation. A number of questions have been provided as an example, but you can change these or add your own to suit your needs.

### Instructions:

1. Review your provider IMS against the below statements and consider how you will assess if it meets these requirements, for example:
  - Can you find the complaints register, and is the analysis clear and easy to understand?
  - Is the Charter of Aged Care Rights easy to find for a consumer?
2. Make a note of what is missing or what help is needed under each item.
3. Add any additional assessment criteria that you'd like your governing body and executives to consider.
4. Attach any further notes or recommendations to the completed checklist.

Assessment criteria	Yes	Somewhat	No
The IMS provides access to current information. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The IMS provides the data I need to make decisions. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The IMS provides data that is easy to use. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data and information is regularly updated and reviewed by the governing body and executives <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessment criteria	Yes	Somewhat	No
Regular system improvements are made in response to strategic decisions and feedback from consumers, workforce, and stakeholders. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information for consumers is easy to use and understand. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information for consumers is current. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a range of approaches used to share information with consumers. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information is securely managed by the workforce and processes are documented. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statutory requirements are met and documented. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It's easy for consumers to access the IMS i.e., there are iPads that can be shared, information can be accessed using alternative technologies for staff and consumers with disabilities. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessment criteria	Yes	Somewhat	No
Relevant organisational information policies, information management practices are regularly reviewed and updated. <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Include further assessment criteria.</i> <i>Comments</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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