



BAT Cheat Sheet - Copying data between the BAT, GPT and Socrates v1.01

This is a shortened version of information available in the BAT User Guide. For more detail, please consult the guide.

Information on where to access the BAT and GPT can be found at

<https://www.disabilitysupport.govt.nz/training-and-support/how-to-access-bat-and-gpt>

Even when the BAT indicates that the package sought is not likely to be within a banded rate, you should confirm this by entering the information into the GPT.

Person's details

The section displays the details of the person that you entered in either Plan View or List View. The only information here that you copy into the GPT is the person's name.

<i>Person's details</i>	
First Name	Peter
Last Name	Doe
DOB	1/01/2001
NHI	XXX123
Date this plan completed	11/05/2025

An example of **Person's details** in the **List View – Summary** section

Inputs for GPT

This table contains the information that you will need to copy into the GPT (which you access in Socrates) to determine the band allocation.

<i>Inputs for GPT</i>	
Town/City	Auckland
Capacity	5
Sleepover room	1
Sleepovers	1
Transportation	1
Core Shift (Care Ratio)	1:4 ratio
Assistance Shift (Care Ratio)	1:5 ratio

An example of **Inputs for GPT** in the **List View – Summary** section

It is important that you compare your entries in the GPT with what you see in the BAT to make sure you have entered the correct information.

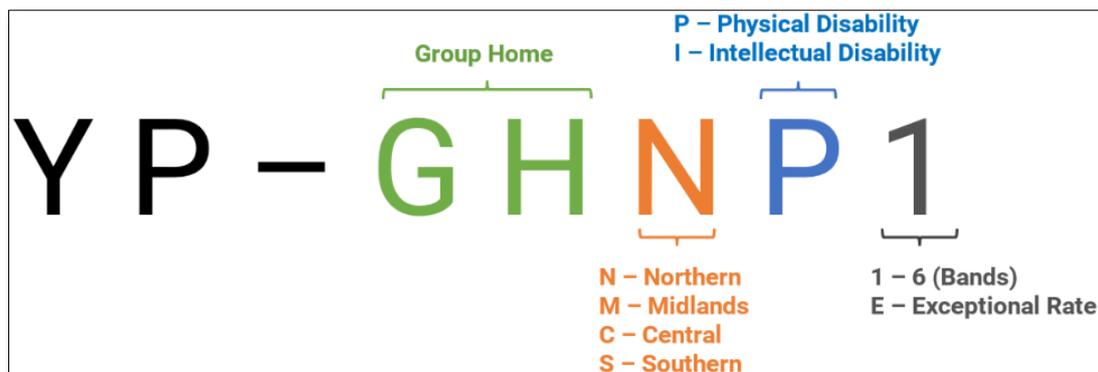
Rate	Labour Cost	Capital Cost	Other Cost
\$327.81	\$236.50	\$69.32	\$21.99

An example of the banding result in GPT when **Inputs for GPT** are copied across from BAT

Data entry and the Data String for Socrates

Once you know which band the client will be on and the provider, you can then allocate the service in Socrates, choosing the appropriate Service ID based on the band allocation information.

- Select the correct Provider and region, and Service ID.



Choose the appropriate **Service ID** carefully, to ensure it reflects the correct band. In the example above, "GH" refers to Group Home. "N" refers to the region (Northern, Midlands, Central, Southern). "P" or "I" refers to the disability, and then "1" relates to the band.

There are 56 potential Service IDs, so it is important to select the correct one aligned with the BAT Output and Client. The Service ID includes information on the Group Home, region, disability, and the allocated band.

If you select an Exceptional Rate **Service ID**, additional fields will appear to be completed. Note that you must have received endorsement for the exceptional rate from the DSS Review Panel before you do this.

Disabled person's address updating

You will need to return to Socrates, to update the disabled person's address when the Service Provider has confirmed the Service Request. This is important to maintain, as it will be used for new reporting.

Getting Help

View the BAT User Guide and additional support material at <https://www.disabilitysupport.govt.nz/training-and-support>