GUIDE TO COMPLETING NMDS DATA

NMDS Data is collected through the Online Data Collection (ODC) Website:

https://odc.disability.qld.gov.au/

AVAILABILITY OF SERVICE

(REQUIRED TO BE COMPLETED ONCE A FINANCIAL YEAR)

1. Select "Service Type Outlet"

2. Select "Availability of Service"

3. Select Service Type outlet from drop down
4. Select relevant financial year
5. Complete required fields

All selections that can be made from the left side panel, also can be made from the centre section. There is no difference between these fields.

SERVICE TYPE OUTLET (STO)

(REQUIRED TO BE COMPLETED ONCE A QUARTER)

1. Select "Service Type Outlet"

2. Select relevant quarter

3. Select Service Type outlet from drop down
4. Select relevant financial year
5. Complete required fields

All selections that can be made from the left side panel, also can be made from the centre section. There is no difference between these fields.

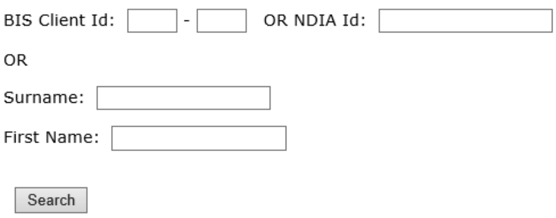
COMPLETING SERVICE USER / CLIENT DATA

(REQUIRED TO BE COMPLETED FOR ALL SERVICE USERS RECEIVEING SERVICES WITHIN THE QUARTER)

ENTERING SERVICE USER DATA

1. Select “Service User”

2. Enter in search criteria <u>OR</u> Type “0” in the first “BIS Client ID:” box to return all clients

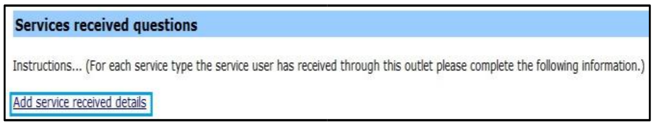


3. Select clients Surname
   (This will bring up the clients profile)

Surname	First Name
Blogs	Joe

4. Select “Services received / Summary”

5. Select “Add service received details”



6. Complete relevant sections of Question 17 for the service user/client

7. Authorise client data
   (See “authorising client data” for instructions)

NOTE: Please ensure you review all Service User Details. Any updates that are required, please email:
ProviderReporting@communities.qld.gov.au

All selections that can be made from the left side panel, also can be made from the centre section. There is no difference between these fields.

AUTHORISING CLIENT DATA

1. Select “Reports”

2. Select “Authorise DS NMDS quarterly data”

3. Select relevant Quarter/Financial Year and then select “Display Users”

4. Individually select client(s) or select “Select All”.

5. Select “Authorise” button

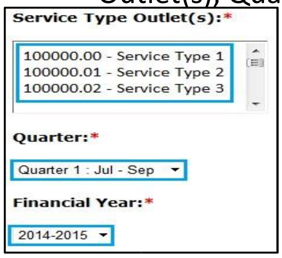
All selections that can be made from the left side panel, also can be made from the centre section. There is no difference between these fields.

NMDS QUARTERLY REPORTING CHECK

1. Select “Reports”

2. Select “Quarterly Reporting Checklist”

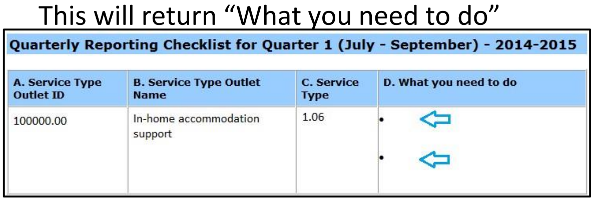
3. Select relevant Service Type Outlet(s), Quarter and Financial year



Multiple Service Type Outlets can be selected at one time by holding the “Ctrl” key down and selecting. (However selecting more than 5, slows the search down and may result in timing out)

4. Select “Run Report”

This will return “What you need to do”



The aim is to see 1 dot point stating “Nothing more to do”. If you don’t see, “Nothing more to do”, use the trouble shooting table below to resolve the issue. (This isn’t a list of all issues, just the most common)

WHAT YOU NEED TO DO - ISSUE	SOLUTION
• Click here to complete a quarterly service type outlet record	• Use Service Type Outlet “how to” to complete STO
• You have not provided any services to your service users. If this is correct you may ignore this message, otherwise click here to complete this information.	• Use Completing Service User “how to” to complete client data
• Click here to complete the Availability of Service questions. Please complete this at the beginning of the reporting year. If there are later changes in the year this may be updated at any time.	• Use Availability of Service “how to” to complete Availability of Service
• You have services received records which have not been authorised. As you are an Authorising Officer, you may click here to authorise your service user data for use by DSQ.	• Use Authorising Client Data “how to” to authorise client data
• The number of service users you listed at question 7 is not the same as the number of service users who received a service during the quarterly reporting period. Either click here to change the number of service users in question 7 or ensure that you have entered all your service provision information for the quarterly reporting period.	• The number of clients listed in your STO, differs from the number of service users data you’ve entered

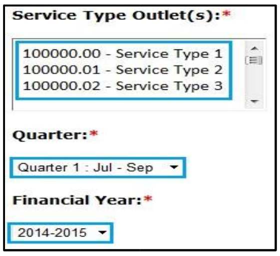
If you are concerned that you have entered the correct data into ODC and are still receiving one of the above messages / any other message except *“Nothing more to do”,* please contact your NMDS contact.

SERVICE USER LIST

1. Select "Reports"

2. Select "Service User List"

3. Select relevant Service Type Outlet(s), Quarter and Financial year



Multiple Service Type Outlets can be selected at one time by holding the "Ctrl" key down and selecting. (However selecting more than 5, slows the search down and may result in timing out)

4. Select "Run Report"

This will open a new tab with Service User Data. You will see the following:

Client Name	Client SLK	Service ID	Service Name	Service Definition	a. Date commenced service	b. Last date received service	c. Date left service	d. Reason for leaving	e. Hours received - reference week	f. Actual client received Hours

Should you wish to add filters and drill down to specific data, you will need to "export" the data into Microsoft excel.

- Click anywhere within the data
- Hold the "Ctrl" and "A" key down
- Right click anywhere on the data and select "Copy"
- Open Microsoft Excel
- Right click in cell A1 and select "Paste"

SERVICE TYPE OUTLET LIST

1. Select "Reports"

2. Select "Service User List"

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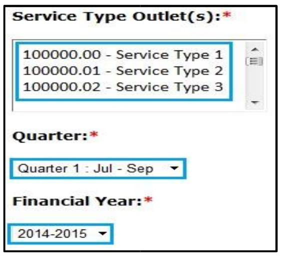

Multiple Service Type Outlets can be selected at one time by holding the "Ctrl" key down and selecting. (However selecting more than 5, slows the search down and may result in timing out)

4. Select "Run Report"

This will open a new tab with Service User Data. You will see the following:

A. Funded Agency Id	B. Service Id	C. Service Type	D. Post Code	E. Service Type Outlet SLA	F. Funding Jurisdiction	1. Start Date	1. End Date	2. Weeks Per Year	3. Days Per Week	4. Hours Per Day	5a. Ref Paid Staff	5b. Ref Unpaid Staff	6a. Paid Staff	6b. Unpaid Staff	7. Number of Service Users

Should you wish to add filters and drill down to specific data, you will need to "export" the data into Microsoft excel.

- Click anywhere within the data
- Hold the "Ctrl" and "A" key down
- Right click anywhere on the data and select "Copy"
- Open Microsoft Excel
- Right click in cell A1 and select "Paste"

ADDING AN OUTLET FOR NMDS REPORTING

The following can only be completed by a System Administrator, or your Regional Data Support Officer (RDSO). Please to get in touch with them to add new outlets to your user profile.

1. From the ODC homepage select “Administration”

2. Select “Users”

This will return all users for your agency

3. Select the users last name

Surname	First Name	Login▲
Smith	Mary	msmith

4. Select “Edit a User”

5. At the bottom of the user profile, you will select all the relevant outlets for that User
6. Select Update