

Your Life Your Choice – direct payments

**How to guide
for online reporting
of disability services NMDS data**

September 2017

About the guide

When you receive Your Life Your Choice direct payments, you need to report to the department on a quarterly basis (4 times per year) about the disability services that you have purchased.

This guide outlines the steps to complete your reporting online through the department's Online Data Collection website.

The website is located at <https://odc.disability.qld.gov.au/>

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Initial set up

1. You will receive two emails to set up your account to report online:
 - a A “New User Account Created” email that contains the link to the ODC website and an ODC login username
 - b A “Welcome to the Queensland Government Secure Services Gateway” email that contains a single use temporary password.
2. Use these details to log in to the website for the first time and set up your user account. The following screen will appear. Please read the content and then click on “Next”.

[Help](#)

Initialisation start

Initialisation

As a new user to the system you must take a few moments to perform some setup tasks before starting regular use. These setup tasks are only required when you first access the system and in future you will not see these screens.

The following steps will be performed in this order:

1. Change password
2. Update details

Please use the **Next** button below to navigate to Step 1: Change password.



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3. A customised password will be required before proceeding further. Please enter the password provided in the email, then enter and confirm a new password of your choosing before clicking on “Next”.

[Help](#)

Initialisation step 1 of 3

Change my password

Your password has expired. Please change it below before continuing.

An asterisk (*) indicates that an answer is required.

Details

Old Password:*

New Password:*

Confirm New Password:*



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5. If all mandatory fields have been completed, you will received an “Initialisation complete” message on the screen, with a link that will allow access to the [Online Data Collection home page](#) for reporting.

[Help](#)

Initialisation complete

Thank you for completing the Disability Services Queensland Online Data Collection System initialisation procedure.

You may now access the [Online Data Collection home page](#).

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Main menu

6. When logging in to website, you will be presented with the following screen. Navigate by either clicking on the left hand menu or the Headings in the main section.

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Online Data Collection

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[Resources](#)
[Service User](#)

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User ID:
Role:
Agency:

Online Data Collection

[Administration](#)
Allows for administration of agency, service type outlet and ODC user details.

[Initialisation](#)
Setup for a first time user.

[Resources](#)
Collection of documents with helpful guidelines for system users.

[Service user](#)
Search and view service user, services received and restrictive practices information for your agency each quarter.

[Reports](#)

- Authorisations for release of final data for use in the quarterly DS NMDS collection
- Standard Service Type Outlet and Service User list reports
- 'Reported Data extract' for ad-hoc reporting purposes.

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- a **Administration:** Used to update your details, change passwords, etc.
- b **Initialisation:** Used if you wish to enter a new security question and response.
- c **Resources:** The location of this guide, as well as other useful documents and guidelines.
Please note that a link to this page is also available on the initial log in page and is accessible even if you have forgotten your password or login details.
- d **Service User:** The details of the person or people receiving the service, along with the history of services received.
- e **Reports:** The system generated reports that are available.

Administration

7. The **Administration** screen displays the following:

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Online Data Collection [Online Data Collection](#) > Administration

Administration

- [Administration](#)
- [Service Outlets](#)
- [Service Type Outlets](#)
- [My details](#)
- [Users](#)
- [Change my password](#)
- [Service Type Outlets Allocation](#)
- [Resources](#)
- [Service User](#)

[+] [Reports](#)

[What's new?](#)

My details
Allows an ODC user to change their details (login name, security question, contact details, etc).

Users
Allows administration of all ODC users.

Change my password
Allows an ODC user to change their own password.

Service Type Outlets Allocation
Allows you to view the Service Type Outlets with which you operate.

User ID:
Role:
Agency:

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- My details:** Displays your details and allows the information to be updated.
- Users:** Displays the list of users who have access to the service user information in the system. Any logins that start with “directpayment” are used by the department.
While the department is able to action a password reset request, the department does not have access to any users’ passwords.
- Change my password:** Allows you to change your own password.
- Service Type Outlet Allocation:** Displays the list of services that you have been assessed for, which you may purchase and need to report.

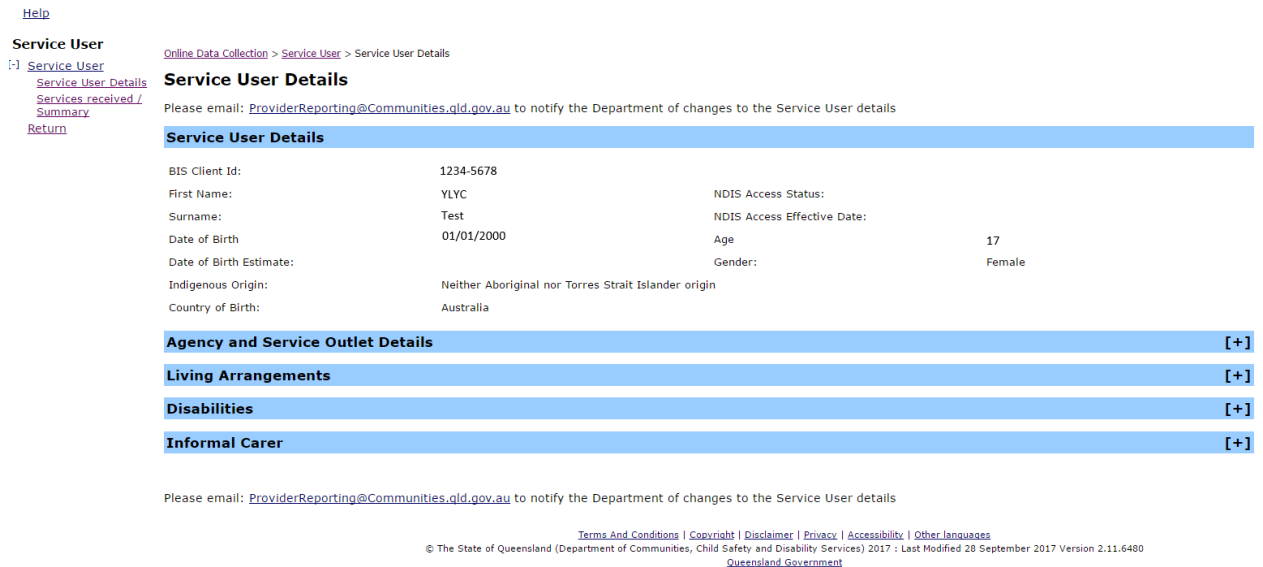
Service User

8. The **Service User** screen may have two different displays, depending on your circumstances.
- a If you are set up as being able to report against multiple services users (for example, in the event of being able to report against multiple family members), the following will display.



Once a successful search has occurred, the service user details screen will appear as per 8b below.

- b If you are set up as only being able to report against a single service user, the following will display.



9. The Service User screen also has a **left hand menu** that allows you to view the **Services Received** that you have previously reported – click on the item **Services received/summary**. You can add new services received at the end of each quarter on this screen (*see next section on Adding Services Received*).

Adding services received

10. Select the **Services received/summary** option in the **left hand menu** to display the following screen. At the end of each quarter, you can add any services purchased and received by clicking on the **Add service received details** link.

[Help](#)

Service User [Online Data Collection > Service User > Services received](#)

[Service User](#)
[Service User Details](#)
[Services received / Summary](#)
[Return](#)

Services received


General detail

Surname: * First Name: *

BIS Client ID: -

Services received questions

Instructions... (For each service type the service user has received through this outlet please complete the following information.)

[Add service received details](#) 

Include expired items

Service Type Outlet	17b) Date Last Received	17e) Service Exit Date	17g) Hours in Ref Week	17h) Actual client received hours	Edit
123456.50 – YLYC Test – YLYC Learning and life skills development – 3.01	31 Oct 2017			30	Edit

11. Click on **Add service received details** and complete the following details.

Note: questions with a red asterisk are mandatory.

Service * – select from the options in the drop down box. As you can purchase services that are within the ‘service categories’ that you have been assessed for, *please contact us if you cannot see a service.*

- a **Date service first received in the quarter ***
- b **Date service last received in the quarter ***
- c **Service exit date** – only complete if the service is **no longer required**.
- d **Reason for cessation** – only complete this if (c) is completed and select from the options in the drop down box.
- e **Hours in reference week *** – indicate the number of hours of this service type that you received in the *last seven days of the quarter* – please round up any minutes and report the nearest whole hour.
- f **Total actual client received hours in the quarter *** – indicate the total number of hours of this service type that you received during the quarter – please round up any minutes to report the nearest whole hour. **Note:** that this must be reported in **hours** – days or sessions are not permissible.

12. Complete all relevant fields and click on the **Add** button.

Note: Your reporting obligations are not yet complete. All newly added services still need to be authorised (see later section on Authorisation). You need to authorise any newly added services or this may impact upon your payment from the department.

Reports

13. Select the **Reports** option in the **left hand menu** to display the following screen.

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[Resources](#)

[Service User](#)

[+] [Reports](#)

Service User List
Report containing the details of the service users who have been reported as receiving a service during the defined period.

Authorise quarterly data
Allows an authorised person to review preliminary data and authorise release to the Department of Communities, Child Safety and Disability Services.

Reported Data Extract
Extracts data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.

Quarterly Reporting Checklist
Lists what you need to do to ensure your agency is compliant for any given quarter

User ID:
Role:
Agency:

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a **Service user list** – this report displays the details of the service users who have been reported as receiving services.

b **Authorise quarterly data** – there are **two options** to running this report – to display services received that are still to be authorised, and to display services received that have already been authorised (*Refer to the Authorisation section*).

c **Reported data extract** – this report displays an extract of reported data.

d **Quarterly reporting checklist** – this report displays outstanding items that are yet to be completed for the reporting period selected.

Note: If either of the below two messages are displayed, please contact ProviderReporting@communities.qld.gov.au for further advice:

- i Please complete the Availability of Service questions, and/or
- ii Please complete the quarterly service type outlet record.

Authorisation

14. Once you've added new services received, you **MUST** run the **Authorised quarterly data report** and complete the authorisation process – this triggers the next payment process from the department.

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Reports

- [Service User List](#)
Report containing the details of the service users who have been reported as receiving a service during the defined period.
- Authorise quarterly data**
Allows an authorised person to review preliminary data and authorise release to the Department of Communities, Child Safety and Disability Services.
- [Reported Data Extract](#)
Extracts data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.
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Lists what you need to do to ensure your agency is compliant for any given quarter

User ID:
Role:
Agency:

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15. Click **Authorise quarterly data** in Reports to display the authorisation/certification screen.

- select the **Quarter (or select All)**
- select the **Financial year**
- check the **To be authorised OR Already authorised statements**
- click on the **Display users box**

Remember: all fields with a red asterisk are mandatory.

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 - [Authorise quarterly data](#)
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 - [Quarterly Reporting Checklist](#)

Authorise Quarterly Data

An asterisk (*) indicates a required field.

Filtering Options

Quarter:*
All

Financial Year:*
2017-2018

To be authorised Already authorised

Selected	Surname	First Name	Date of Birth	Sex	Outlet ID	Date of last service	Actual Hours
<input type="checkbox"/>	Test	YLYC	01/01/2000	FEMALE	123456.50	31/10/2017	30

I certify that all reports are true and accurate and have been completed as agreed in the Individual Funding Agreement, and certify that the funds have been used to purchase supports and services as agreed in the Individual Funding Agreement.

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16. If you selected **To be authorised** and you agree with the **certification statement**, then:
- check the **box** beside the service that you are certifying
 - click **Authorise**.

Note: By clicking the **Authorise** button, you will be meeting the requirement for the certification of purchases.

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[Service User List](#)

[Authorise quarterly data](#)

[Reported Data Extract](#)

[Quarterly Reporting Checklist](#)

User ID:

Role:

Agency:

An asterisk (*) indicates a required field.

Filtering Options

Quarter: *
All

Financial Year: *
2017-2018

To be authorised Already authorised

Display Users

Select All Select None

Selected	Surname	First Name	Date of Birth	Sex	Outlet ID	Date of last service	Actual Hours
<input checked="" type="checkbox"/>	Test	YLYC	01/01/2000	FEMALE	123456.50	31/10/2017	30

I certify that all reports are true and accurate and have been completed as agreed in the Individual Funding Agreement, and certify that the funds have been used to purchase supports and services as agreed in the Individual Funding Agreement.

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IMPORTANT

Once you complete the **Authorisation**, this will trigger your next payment for services.

To make sure everything is complete, we **recommend you run the Quarterly reporting checklist report** to make sure no items are outstanding for authorisation.

Help

If you need more help:

- i. contact Karla Keough, Regional Data Support Officer, South East Region, at ProviderReporting@Communities.qld.gov.au or phone 0422 009 436 (during business hours)
- ii. contact the online data team at ProviderReporting@communities.qld.gov.au