Targeted Earlier Intervention reform
Getting ready for DEX

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Kim Stace
Sector Engagement Manager
kim@fams.asn.au

What we know so far

All TEI services will need to collect and report data through DEX from 1 July 2020.

To gain access to the DEX reporting platform organisations need an AUSKey. *Below is a link to the TEI Program page that will explain how to apply for your AUSKey (if you don't already have one) and more.*

The Data Exchange

Organisations will also need to complete an Activity Mapping template and submit it to your District Office for approval. *Once your Activity Map has been approved by your District Office, it is forwarded to DCJ Central Office where it is recorded and forwarded to DSS to set up your DEX reporting. Organisations will be notified when this process is complete.*

Once organisations have access to, and start reporting on, DEX there is no longer a requirement to enter data on current portals or in the case of CYFS, spreadsheet.

Note: *Services have reported that once they are set up on DEX they no longer have access to their current portals.*

What happens next

Organisations will have completed Program Logic documents or will be working towards completing them. Short term outcomes identified in your Program Logics will inform *Client* and *Community* Outcomes in SCORE (DEX).

The new recommissioning process commenced on 1 November 2019 and will continue until March 31, 2020. This process will be conducted through District DCJ Offices. A new 'Agreement for Funding of Services' will start from 1 July 2020. See the link below for more detailed information on recommissioning. A template 'Agreement' document is also available on the DCJ website.

The recommissioning process

Getting ready

You should familiarise yourself with the updated TEI program documents

Program Guidelines/Specifications

TEI Outcomes Framework

You will need to be thinking about how you collect Client and Community outcomes, identified on your Program Logics, if you aren't currently doing so.

DEX have 4 outcomes types that you report Client/Community Outcomes to: Circumstances; Goals; Satisfaction; and Community. The following document will outline the outcome types and domains in more detail.

How to use SCORE with clients

Regardless of whether you have access to DEX or not, we encourage you to seek out the tools developed by DSS to help you 'set up' your specific reporting requirements on DEX. The following document is just one of many to assist you in this process.

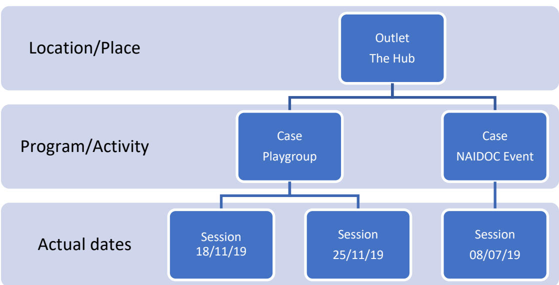
Learn more about how to use DEX in the DEX Quick Start Guide.

Things to think about for setting up DEX are:

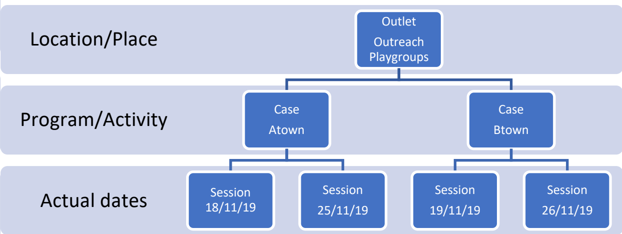
1. What *outlets* (where you are delivering services) will you be reporting on?
2. What are the *cases* (the particular program you are delivering) that you need to allocate to each *outlet*?
3. What *sessions* (ie: actual date/s that the *case* is delivered on) need to be allocated to your *cases* for that reporting period? (*Sessions* are where client and community outcomes are recorded.)
4. Are there known service users who can be set up as *clients?* You only do this once. When a *client* has been set up in DEX, you are able to allocate them to *cases* and *sessions.*

It might help to develop an outline of what your DEX reporting will look like before you start creating outlets and cases, such as the hierarchy examples below. Note: There are different ways to set up in DEX, think about the set up that best reflects how you might report to your Board/Management Committee or at your AGM. There is no single right way.

Example 1



Example 2



There are videos and written tools provided by DSS to help you with each step/process. You can find them at https://dex.dss.gov.au/

DEX can be used as a 'report as you go' system whereby you enter outputs and outcomes after they are collected, or you can collate them on your own system for reporting manually in bulk at nominated intervals. Some services will have systems that speak to DEX using a bulk upload process.

The most important advice we can give is to look at your DEX platform as soon as you have access to it and use the DSS tools for things you need to clarify. DEX also have a helpline and organisations who have contacted the DEX Helpline have reported that they are very happy with the response.

When you get access to DEX and are unsure of where to start, call or email us.

If you have a technical issue, email/call the helpdesk at DSS.

Email: dssdataexchange.helpdesk@dss.gov.au or

Phone: 1800 020 283 between 08.30am – 5.30pm Monday to Friday