STEP 1 - Getting a MyGovID so that you can access the Data Exchange

MyGovID is your personal identifier to act professionally on behalf of your organisation (therefore you use your personal details such as email). If you already have MyGov personal access ie: for Medicare or the ATO, you may need to know information such as the email address that you used when setting it up and the password you currently use. MyGovID is separate from your personal MyGov account but it is advisable that your identity (as in the information you use for each) be the same.

You download the MyGovID app on your mobile phone and follow the instructions to set up.

MyGov/MyGovID email:	MyGov/MyGovID password:

NOTE: *You will need to have documents to identify yourself when setting up MyGovID such as licence number, Medicare number and/or passport number. There are different levels of security like when you apply for a bank account. Using your licence and passport is enough to start with. You may need additional information ie: expiry dates on licence and passport – it is best to have these documents handy during this process.*

Drivers Licence No:	Medicare Care Card No:
Passport No:	Tax File Number:

STEP 2 – Authorisation by your Principal Authority (PA) to link you (and your MyGovID) to the organisation that you will access DEX on behalf of

After you have set up your MyGovID, you need your 'Principle Authority' (perhaps it is the Returning Officer on your Management Committee/Board - you may need to do some investigating to find out who this is) to authorise you (as an individual) to have access to the organisation's Data Exchange (DEX). This is done through RAM (Relationship Authorisation Manager). See the following link for instructions on this. The authorising person must be someone recorded on the ABR (Australian Business Register) as a Trustee, Public Officer, Director, Partner, Office Bearer of a club/association or be a Sole Trader. ***During this process they will also need to have access to their emails as they will be sent an authorisation code to enter. Once the PA has entered a user through RAM, that person will get an email with a code to activate. The code expires so should be actioned quickly or the process needs to be done again.***

https://info.authorisationmanager.gov.au/set-up-authorisations **for instructions**

https://authorisationmanager.gov.au/#/login **to log-in and complete**

Australian Government

Relationship Authorisation Manager

Principal Authority:	Your organisation's ABN:

<table>
<tr><td colspan="2"><u>STEP 3 – ACCESS TO LOG ONTO THE DATA EXCHANGE (DEX)</u></td></tr>
<tr><td colspan="2">Before logging onto DEX, the organisation's administrator needs to add you as a User by logging on themselves and selecting 'Manage Users' then 'Add User' and entering your details. If you are entering data on behalf of the organisation they will need to select 'Organisation Editor' in the System Role dropdown. There is no point logging onto DEX if this step hasn't been carried out.
Once you have been granted access through RAM and been added as a User in DEX you will be able to log onto the Data Exchange (DEX).
<u>If you do not carry out the RAM process above correctly, you will get the following message when you try to sign-in to DEX.</u>
You are not currently linked to a business that allows access to this service</td></tr>
<tr><td colspan="2">You may be limited in what you can do in DEX depending on whether you are nominated as the Administrator. Your organisation may already have access to the Data Exchange for another Program. There will be someone that has the ability to change/add organisation details. If you are not the Organisation Administrator for DEX who is? You will need to identify who they are to 'add you as a user'.</td></tr>
<tr><td>Organisation Administrator for the Data Exchange (DEX):</td><td>Below is links to information/resources from the Fams/DCJ TEI DEX Zoom Sessions in 2020
Session 1: Getting onto the Data Exchange
In our first session on the 16 July, we talked about getting onto the Data Exchange.
DCJ have developed 4 resources to support service providers:
• Getting on to the Data Exchange
• Quickstart guide to the Data Exchange
• FAQs about myGovID and RAM
• FAQs about the Data Exchange</td></tr>
<tr><td colspan="2"><u>STEP 4 – GATHERING THE INFORMATION YOU NEED TO SET UP IN THE DATA EXCHANGE (DEX)</u></td></tr>
<tr><td colspan="2">Once you have access to the Data Exchange (DEX), you then 'build' your reporting platform.
This means that you need to: add any additional outlets that you will be delivering services from; create cases which can be a family/individual 'case' or a program/group/activity 'case'; and attach 'sessions' to those cases (this is where the date and occasion of service is documented). See the information below about setting up outlets and cases and sessions. The information (in the left-hand column below) can be found on your funding Agreement/Schedule (attached to your Contract), and will be required when you set up cases and sessions.</td></tr>
<tr><td><u>Program Activity/ies</u> (Provide Community Connection, Provide a Community Centre, Provide Community Support, Provide Targeted Support, Provide Intensive or Specialist Support):</td><td>Session 4: Setting up outlets
In our fourth session on the 6th August, we talked about setting up outlets.
See the below resources for help:
• Setting up Outlets in the Data Exchange
• Create and manage outlets</td></tr>
</table>

Program Activities	**Service Type/s (for each Program Activity)**
Community Connection	
Community Centre	
Community Support	
Targeted Support	
Intensive or Specialist Support	

Session 5: Setting up cases and sessions

In our fifth session on the 13th August we talked about:

- how to create cases and sessions (and how these relate to outlets)
- when you should have individual clients and unidentified groups
- the data you need to report for individual clients

See:

- TEI Data Collection and Reporting guide
- How do I set up my cases, sessions and clients in the Data Exchange?
- What information do I need to record in the Data Exchange?
- Recording alternate forms of service delivery

STEP 5 – REPORTING ON THE DATA EXCHANGE (DEX) – this information can be found at

Session 8: Using SCORE for Individual Clients

In our eighth session on the 3rd September we talked about SCORE and recording outcomes for individual clients:

- What SCORE is
- How to map your outcomes to SCORE
- How to collect and report SCORE for individual clients

See:

- What is SCORE and how can I use it for the TEI program?
- TEI guide to developing surveys
- What is Community SCORE and how do I use it in the TEI program?
- Outcomes Matrix

Session 9: Using Community SCORE

In our nineth session on the 10th September we talked about Community SCORE and measuring outcomes for groups/communities:

- What is Community SCORE?
- How to we use it?

See:

- What is Community SCORE and how do I use it in the TEI program?
- Outcomes Matrix