Submitted data details

Standard report – available to all organisations

The report allows organisations to view their data submissions at a more granular level. It shows data related to sessions conducted in the current and most recently closed reporting period.

This report provides detailed information on outlets, cases, sessions and clients to assist organisations check their data entry and remediate any incorrectly entered data to improve data quality.

Important Note: when viewing or saving information from this report please take the same security and privacy precautions you would with any other client-level information, i.e. lock your computer when not in use, do not share information with any unauthorised person, etc.

Unique features:

- This report is targeted towards organisations entering service delivery information. It will allow organisations to find individual sessions, cases, outlets or client records requiring correction if issues are identified through the aggregate-level reports or discussions with your Funding Arrangement Manager.
- The 'Cases', 'Session' and 'Clients' sheets contain both a tab showing the basic fields available for all programs and a tab with a complete list of fields including program specific fields.
- Organisations will only be able to view data they entered into DEX. Data entered by delivery partners will not be visible to lead organisations in this report.

Key questions:

- How do we know that every client, session and case we entered exists in DEX?
- How do we know that the aggregate numbers correctly reflect the underlying data that we've entered, especially when we suspect that a discrepancy exists?
- How do we know whether we've recorded correct case, session and client details, for the current and most recently closed reporting period?
- We have clients appearing out of area in our aggregate reports, have we entered their details correctly?

Main filters:

- Session Reporting Period
- Activity
- Outlet

TABLE 1 – Sheet information for the Submitted Data Details report

Sheets:	Measures / Notes:	Displays:
User guide	• Report purpose, outline of main features, report version and data currency date and time.	N/A

Filters	• Session Reporting Period
	• Activity
	• Outlet
	• Other filters covering:
	  ○ Program specific various case fields
	  ○ Program specific various sessions fields
	  ○ Various client fields
		Filters

Outlet Details	• Summary of the number of outlets with sessions conducted in the current and previous reporting periods • Outlet listing • Outlet by program activity listing	Tables
Case Details	• Summary of the number of cases with sessions conducted in the current and previous reporting periods • Case listing with main fields • Case listing with all fields	Tables
Session Details	• Summary of the number of sessions conducted in the current and previous reporting periods • Session listing with main fields session listing with all fields	Tables
Client Details	*Nb. When reviewing or saving information from this sheet please take the same security and privacy precautions you would with any other client-level information.* • Summary of the number of individual clients and support persons with sessions conducted in the current and previous reporting periods • Client listing with main fields • Client listing with all fields	Tables
Information	• Glossary of terms used, grouped by category • Version history, with details of report changes	Lists

For all Data Exchange reports, there is additional user guidance available on the Data Exchange website (https://dex.dss.gov.au/).