










Data Exchange – Quick start guide

The Data Exchange is the Australian Government's approach to program performance reporting. It includes a simple and easy to use IT platform that provides flexible ways to submit performance data to funding agencies. In return, the Data Exchange enables secure two-way data sharing by giving the data back to organisations in the form of aggregated de-identified reports that protect client privacy.

Follow the steps below to make your transition to reporting in the Data Exchange easier.

Task	Description
	<p>Access training materials</p> <p>Task cards, webinars and e-Learning modules are available on the Data Exchange website under the Training tab. These resources will step you through the process of how to get started on the Data Exchange and the different steps in accessing the platform and submitting data.</p> <p>All users should become familiar with the Data Exchange Protocols, which provides guidance on how to apply the requirements of the Data Exchange. In addition, Appendix B of the Protocols provides program specific guidance.</p>
	<p>Obtain an AUSkey certificate</p> <p>AUSkey is a secure login that identifies you when using participating government online services on behalf of an organisation, including the Data Exchange. The AUSkey Registration Guide also provides useful information on AUSkeys. Contact the Australian Business Register (ABR) to apply for an AUSkey or to find out more information. This process can take a while, so we advise you to start this process early.</p>
	<p>Decide on an upload method</p> <p>You can choose to upload your data in three different ways: system-to-system; bulk XML upload; or manually via the free web-based portal.</p> <p>If your organisation is using system-to-system or bulk XML upload, direct your IT vendor or specialist to Web services technical specifications (system-to-system transfers) and Bulk file upload technical specifications.</p> <p>A sandpit testing environment is available for use by your IT vendor or specialist for them to test their coding before 'live' data is uploaded. This process can take some time so it is advisable to do this early. Contact Helpdesk for more information.</p> <p>The Log into Data Exchange portal task card will help with initial access to the Data Exchange portal.</p>
	<p>Create outlets and users</p> <p>Once access to the Data Exchange has been granted, you can set up your organisation, and create outlets and users.</p> <p>The Create and manage outlets task card will provide further information on this process.</p>

Task	Description
	<p>Start entering data</p> <p>Start creating your clients, cases and sessions as they occur within the reporting period. Please note, you must record at least one session as occurring within a reporting period for the case and associated clients to be counted in reports.</p> <p>There are two reporting periods a year that run from 1 July to 31 December and 1 January to 30 June. The close off after these reporting periods is 30 days. No further changes can be made to the data once the close-off period is over.</p> <p>We recommend that you upload your data regularly so that you can check its quality and benefit from evaluating your service program.</p>
	<p>Subscribe to keep updated</p> <p>We recommend that you subscribe to receive important reminders about updates and key events on the Data Exchange Website.</p>
	<p>Funding Arrangement Manager</p> <p>Contact your Funding Arrangement Manager (FAM) if you have any questions regarding the Data Exchange. The FAM details are listed in your organisation's grant agreement.</p>

Quick start checklist

STEP	ACTION	LINK	✓
1	Access training materials	Data Exchange Training resources	<input type="checkbox"/>
2	Obtain an AUSKey certificate	AUSKey	<input type="checkbox"/>
3	Determine your upload method and request permission from Helpdesk to the sandpit environment if required	Data Exchange Helpdesk	<input type="checkbox"/>
4	Once you have your AUSKey, complete the User access request form	User access request form	<input type="checkbox"/>
5	Provide technical specification information to your IT vendor/specialist	Data Exchange IT Access	<input type="checkbox"/>
6	Subscribe to receive regular updates	Subscribe to our mailing list	<input type="checkbox"/>

For more information on the Data Exchange go to the [Data Exchange Protocols](#) and the [Training](#) tab.

For technical support contact the Data Exchange Helpdesk by email dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283 between 08.30am – 5.30pm (AEST/AEDT) Monday to Friday.