Australian Government
Department of Social Services

Data Exchange System
Bulk File Upload Technical Specifications

Version Number: 1.11
Revision Date: 27 April 2021

Document Change History

Version	Date	Change
1.0	14 October 2014	Initial document release. First Document reference 32,089,311
1.1	28 November 2014	Remove CRN and ConsentGivenToDepartment as an element of Client as they are no longer required.
1.2	21 July 2015	Additions for "CHSP program specific" changes for Client, Case & Session.
1.3	15 October 2015	Additions of new capability to manage organisation Outlet with following new methods • GetOrganisationActivities • AddOutlet • UpdateOutlet • DeleteOutlet Expected production release date is 12th Dec 2015
1.4	7 November 2016	Changes to 'Activity Specific Requirements'
1.5	25 July 2017	Changes to 'Activity Specific Requirements'. Adding Topic for Session. Increase of maximum file size allowed from 5MB to 10MB
1.6	23 November 2017	No changes
1.7	23 April 2018	IsHomeless (Boolean) changed to HomelessIndicatorCode (string) for Clients. Added EducationLevelCode, EmploymentStatusCode, IsClientACarer, NDISEligibilityCode for Clients. Added ClientAttendanceProfileCode, and EndDate for Cases. Added ServiceSettingCode for Sessions. Added AssessedByCode for Assessments.
1.8	19 March 2019	'Outlets and Program activities data' and 'Organisation activities data' sections combined into one section: 'Organisation Activity and Outlets data'. Added 'Available from' and 'Available to' to Organisation Activity data format sample. 'Error Processing' section screen shots updated.
1.9	1 September 2019	Terminology updates (*Service Provider* to *Organisation*). Further advice added to ClientId, CaseId, and SessionId validation rules. Error Report table and screenshot updated.
1.10	1 February 2021	Added PropertyAgreementOutcome (and subsequently PropertyAgreementOutcomeCode, DateOfPropertyAgreement, and DidLegalPractitionerAssistInPropertyMediation) for Cases. Added section 2.6 to provide information for SLK creation.
1.11	27 April 2021	Added AgBusinessTypeCode for Cases. Added HardshipTypeCode, and ExternalReferralDestinationCode for Sessions. Expected production release in June 2021.

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1 Overview

1.1 The Data Exchange

As part of a new way of working, the Department of Social Services (DSS) has implemented improved program performance reporting processes in grant agreements. DSS has progressively introduce standardised, prioritised, and collaborative reporting processes across many grants programs from 1 July 2014.

This new approach to reporting is streamlined, processes automated and shifts the focus of performance measurement from outputs to more meaningful information about service delivery outcomes.

Data requirements are divided into two parts: a small set of mandatory *priority requirements* that all organisations must report, and a voluntary extended data set that organisations can choose to share with the Department in return for relevant and meaningful reports, known as the *partnership approach*.

Organisations who do not have their own case management tools can access a free, simple IT system (the *Data Exchange* web-based portal). The *Data Exchange* also supports organisations who have compatible case management tools to transfer information directly from their own systems through bulk uploading and system-to-system transfers.

1.2 Purpose of this Document

This document specifies the technical requirements for organisations who would prefer to transmit their data using bulk uploads. This document will focus on the technical requirements for uploading an XML file on to the Data Exchange.

The following is described within this document:

a) Interface details – technical infrastructure, security and authentication
b) Reference data
c) Bulk Upload XML File – data formats, commonly used data terms, examples
d) Error processing

The *Data Exchange Bulk File Upload Technical Specifications* should be read in conjunction with the *Data Exchange Protocols*, available on the Data Exchange Website.

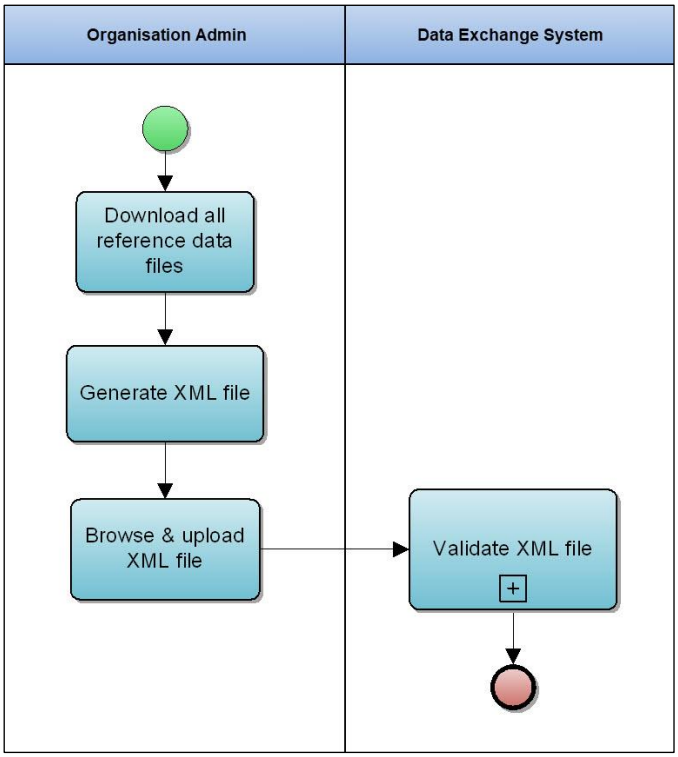
Support for the interface will be provided by email between Monday to Friday, 8:30am to 5:30pm AEST/AEDT, excluding ACT public holidays. For assistance in regards to content in the *Bulk File Upload Technical Specifications*, please contact the helpdesk at DSSDataExchange.Helpdesk@dss.gov.au.

2 Interface Details

Organisations have the option to generate an XML file (containing client, case, session, session assessment and client assessment data) from their in-house application and upload this file in to the Data Exchange Web Portal.

2.1 Getting started

The following diagram illustrates the process for generating a valid XML file to upload:



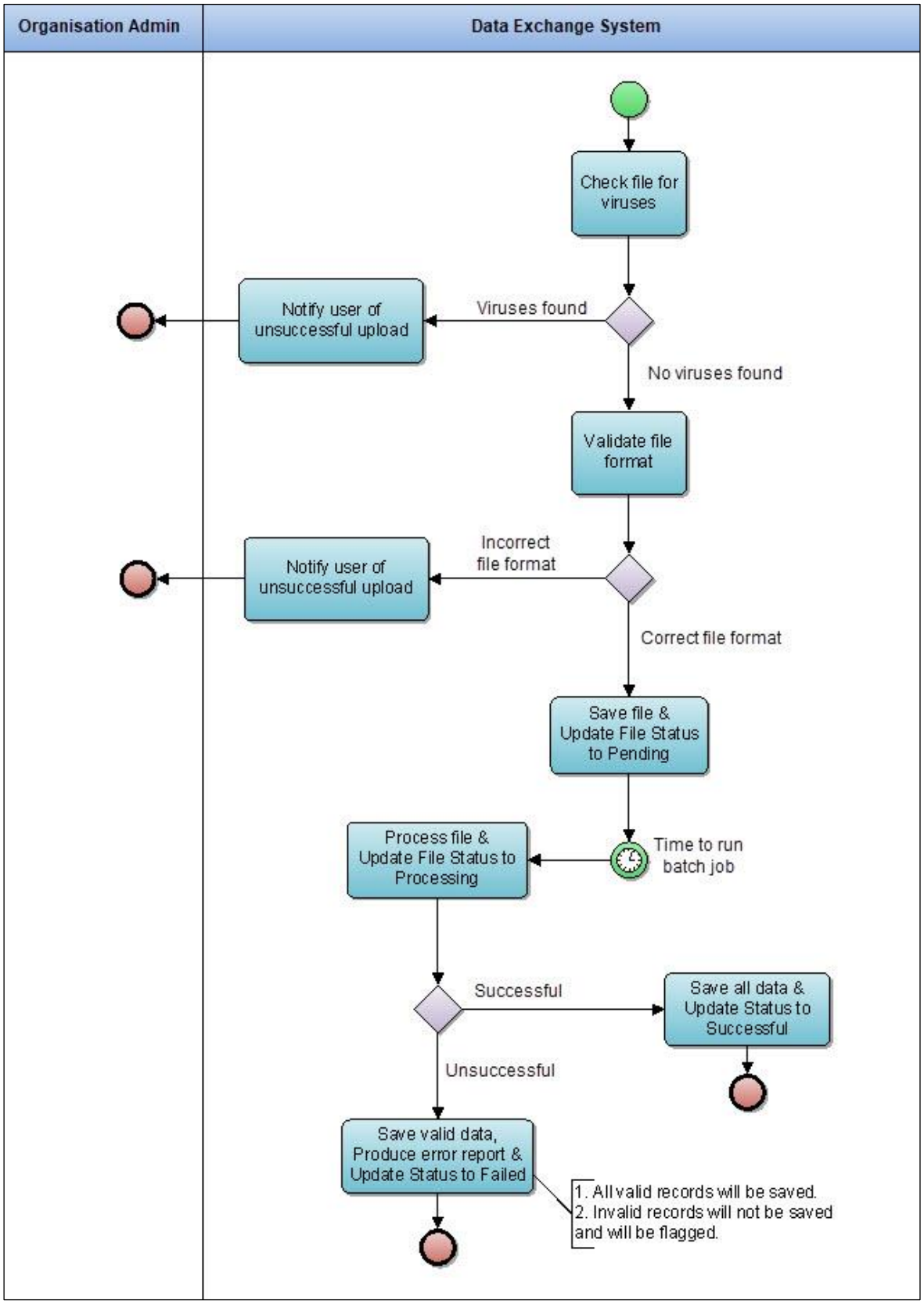
2.2 Business Process Summary

1. Organisations enter client, case, session, client assessment and session assessment details in their in-house systems.
2. Organisations export an xml file with client, case, session, client assessment and session assessment requests from their in-house system. (in a known format – see later for definitions)
3. There are five different types of entities in the Data Exchange. They are Client, Case, Session, Client Assessment and Session Assessment. In the Data Exchange Web Portal, an XML file for each of the entities can be uploaded as a single XML file, or each entity can have their own XML file uploaded, or an XML file with combination of any entity type can be uploaded. The only constraint is that an XML file should at least contain one entity type.
4. Organisations login to the Data Exchange Web Portal and go the “Uploaded files” menu.
5. On View uploaded files page, they click on the button “Upload new file”.
6. Organisations upload the file exported in step (2) into the Data Exchange System.

7. The Data Exchange Web Portal will apply format validation checks to verify that the input xml file is correctly formed and if not, the organisation will get validation errors, and the file will be rejected.
8. If the file passes format validations, the Data Exchange Web Portal will accept the input file and will be queued for processing.
9. Using the Data Exchange Web Portal, organisations can do other tasks while the processing task completes, and can come back when notified that processing has completed.
10. Using Data Exchange Web Portal, organisations can verify that all entities in their uploaded file have been successfully imported (For error processing please refer to error processing section later in this document).
11. If the entity data is not present in Data Exchange system, then new entity will be created, otherwise for an existing entity the information will be updated. E.g., an organisation uploads an xml file for Client with ClientId of CL001. If this ClientId CL001 is an existing record in Data Exchange system for that organisation, then the client details will be updated, otherwise a new client with ClientId of CL001 will be created in Data Exchange system.
12. Within an upload file, each entity type i.e. Case, Session and Client ID must be unique. The file must not contain multiple entity types with the same ID.

2.3 Business Process Diagram

The following diagram illustrates the file validation process when a file is uploaded in to the *Data Exchange System Web portal:*



2.4 File Format

The input file format is XML. The Bulk Upload XML File section contains format details and examples.

The output error file format is CSV. The Error Processing section contains format details and examples.

2.5 Security and Authentication

The Security and Authentication function is provided via the Data Exchange Web Portal Web UI Interface uses the Australian Government's digital identity authentication mechanism.

The bulk upload function is available only to Data Exchange Web Portal users who have Organisation Administrator role.

2.6 Statistical Linkage Key (SLK)

Selected letters of Family name, Given name, Date of birth and Gender are used to generate a statistical linkage key to facilitate the linkage of records for statistical purposes only. The SLK ensures that individual clients will not be identified from data in the collection and comprises the alpha code derived from a client's name, their sex, and full date of birth.

2.6.1 SLK Algorithm

The following algorithm is used to generate an SLK for use with the Data Exchange system.

- Record 2nd, 3rd and 5th letters of last name (family name).
- Record 2nd and 3rd letters of first (given) name.
- Record the date of birth as a character string of the form ddmmyyyy.
- Record the sex of the client as :
    - Code 1 for Male
    - Code 2 for Female
    - Code 3 for Intersex or indeterminate
    - Code 9 for Not stated/inadequately described
- Do not count hyphens, apostrophes, blank spaces, or any other character that may appear in a name that is not a letter of the alphabet.
- Where the name is not long enough to supply all the requested letters, fill the remaining squares with a 2 to indicate that a letter does not exist. This will occur if the first name is less than 3 characters and if the last name is less than 5 characters. If a name is too short, complete with 2's.
- Where a name or part of a name is missing, substitute a 9 to indicate that the letter is not known.
- Always use block capital letters for SLK.

2.6.2 SLK Regular Expression

- The following regular expression may be useful for validation of your generated SLK. Please note: The regular expression allows 29 days in any February, it does not check for leap years.

- ([9]{3}|[A-Z]([2]{2}|[A-Z][A-Z,2]))([9]{2}|[A-Z][A-Z,2])(((((0[1-9]|[1-2][0-9]))|(3[01]))((0[13578])|(1[02])))|((((0[1-9]|[1-2][0-9]))|(30))((0[469])|(11)))|((0[1-9]|[1-2][0-9])02))(19|2[0-9])[0-9]{2}[1 2 3 9]

2.6.3 SLK Examples

First Name	Last Name	Gender	Date of Birth	SLK
Jane	Citizen	Female	27 May 1963	ITZAN270519632
Joseph	Bloggs	Male	31 December 1959	LOGOS311219591
Jane	Luca	Female	27 May 1963	UC2AN270519632
Jo	O’Donnell	Female	27 May 1963	DONO2270519632
J	Bloggs	Female	27 May 1963	LOG99270519632
J	Blog	Female	27 May 1963	LO299270519632
J	O	Male	31 December 1959	99999311219591
J	Blog	Not stated	20 June 1967	LO299200619679
Joseph	Bloggs	Intersex	31 December 1959	LOGOS311219593

3 Reference Data

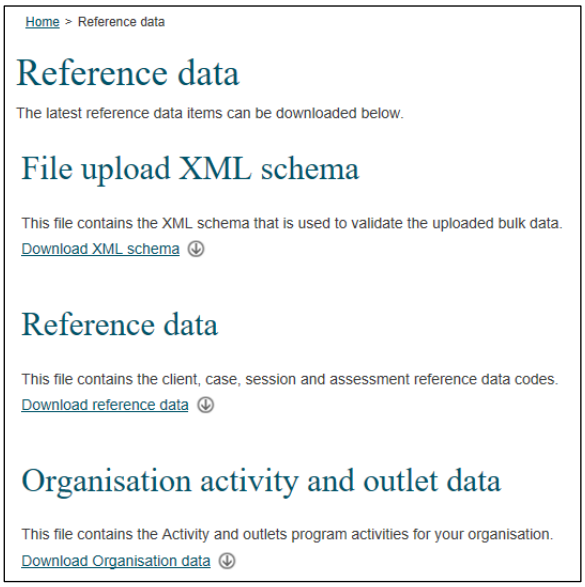
Reference code values are needed to prepare the XML file. Organisations are responsible for downloading these reference data and using it in the XML file that is uploaded to the Data Exchange.

There are two reference data files provided:

1. Reference data.
2. Organisation Activity and Outlet data.

Additional to the reference data files, organisations can also download XML Schema file that can be used to validate the XML file uploaded.

All the above files can be downloaded by accessing the "Reference data" page via the Home page in the Data Exchange Web Portal.



3.1 XML schema file

The uploaded XML file is validated against the rules defined in the XML schema file. If the XML file contains invalid reference codes, the XML file is rejected and the process of file upload fails.

Organisations are recommended to validate their XML files against the provided XML Schema file before uploading bulk data.

3.2 Reference data

Reference data file is a XML file that contains the reference data codes used by the Data Exchange. Organisations are responsible for downloading these reference data and using it in the XML file that is uploaded to the Data Exchange.

3.2.1 Reference data file format

Reference data file contains the code data for the following reference data items:

1. AboriginalOrTorresStraitIslanderOrigin
2. AccommodationType
3. AgBusinessType
4. Ancestry
5. AssessedBy
6. AssessmentPhase
7. AttendanceProfile
8. Country
9. Disability
10. DVACardStatus
11. EducationLevel
12. EmploymentStatus
13. ExternalReferralDestination
14. ExitReason
15. ExtraItem
16. Gender
17. HardshipType
18. HomelessIndicator
19. HouseholdComposition
20. IncomeFrequency
21. Language
22. MainSourceOfIncome
23. MigrationVisaCategory
24. MoneyBusinessCommunityEducationWorkshop
25. NDISEligibility
26. ParentingAgreement
27. ParticipationType
28. PropertyAgreement
29. ReasonForAssistance
30. ReferralPurpose
31. ReferralSource
32. ReferralType
33. ScoreType
34. Section60ICertificateType
35. ServiceSetting
36. State
37. Topic

It is an XML in the following format:


```xml
<ReferenceDataItems CodeType="AboriginalOrTorresStraitIslanderOrigin">
   <Item>
     <CodeValue>NO</CodeValue>
     <CodeDescription>No</CodeDescription>
     <OrderNumber>1</OrderNumber>
   </Item>
   <Item>
     <CodeValue>ABORIGINAL</CodeValue>
     <CodeDescription>Aboriginal</CodeDescription>
     <OrderNumber>2</OrderNumber>
   </Item>
   <Item>
     <CodeValue>TSI</CodeValue>
     <CodeDescription>Torres Strait Islander</CodeDescription>
     <OrderNumber>3</OrderNumber>
   </Item>
   <Item>
     <CodeValue>BOTH</CodeValue>
     <CodeDescription>Aboriginal and Torres Strait Islander</CodeDescription>
     <OrderNumber>4</OrderNumber>
   </Item>
   <Item>
     <CodeValue>NOTSTATED</CodeValue>
     <CodeDescription>Not stated/Inadequately described</CodeDescription>
     <OrderNumber>5</OrderNumber>
   </Item>
 </ReferenceDataItems>
```


The reference data file also contains the code data for assessments in the following format:


```xml
<AssessmentReferenceDataItems>
 <AssessmentReferenceDataItem>
     <ScoreType>SATISFACTION</ScoreType>
     <ApplicableFor>Client</ApplicableFor>
     <Domains>
       <Domain>
         <DomainCode>SERVICELISTENED</DomainCode>
         <DomainDescription>The service listened to me and understood my issues</DomainDescription>
         <Scores>
           <Score>
             <ScoreCode>SERVICELISTENED1</ScoreCode>
             <Description />
           </Score>
           <Score>
             <ScoreCode>SERVICELISTENED2</ScoreCode>
             <Description />
           </Score>
           <Score>
             <ScoreCode>SERVICELISTENED3</ScoreCode>
             <Description />
           </Score>
           <Score>
             <ScoreCode>SERVICELISTENED4</ScoreCode>
             <Description />
           </Score>
           <Score>
             <ScoreCode>SERVICELISTENED5</ScoreCode>
             <Description />
           </Score>
         </Scores>
       </Domain>
       <Domain>
         <DomainCode>SERVICERECEIVED</DomainCode>
         <DomainDescription>I am satisfied with the services I have received</DomainDescription>
         <Scores>
           <Score>
             <ScoreCode>SERVICERECEIVED1</ScoreCode>
             <Description />
           </Score>
           <Score>
             <ScoreCode>SERVICERECEIVED2</ScoreCode>
```

```
            <Description />
          </Score>
          <Score>
            <ScoreCode>SERVICERECEIVED3</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SERVICERECEIVED4</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SERVICERECEIVED5</ScoreCode>
            <Description />
          </Score>
        </Scores>
      </Domain>
      <Domain>
        <DomainCode>SITUATIONIMPROVED</DomainCode>
        <DomainDescription>I am better able to deal with issues that I sought help with</DomainDescription>
        <Scores>
          <Score>
            <ScoreCode>SITUATIONIMPROVED1</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SITUATIONIMPROVED2</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SITUATIONIMPROVED3</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SITUATIONIMPROVED4</ScoreCode>
            <Description />
          </Score>
          <Score>
            <ScoreCode>SITUATIONIMPROVED5</ScoreCode>
            <Description />
          </Score>
        </Scores>
      </Domain>
    </Domains>
  </AssessmentReferenceDataItem>
</AssessmentReferenceDataItems>
```


3.3 Organisation Activity and Outlets data

Organisation Activity and Outlets data file is an XML file that contains the information about the program activities and outlets for the organisation. Organisations are responsible for downloading this file and using it in the XML file in the appropriate fields.

3.3.1 Organisation Activity data

The Organisation Activity data section within the file is in the following format:


```
<OrganisationActivity>
    <OrganisationActivityId>1234</OrganisationActivityId>
    <ProgramActivityName>Children's Contact Services</ProgramActivityName>
    <StartDate>2014-07-01T00:00:00</StartDate>
    <EndDate>2020-07-31T00:00:00</EndDate>
    <DeliveringOnBehalfOfAnotherOrganisation>false</DeliveringOnBehalfOfAnotherOrganisation>
    <ServiceTypes>
      <ServiceType>
        <ServiceTypeId>5</ServiceTypeId>
        <Name>Education and Skills training</Name>
        <AvailableFrom>2014-01-01T00:00:00</AvailableFrom>
        <ServiceTypeSpecificRequirements>
          <Code>ASSISTANCEMINUTES</Code>
```

```
        <Description>When applied to a service type “Time” property on session is required and must be supplied with
a valid value to record a new session or update an existing session.</Description>
        <AffiliateWith>Session</AffiliateWith>
        <AvailableFrom>2017-01-01T00:00:00</AvailableFrom>
        <AvailableTo>2018-12-31T00:00:00</AvailableTo>
      </ServiceTypeSpecificRequirements>
    </ServiceType>
  </ServiceTypes>
  <ActivitySpecificRequirements>
    <ActivitySpecificRequirement>
        <Code>UNIDENTIFIEDCLIENTS</Code>
        <Description>When applied to an Activity, “TotalNumberOfUnidentifiedClients” property on Case must be
supplied.</Description>
        <AffiliateWith>Case</AffiliateWith>
    </ActivitySpecificRequirement>
    <ActivitySpecificRequirement>
        <Code>TOPIC</Code>
        <Description>When applied to an Activity, “Topic” property on Session must be supplied.</Description>
        <AffiliateWith>Session</AffiliateWith>
        <AvailableFrom>2014-01-01T00:00:00</AvailableFrom>
    </ActivitySpecificRequirement>
  </ActivitySpecificRequirements>
  <DeliveryPartners>
      <DeliveryPartner>
          <PartnerOrganisationName>AAA Australian Support Services</PartnerOrganisationName>
          <PartnerOrganisationExternalSystemId>2-4VO7W3</PartnerOrganisationExternalSystemId>
          <PartnerOrganisationABN>11005357522</PartnerOrganisationABN>
      </DeliveryPartner>
  </DeliveryPartners>
  <AvailableAssessmentTypes>
      <AvailableAssessmentType>
          <AssessmentTypeCode>CIRCUMSTANCES</AssessmentTypeCode>
          <Description>Circumstances</Description>
          <AvailableForEntity>Client</AvailableForEntity>
          <AvailableFrom>2014-01-01T00:00:00</AvailableFrom>
      </AvailableAssessmentType>
      <AvailableAssessmentType>
          <AssessmentTypeCode>SATISFACTION</AssessmentTypeCode>
          <Description>Satisfaction</Description>
          <AvailableForEntity>Client</AvailableForEntity>
          <AvailableFrom>2014-01-01T00:00:00</AvailableFrom>
      </AvailableAssessmentType>
  </AvailableAssessmentTypes>
</OrganisationActivity>
```


3.3.2 Outlet data

The Outlet data section within the file is in the following format:


```
<OutletActivity>
    <OutletId>76</OutletId/>
    <OutletActivityId>54321</OutletActivityId>
    <OutletName>AAA Help</OutletName>
    <OutletActivityStatus>APPROVED</OutletActivityStatus>
    <OrganisationActivityId>1234</OrganisationActivityId>
    <ActivityName>Children's Contact Services</ActivityName>
    <ProgramName> Programme 2.1 - Families and Communities</ProgramName>
    <StartDate>2014-07-01T00:00:00</StartDate>
    <EndDate>2020-07-31T00:00:00</EndDate>
</OutletActivity>
```

4 Bulk Upload XML File

4.1 XML Data Types

Definitions of the data types used in input file can be found at the World Wide Web Consortium website. The URL for the specifications for the data types is.
http://www.w3.org/TR/xmlschema-2/#built-in-datatypes

4.2 XML Validation Rules

The Message Definition tables in the following sections contain a column with Validation Rules. These rules along with the other business rules are applied to the data as it is processed.
All rules that apply in the online system apply to bulk uploads.

4.3 XML Input File Details

The XML file can contain any number and combination of clients, cases, sessions, client assessments and session assessments. The maximum file size allowed is **10MB**.

The XML file is validated against the XML schema file at the time of upload. If XML structure is found valid, it is queued for processing.

4.3.1 XML Input File Processing

The file is processed in the following order:

1. Clients
2. Cases
3. Sessions
4. Session Assessments
5. Client Assessments
6. Outlets

The business rules applied in the online system are also applied during the bulk upload process.

4.4 XML Input File Definition

XML Root:	**DEXFileUpload**
XML Child Nodes:	Clients Cases Sessions SessionAssessments ClientAssessments Outlets

4.4.1 Clients

Clients node consists one or more *Client* nodes. Each *Client* node represents a client that needs to be added or updated.

4.4.1.1 Client Node

Elements within *Client* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ClientId	Mandatory	string	50		Organisation's Client Id Must be unique within the upload file. A client's name, part of a client's name, or other identifiable information should not be used as a Client Id under any circumstances.
Slk	Optional	string	14		
ConsentToProvideDetails	Mandatory	Boolean			Client consent for DSS to collect personal information from organisations for storage on Data Exchange. Valid values: true or false If **true**: GivenName and FamilyName are required. If **false:** Slk must be provided. If GivenName, FamilyName, AddressLine1 or AddressLine2 are provided, then they will be not saved.
ConsentedForFutureContacts	Mandatory	Boolean			Valid values: true or false
GivenName	Conditional	string	30		
FamilyName	Conditional	string	30		
IsUsingPsuedonym	Mandatory	Boolean			Valid values: true or false
BirthDate	Mandatory	date		yyyy-mm-dd	
IsBirthDateAnEstimate	Mandatory	Boolean			Valid values: true or false If **true**: then BirthDate must be yyyy-01-01
GenderCode	Mandatory	string			Code from Reference data file.
CountryOfBirthCode	Mandatory	string			Code from Reference data file.
LanguageSpokenAtHomeCode	Mandatory	string			Code from Reference data file.
AboriginalOrTorresStraitIslanderOriginCode	Mandatory	string			Code from Reference data file.
HasDisabilities	Mandatory	Boolean			Valid values: **true** = must provide Disabilities **false =** must not provide Disabilities

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
Disabilities	Conditional	XML			
DisabilityCode	Conditional	string			Code from Reference data file.
AccommodationTypeCode	Conditional mandatory	string			If this element is provided then it is must have value. Mandatory based on Activity Specific Requirement with Code as "ACCOMMODATIONTYPE"
DVACardStatusCode	Conditional mandatory	string			If this element is provided then it is must have value. Mandatory based on Activity Specific Requirement with Code as "DVACARDSTATUS"
HasCarer	Conditional mandatory	Boolean			If this element is provided then it is must have value. Mandatory based on Activity Specific Requirement with Code as "HASCARER"
ResidentialAddress	Mandatory	XML			
AddressLine1	Optional	string	180		
AddressLine2	Optional	string	180		
Suburb	Mandatory	string	50		
StateCode	Mandatory	string	3		Code from Reference data file.
Postcode	Mandatory	string	4		Must be 4 digits
HomelessIndicatorCode	Optional	string			Code from Reference data file.
HouseholdCompositionCode	Conditional mandatory	string			If this element is provided then it is must have value. Mandatory based on Activity Specific Requirement with Code as "HOUSEHOLDMANDATORY"
MainSourceOfIncomeCode	Optional	string			Code from Reference data file.
IncomeFrequencyCode	Optional	string			Code from Reference data file.
IncomeAmount	Optional	integer			Must be a whole number greater than 0.
FirstArrivalYear	Optional	integer			FirstArrivalMonth and FirstArrivalYear must be greater than or equal to DateOfBirth. FirstArrivalMonth and FirstArrivalYear must be less than or equal to today's date.

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
FirstArrivalMonth	Optional	string		enumeration	Valid values: January February March April May June July August September October November December
MigrationVisaCategoryCode	Optional	string			Code from Reference data file.
AncestryCode	Optional	string			Code from Reference data file.
EducationLevelCode	Optional	string			Code from Reference data file.
EmploymentStatusCode	Optional	string			Code from Reference data file.
IsClientACarer	Optional	Boolean			Valid values: **true** = If Client is a carer **false =** if client is not a carer
NDISEligibilityCode	Optional	string			Code from Reference data file.

4.4.1.2 Client Node XML

Sample *Client* node XML with Schema validation rules:

```
<Client>
      <!--Mandatory.-->
      <ClientId>CL0012</ClientId>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <Slk>LO2OE240220141</Slk>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <ConsentToProvideDetails>true</ConsentToProvideDetails>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <ConsentedForFutureContacts>true</ConsentedForFutureContacts>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <GivenName>Joe</GivenName>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <FamilyName>Blog</FamilyName>
      <!--Mandatory. Values allowed true or false in lower case-->
      <IsUsingPsuedonym>false</IsUsingPsuedonym>
      <!--Mandatory. Must be in a valid datetime.-->
      <BirthDate>2014-02-24</BirthDate>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <IsBirthDateAnEstimate>false</IsBirthDateAnEstimate>
      <!--Mandatory.-->
      <GenderCode>MALE</GenderCode>
      <!--Mandatory.-->
      <CountryOfBirthCode>1101</CountryOfBirthCode>
      <!--Mandatory.-->
```

```
    <LanguageSpokenAtHomeCode>1201</LanguageSpokenAtHomeCode>
    <!--Mandatory.-->
    <AboriginalOrTorresStraitIslanderOriginCode>NO</AboriginalOrTorresStraitIslanderOriginCode>
    <!--Mandatory. Values allowed true or false in lower case.-->
    <HasDisabilities>true</HasDisabilities>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then at least 1 DisabilityCode must be provided.-->
    <Disabilities>
     <DisabilityCode>PHYSICAL</DisabilityCode>
    </Disabilities>
    <!--Not mandatory. If element is present in the XML, then a value must be provided -->
    <AccommodationTypeCode>BOARDING</AccommodationTypeCode>
    <!--Not mandatory. If element is present in the XML, then a value must be provided -->
    <DVACardStatusCode>NODVA</DVACardStatusCode>
    <!--Not mandatory, If element is present in the XML, Values allowed true or false in lower case.-->
    <HasCarer>true</HasCarer>
    <ResidentialAddress>
       <!--Not mandatory.-->
       <!--If element is present in the XML, then a value must be provided.-->
       <AddressLine1>Unit 1</AddressLine1>
       <!--Not mandatory.-->
       <!--If element is present in the XML, then a value must be provided.-->
       <AddressLine2>3 xyz street</AddressLine2>
       <!--Mandatory.-->
       <Suburb>Sydney</Suburb>
       <!--Mandatory.-->
       <StateCode>NSW</StateCode>
       <!--Mandatory and must be 4 numerical characters.-->
       <Postcode>2905</Postcode>
    </ResidentialAddress>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided. -->
    <HomelessIndicatorCode>ATRISK</HomelessIndicatorCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <HouseholdCompositionCode>GROUP</HouseholdCompositionCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <MainSourceOfIncomeCode>NIL</MainSourceOfIncomeCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <IncomeFrequencyCode>FORTNIGHTLY</IncomeFrequencyCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <IncomeAmount>1</IncomeAmount>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <FirstArrivalYear>2014</FirstArrivalYear>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a valid value (Month) must be provided-->
    <FirstArrivalMonth>February</FirstArrivalMonth>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <MigrationVisaCategoryCode>SKILLED</MigrationVisaCategoryCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <AncestryCode>1103</AncestryCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <EducationLevelCode>ADVDIPLOMA</EducationLevelCode>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <EmploymentStatusCode>CARING</EmploymentStatusCode>
    <!--Not mandatory-->
    <!--Not mandatory, If element is present in the XML, Values allowed true or false in lower case-->
    <IsClientACarer>false</IsClientACarer>
    <!--Not mandatory-->
    <!--If element is present in the XML, then a value must be provided-->
    <NDISEligibilityCode>ELIGIBLE</NDISEligibilityCode>
</Client>
```

4.4.2 Cases

Cases node contains one or more *Case* nodes. Each *Case* node represents a case that needs to be added or updated.

4.4.2.1 Case Node

Elements within *Case* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
CaseId	Mandatory	string	50		Organisation's Case Id. This is unique within the organisation. Must be unique within the upload file. A client's name, part of a client's name, or other identifiable information should not be used as a Case Id under any circumstances.
OutletActivityId	Mandatory	integer			Must be an OutletActivityId from Organisation Activity and Outlet data file.
TotalNumberOfUnidentifiedClients	Mandatory	integer			Number of unidentified clients associated with the case. An unsigned integer, which can contain value from 0 to 999.
ClientAttendanceProfileCode	Optional	String			Code from Reference data file
CaseClients	Optional	XML			It contains 1 or more CaseClient nodes to be associated with the case. If no CaseClients are provided, then TotalNumberOfUnidentifiedClients must be greater than zero.
ParentingAgreementOutcome	Optional	XML			This will contain details about Parenting Agreement Outcome data.
Section60I	Optional	XML			This will contain details of Section60I data.
PropertyAgreementOutcome	Optional	XML			This will contain details about Property Agreement Outcome data.
EndDate	Optional	Date		yyyy-mm-dd	
AgBusinessTypeCode	Optional	String			Optional according to Activity selected in case. Code from Reference data file.

4.4.2.1.1 CaseClient Node

Elements within each *CaseClient* Node

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ClientId	Mandatory	string	50		Organisation's Client Id. This is unique within the organisation.
ReferralSourceCode	Optional	string			Code from Reference data file
ReasonsForAssistance	Optional	XML			This will contain list of ReasonForAssistance nodes. If element is present in the XML, then at least one ReasonForAssistance must be provided.
ExitReasonCode	Optional	XML			Code from Reference data file. Dependent upon the Activity Selected on Case. Details listed in table Appendix B.

4.4.2.1.1.1 ReasonForAssistance Node

Elements within each *ReasonForAssistance* Node

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ReasonForAssistanceCode	Mandatory	string			Code from Reference data file
IsPrimary	Mandatory	Boolean			Valid values: true or false There must be 1 and only 1 ReasonForAssistance with IsPrimary = true.

4.4.2.1.2 ParentingAgreementOutcome Node

Elements within ParentingAgreementOutcome Node

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ParentingAgreementOutcomeCode	Mandatory	string			Code from Reference data file
DateOfParentingAgreement	Mandatory	date		yyyy-mm-dd	
DidLegalPractitionerAssistWithFormalisingAgreement	Mandatory	Boolean			Valid values: true or false

4.4.2.1.3 Section60I Node

Elements within Section60I Node

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
Section60ICertificateTypeCode	Mandatory	string			Code from Reference data file
DateIssued	Mandatory	date		yyyy-mm-dd	

4.4.2.1.4 PropertyAgreementOutcome Node

Elements within PropertyAgreementOutcome Node

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
PropertyAgreementOutcomeCode	Mandatory	string			Code from Reference data file
DateOfPropertyAgreement	Mandatory	date		yyyy-mm-dd	
DidLegalPractitionerAssistInPropertyMediation	Mandatory	Boolean			Valid values: true or false

4.4.2.2 Case Node XML

Sample *Case* node XML with Schema validation rules:

```
<Case>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory. Values allowed integers-->
    <OutletActivityId>12</OutletActivityId>
    <!--Not mandatory.-->
    <!--If element is present in the XML, the Values allowed is integers between 0 - 999 -->
    <TotalNumberOfUnidentifiedClients>0</TotalNumberOfUnidentifiedClients>
    <!--Not mandatory.-->
    <ClientAttendanceProfileCode>PSGROUP</ClientAttendanceProfileCode>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then at least 1 Client must be provided.-->
    <CaseClients>
      <CaseClient>
        <!--Mandatory.-->
        <ClientId>CL0012</ClientId>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then a value must be provided.-->
        <ReferralSourceCode>CENTRELINK</ReferralSourceCode>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then at least 1 ReasonForAssistance must be provided.-->
        <ReasonsForAssistance>
          <ReasonForAssistance>
            <!--Mandatory.-->
            <ReasonForAssistanceCode>FAMILY</ReasonForAssistanceCode>
            <!--Mandatory. Values allowed true or false in lower case-->
            <IsPrimary>true</IsPrimary>
          </ReasonForAssistance>
          <ReasonForAssistance>
            <!--Mandatory.-->
            <ReasonForAssistanceCode>MATERIAL</ReasonForAssistanceCode>
            <!--Mandatory. Values allowed true or false in lower case-->
            <IsPrimary>false</IsPrimary>
          </ReasonForAssistance>
        </ReasonsForAssistance>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then a value must be provided.-->
```

```xml
        <ExitReasonCode>MOVED</ExitReasonCode>
      </CaseClient>
    </CaseClients>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <ParentingAgreementOutcome>
        <!--Mandatory.-->
        <ParentingAgreementOutcomeCode>FULL</ParentingAgreementOutcomeCode>
        <!-- Mandatory-->
        <DateOfParentingAgreement>2014-02-24</DateOfParentingAgreement>
        <!--Mandatory.-->
        <DidLegalPractitionerAssistWithFormalisingAgreement>true
        </DidLegalPractitionerAssistWithFormalisingAgreement>
    </ParentingAgreementOutcome>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <Section60I>
      <!--Mandatory.-->
      <Section60ICertificateTypeCode>GENUINE</Section60ICertificateTypeCode>
      <!--Mandatory.-->
      <DateIssued>2014-02-24</DateIssued>
    </Section60I>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <PropertyAgreementOutcome>
        <!--Mandatory.-->
        <PropertyAgreementOutcomeCode>FULL</PropertyAgreementOutcomeCode>
        <!-- Mandatory-->
        <DateOfPropertyAgreement>2014-02-24</DateOfPropertyAgreement>
        <!--Mandatory.-->
        <DidLegalPractitionerAssistInPropertyMediation>true</DidLegalPractitionerAssistInPropertyMediation>
    </PropertyAgreementOutcome>
    <!--Not mandatory.-->
    <EndDate>2018-04-17</EndDate>
    <!--Not mandatory.-->
    <AgBusinessTypeCode>0111</AgBusinessTypeCode>
  </Case>
```

4.4.3 Sessions

Sessions node contains one or more *Session* nodes. Each *Session* node represents a session that needs to be added or updated.

4.4.3.1 Session Node

Elements within each *Session* Node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
SessionId	Mandatory	string	50		Organisation's Session Id. This is unique for a particular case within the organisation. SessionId and CaseId compound must be unique within the upload file. A client's name, part of a client's name, or other identifiable information should not be used as a Session Id under any circumstances.
CaseId	Mandatory	string	50		Organisation's Case Id.
SessionDate	Mandatory	date		yyyy-mm-dd	

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ServiceTypeId	Mandatory	integer			Must be a ServiceTypeId from Organisation Activity and Outlet data file.
TotalNumberOfUnidentifiedClients	Conditional	integer			Number of unidentified clients associated with the case. An unsigned integer, which can contain value from 0 to 999 Optional according to Activity. If applicable for and activity and no SessionClients are provided, then TotalNumberOfUnidentifiedClients should be greater than zero.
FeesCharged	Conditional	decimal			The amount of FeesCharged by an organisation. Dependent upon the Activity Selected on Case. Details listed in table Appendix B.
MoneyBusinessCommunityEducationWorkshopCode	Conditional	string			DEX's Money Business Community Education Workshop Code. Dependent upon the Service Types table in Appendix C. Code from Reference data file.
InterpreterPresent	Optional	Boolean			Valid values: true or false Indicating whether interpreter was present in the session.
ServiceSettingCode	Optional	string			Code from Reference data file
SessionClients	Optional	XML			This will contain list of SessionClient child nodes. This child will contain details of clients associated with the case and session. If no SessionClients are provided, then TotalNumberOfUnidentifiedClients should be greater than zero.
TimeMinutes	Conditional	integer			The amount of assistance provided by an organisation, measured in quantitative time detail in minutes unit. Dependent upon the Service Types table in Appendix C.
TotalCost	Conditional	integer			The amount of assistance provided by an organisation, measured in quantitative currency detail. Dependent upon the Service Types table in Appendix C.
Quantity	Conditional	integer			The amount of assistance provided by an organisation, measured in quantitative detail. Dependent upon the Service Types table in Appendix C.

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
Topic	Conditional	string			DEX's Topic Code Optional according to Activity selected in associated case.
HardshipTypeCode	Conditional	string			DEX's Hardship Type Code. Dependent upon the Service Types table in Appendix C. Code from Reference data file.
ExternalReferralDestinationCode	Optional	string			DEX's External Referral Destination Code Dependent upon the Service Types table in Appendix C. Code from Reference data file.
ExtraItems	Conditional	XML			Contains zero or more ExtraItemCode.
ExtraItemCode	Conditional	string			Code from Reference data file. The amount of assistance provided by an organisation, measured in descriptive detail. Dependent upon the Service Types table in Appendix C.

4.4.3.1.1 SessionClient Node

Elements within each *SessionClient* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ClientId	Mandatory	string			Organisation's Client Id.
ParticipationCode	Mandatory	string			Code from Reference data file
ClientReferralOutWithPurpose	Optional	XML			This will contain list of Referral nodes. If element is present in the XML, then at least one Referral must be provided.

4.4.3.1.1.1 Referral Node

Elements within each *Referral* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
TypeCode	Mandatory	string			Code from Reference data file
PurposeCodes	Mandatory	XML			Must contain 1 or more PurposeCode nodes.
PurposeCode	Mandatory	string			Code from Reference data file

4.4.3.2 Session Node XML

Sample *Session* node XML with Schema validation rules:

```
<Session>
    <!--Mandatory.-->
    <SessionId>SS001</SessionId>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory and should be valid datetime-->
    <SessionDate>2014-07-30</SessionDate>
    <!--Mandatory. Values allowed integers-->
    <ServiceTypeId>5</ServiceTypeId>
    <!--Not mandatory.-->
    <!--if present must have a valid integer value allowed integers between 0 - 999 -->
    <TotalNumberOfUnidentifiedClients>0</TotalNumberOfUnidentifiedClients>
    <!-- If provided. Values allowed decimals-->
    <FeesCharged>1.00</FeesCharged>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then a value must be provided.-->
    <MoneyBusinessCommunityEducationWorkshopCode>WRK01</MoneyBusinessCommunityEducationWorkshopCode>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then a value of true or false in lower case must be provided-->
    <InterpreterPresent>true</InterpreterPresent>
    <!--Not mandatory.-->
    <ServiceSettingCode>COMMVENUE</ServiceSettingCode>
    <SessionClients>
      <SessionClient>
        <ClientId>CL0012</ClientId>
        <ParticipationCode>CLIENT</ParticipationCode>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then at least 1 Referral must be provided.-->
        <ClientReferralOutWithPurpose>
            <Referral>
              <!--Mandatory.-->
              <TypeCode>EXTERNAL</TypeCode>
              <!--Mandatory.-->
              <PurposeCodes>
                <!-- 1 or more Purpose must be provided.-->
                <PurposeCode>HOUSING</PurposeCode>
                <PurposeCode>PHYSICAL</PurposeCode>
              </PurposeCodes>
            </Referral>
            <Referral>
              <!--Mandatory.-->
              <TypeCode>INTERNAL</TypeCode>
              <!--Mandatory.-->
              <PurposeCodes>
                <!-- 1 or more Purpose must be provided.-->
                <PurposeCode>PERSONAL</PurposeCode>
                <PurposeCode>PHYSICAL</PurposeCode>
              </PurposeCodes>
            </Referral>
        </ClientReferralOutWithPurpose>
      </SessionClient>
    </SessionClients>
    <!--Not mandatory.-->
    <!--If element is present in the XML, Values allowed Int -->
    <TimeMinutes>10</TimeMinutes>
    <!--Not mandatory.-->
    <!--If element is present in the XML, Values allowed Int -->
    <TotalCost>10</TotalCost>
    <!--Not mandatory.-->
    <!--If element is present in the XML, Values allowed Int -->
    <Quantity>10</Quantity>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <Topic>ABUSENEGLECT</Topic>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <HardshipTypeCode>DROUGHT</HardshipTypeCode>
    <!--Not mandatory.-->
    <ExternalReferralDestinationCode>LEGAL</ExternalReferralDestinationCode>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then at least 1 ExtraItem must be provided.-->
    <ExtraItems>
      <!-- 1 or more ExtraItem must be provided.-->
      <ExtraItemCode>BATHROOM</ExtraItemCode>
    </ExtraItems>
</Session>
```

4.4.4 SessionAssessments

SessionAssessments node must contain one or more *SessionAssessment* nodes. Each *SessionAssessment* node contains assessments for a session.

4.4.4.1 SessionAssessment Node

Elements within *SessionAssessment* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
CaseId	Mandatory	string			Organisation's Case Id
SessionId	Mandatory	string			Organisation's Session Id Combination of CaseId and SessionId is used to identify the Session to which assessments are added or updated.
Assessments	Mandatory	XML			Must contain 1 or maximum of 2 Assessment nodes for the Session. Maximum 1 Pre and 1 Post Assessment per Session.

4.4.4.1.1 Assessment Node

It represents a single Assessment. Elements within *Assessment* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ScoreTypeCode	Mandatory	string			Code from Reference data file. Same combination of ScoreTypeCode and AssessmentPhaseCode must not exist for any other Assessment in the same Assessments node. ClientId, CaseId, SessionId, ScoreTypeCode, and AssessmentPhaseCode compound must be unique within the upload file.
AssessmentPhaseCode	Mandatory	string			Code from Reference data file.
AssessedByCode	Optional	string			Code from Reference data file.
Scores	Mandatory	XML			Must contain at least 1 ScoreCode.
ScoreCode	Mandatory	string			Code from Reference data file.

4.4.4.2 SessionAssessment Node XML

Sample *SessionAssessment* node XML with Schema validation rules:

```
<SessionAssessment>
  <!--Mandatory.-->
  <CaseId>CA0050</CaseId>
  <!--Mandatory.-->
  <SessionId>SS001</SessionId>
  <!--Mandatory.-->
  <Assessments>
    <!-- 1 or more Assessment must be provided.-->
      <Assessment>
        <!--Mandatory.-->
        <ScoreTypeCode>GROUP</ScoreTypeCode>
        <!--Mandatory.-->
        <AssessmentPhaseCode>POST</AssessmentPhaseCode>
        <!--Not mandatory.-->
        <AssessedByCode>SDJOINT</AssessedByCode>
        <!--Mandatory.-->
        <Scores>
            <!-- 1 or more ScoreCode must be provided.-->
            <ScoreCode>GROUPNETWORKS1</ScoreCode>
            <ScoreCode>GROUPSKILLS2</ScoreCode>
        </Scores>
      </Assessment>
    </Assessments>
</SessionAssessment>
```

4.4.5 ClientAssessments

ClientAssessments node must contain one or more *ClientAssessment* nodes. Each *ClientAssessment* node contains assessments of a client who attended the session.

4.4.5.1 ClientAssessment Node

Elements within *ClientAssessment* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
ClientId	Mandatory	string			Organisation's Client Id
CaseId	Mandatory	string			Organisation's Case Id
SessionId	Mandatory	string			Organisation's Session Id Combination of ClientId, CaseId and SessionId is used to identify the client to which assessments are added or updated.
Assessments	Mandatory	XML			Must contain 1 or more Assessment nodes. Maximum 1 Pre and 1 Post Assessment per SCORE Type per Client per Session.

4.4.5.1.1 Assessment Node

Same as Assessment Node above, section 4.4.4.1.1.

4.4.5.2 ClientAssessment Node XML

Sample *ClientAssessment* node XML with Schema validation rules:

```
<ClientAssessment>
    <!--Mandatory.-->
    <ClientId>CL0012</ClientId>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory.-->
    <SessionId>SS001</SessionId>
    <!--Mandatory.-->
    <Assessments>
      <!-- 1 or more Assessment must be provided.-->
        <Assessment>
            <!--Mandatory.-->
            <ScoreTypeCode>CIRCUMSTANCES</ScoreTypeCode>
            <!--Mandatory.-->
            <AssessmentPhaseCode>PRE</AssessmentPhaseCode>
            <!--Not mandatory.-->
            <AssessedByCode>SDJOINT</AssessedByCode>
            <!--Mandatory.-->
            <Scores>
              <!-- 1 or more ScoreCode must be provided.-->
              <ScoreCode>AGE1</ScoreCode>
              <ScoreCode>MATERIAL1</ScoreCode>
            </Scores>
        </Assessment>
    </Assessments>
</ClientAssessment>
```

4.4.6 Outlets

The *Outlets* node must contain one or more *Outlet* nodes. Each *Outlet* node contains outlet information and zero or more OutletActivities. When adding a new outlet, no OutletId is supplied and OutletActivities are optional (an outlet can be created with no OutletActivities).

When updating an outlet, the appropriate OutletId must be supplied to identify which outlet is being updated. In addition, when updating an outlet, all current OutletActivities must be supplied with appropriate StartDate and EndDate values. Omitting any of the OutletActivity items while performing an update will indicate to delete or end-date the OutletActivity.

When an OutletActivity is omitted from an update, this indicates to delete it if possible. Deletion will occur if there are no Cases associated with the OutletActivity.

If Cases are associated with the OutletActivity (that is intended to be deleted) it will not be deleted but end-dated to the current date to disallow any activity from the day of removal onwards. Warning messages will be returned indicating the OutletActivity has been end-dated.

4.4.6.1 Outlet Node

Elements within *Outlet* node:

Element	Mandatory Conditional Optional	Data Type	Length	Format	Comments Validation Rules
OutletId	Conditional Optional	integer			ADD – Not required when adding a NEW outlet. UPDATE - OutletId of outlet being updated.
Name	Mandatory	string	50		Name of outlet
ResidentialAddress	Mandatory				Occurs once
AddressLine1	Mandatory	string	180		
AddressLine2	Optional	string	180		
Suburb	Mandatory	string	50		
StateCode	Mandatory	string	3		
Postcode	Mandatory	string	4		
OutletActivities	Optional				Occurs zero or 1 time
OutletActivity	Mandatory				Occurs 1 or more times
OrganisationActivityId	Mandatory	Integer			Sourced from “Organisation activities data”
StartDate	Mandatory	Date		YYYY-MM-DD	Must equal or be greater than StartDate from “Organisation activities data”
EndDate	Mandatory			YYYY-MM-DD	Must equal or be less than EndDate from “Organisation activities data”

4.4.6.2 Outlet Node XML

Sample *Outlet* node XML with Schema validation rules:

```
<Outlet>
    <!--Optional.-->
    <OutletId>185</OutletId>
    <!--Mandatory.-->
    <Name>Sophie’s Family Services</Name>
    <!--Mandatory.-->
    <ResidentialAddress>
        <!--Mandatory.-->
        <AddressLine1>1-5 Grattan Ct</AddressLine1>
        <!--Mandatory.-->
        <Suburb>WANNIASSA</Suburb>
        <!--Mandatory.-->
        <StateCode>ACT</StateCode>
        <!--Mandatory.-->
        <Postcode>2903</Postcode>
    </ResidentialAddress>
    <!--Optional.-->
    <OutletActivities>
        <!--Mandatory.-->
        <OutletActivity>
            <!--Mandatory.-->
            <OrganisationActivityId>1585</OrganisationActivityId>
            <!--Mandatory.-->
            <StartDate>2015-07-01</StartDate>
            <!--Mandatory.-->
            <EndDate>2016-12-31</EndDate>
        </OutletActivity>
        <!--Mandatory.-->
```

```
        <OutletActivity>
            <!--Mandatory.-->
            <OrganisationActivityId>9</OrganisationActivityId>
            <!--Mandatory.-->
            <StartDate>2015-07-01</StartDate>
            <!--Mandatory.-->
            <EndDate>2016-12-31</EndDate>
        </OutletActivity>
    </OutletActivities>
</Outlet>
```

5 Error Processing

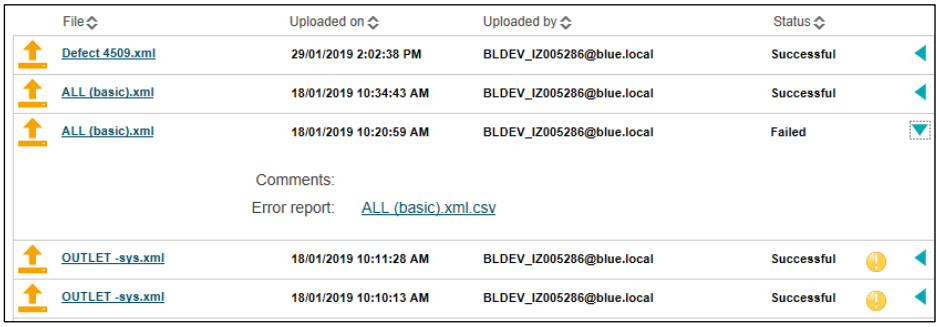
Organisations will have the facility to download an error file for their submissions. Organisations are able to view the errors in the error file, fix the errors in their source system, and upload another file with contains the fixed records for processing.

5.1 Uploaded file errors

5.1.1 View Uploaded Files

Organisations can go to page “View uploaded files” in the Data Exchange Web Portal. This page displays the list of all the files uploaded by the organisation. Organisations can expand the row of the grid where the Status is “Failed”, and can download an error file for their submissions.

Example of View uploaded files with one row expanded to download error file:

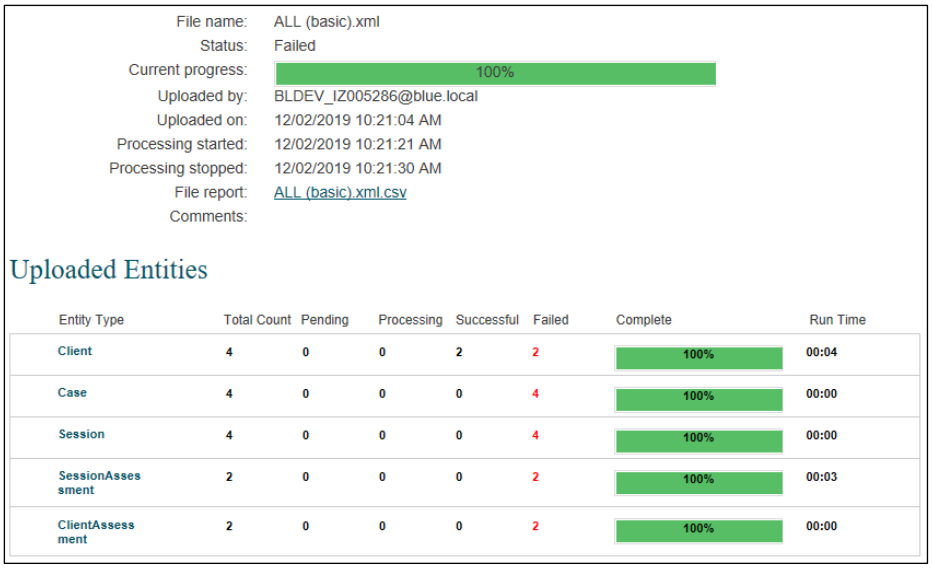


File	Uploaded on	Uploaded by	Status
Defect 4509.xml	29/01/2019 2:02:38 PM	BLDEV_IZ005286@blue.local	Successful
ALL (basic).xml	18/01/2019 10:34:43 AM	BLDEV_IZ005286@blue.local	Successful
ALL (basic).xml	18/01/2019 10:20:59 AM	BLDEV_IZ005286@blue.local	Failed
Comments:			
Error report: ALL (basic).xml.csv			
OUTLET -sys.xml	18/01/2019 10:11:28 AM	BLDEV_IZ005286@blue.local	Successful
OUTLET -sys.xml	18/01/2019 10:10:13 AM	BLDEV_IZ005286@blue.local	Successful

5.1.2 Upload file details

Organisation can click the file name of any file and see more information about that file such as upload progress as well as breakdown of total, successful and failed records by entity type.

Example of Upload file details:



File name: ALL (basic).xml
Status: Failed
Current progress: 100%
Uploaded by: BLDEV_IZ005286@blue.local
Uploaded on: 12/02/2019 10:21:04 AM
Processing started: 12/02/2019 10:21:21 AM
Processing stopped: 12/02/2019 10:21:30 AM
File report: ALL (basic).xml.csv
Comments:

Uploaded Entities

Entity Type	Total Count	Pending	Processing	Successful	Failed	Complete	Run Time
Client	4	0	0	2	2	100%	00:04
Case	4	0	0	0	4	100%	00:00
Session	4	0	0	0	4	100%	00:00
SessionAssessment	2	0	0	0	2	100%	00:03
ClientAssessment	2	0	0	0	2	100%	00:00

5.2 Error Report File

5.2.1 Format

The file format of the error file will be CSV. This format allows users to open the error file directly into their preferred tool (i.e. MS Excel, Office, etc.) in their desktop, facilitating the task to identify and fix errors.

5.2.2 Error Report File Details

The output file will be populated with entities that were imported in error and were not accepted as a valid entity by the system.

5.2.3 Error Report File Definition

Header Row: **Field Names**
Children Rows (repeated): **One row per entity error**

5.2.3.1 Elements within each Entity Node

Element	Data Type	Description
Entity Type	string	Entity type will give details about, as to which entity Data Exchange System was creating, which gave an error. The entity type can be Client, Case, Session, SessionAssessment and ClientAssessment
Parent Entity Details	string	This field will give information about the parent entity for which the child was created. E.g. if session entity is created, then this will give information about, against which case, the session was created. As case is the parent entity of session.
Entity Id	string	Organisation's Id
Error Description	string	This field will give details about the error message
Error Type	string	This field indicates whether the error message is an "error", which means that the record failed to create; or a "warning", which means that the record has created but there is a comment for information

5.2.3.2 Output File Example (An error with each entity type)

Entity Type	Parent Entity Details	Entity Id	Error Description	Error Type
Client		SomeClientId1	Migration month of arrival is required when migration year of arrival is provided	Error
Client		SomeClientId20	Please note address updated to Unit 1/25 Smith St KINGSWOOD NSW 2747 to meet validation	Warning
Case		SomeCaseId1	Parenting Agreement Outcome cannot be provided for this Outlet Activity	Error
Session	CaseId: CA0050	SomeSessionId1	Client Id CL0015 not found	Error
Session Assessment	CaseId: CA0060 - SessionId: SS0010	SomeSession AssessmentId1	Session Id SS0010 not found	Error
Client Assessment	ClientId: CL0015 - CaseId: CA0060 - SessionId: SS0010	SomeClient AssessmentId1	Session Id SS0010 not found	Error

6 Appendix A. Sample XML

The following is the sample of XML file with Client, Case, Session, Session Assessment and Client Assessment. It also contains the Schema validation rules for each element.

```
<?xml version="1.0" encoding="utf-8" ?>
<!--At least 1 of the Clients or Cases or Sessions or SessionAssessments or ClientAssessments elements is required.--
>
<DEXFileUpload>
<!--Not mandatory.-->
<!--If element is present in the XML, then at least 1 Client must be provided.-->
  <Clients>
    <Client>
      <!--Mandatory.-->
      <ClientId>CL0012</ClientId>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <Slk>LO2OE240220141</Slk>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <ConsentToProvideDetails>true</ConsentToProvideDetails>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <ConsentedForFutureContacts>true</ConsentedForFutureContacts>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <GivenName>Joe</GivenName>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then a value must be provided.-->
      <FamilyName>Blog</FamilyName>
      <!--Mandatory. Values allowed true or false in lower case-->
      <IsUsingPsuedonym>false</IsUsingPsuedonym>
      <!--Mandatory. Must be in a valid datetime.-->
      <BirthDate>2014-02-24</BirthDate>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <IsBirthDateAnEstimate>false</IsBirthDateAnEstimate>
      <!--Mandatory.-->
      <GenderCode>MALE</GenderCode>
      <!--Mandatory.-->
      <CountryOfBirthCode>1101</CountryOfBirthCode>
      <!--Mandatory.-->
      <LanguageSpokenAtHomeCode>1201</LanguageSpokenAtHomeCode>
      <!--Mandatory.-->
      <AboriginalOrTorresStraitIslanderOriginCode>NO</AboriginalOrTorresStraitIslanderOriginCode>
      <!--Mandatory. Values allowed true or false in lower case.-->
      <HasDisabilities>true</HasDisabilities>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then at least 1 DisabilityCode must be provided.-->
      <Disabilities>
        <DisabilityCode>PHYSICAL</DisabilityCode>
      </Disabilities>
      <!--Not mandatory. If element is present in the XML, then a value must be provided -->
      <AccommodationTypeCode>BOARDING</AccommodationTypeCode>
      <!--Not mandatory. If element is present in the XML, then a value must be provided -->
      <DVACardStatusCode>NODVA</DVACardStatusCode>
      <!--Not mandatory, If element is present in the XML, Values allowed true or false in lower case.-->
      <HasCarer>true</HasCarer>
      <ResidentialAddress>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then a value must be provided.-->
        <AddressLine1>Unit 1</AddressLine1>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then a value must be provided.-->
        <AddressLine2>3 xyz street</AddressLine2>
        <!--Mandatory.-->
        <Suburb>Sydney</Suburb>
        <!--Mandatory.-->
        <StateCode>NSW</StateCode>
        <!--Mandatory and must be 4 numerical characters.-->
        <Postcode>2000</Postcode>
      </ResidentialAddress>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided. -->
```

```
      <HomelessIndicatorCode>ATRISK</HomelessIndicatorCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <HouseholdCompositionCode>GROUP</HouseholdCompositionCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <MainSourceOfIncomeCode>NIL</MainSourceOfIncomeCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <IncomeFrequencyCode>FORTNIGHTLY</IncomeFrequencyCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <IncomeAmount>1</IncomeAmount>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <FirstArrivalYear>2014</FirstArrivalYear>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a valid value (Month) must be provided-->
      <FirstArrivalMonth>February</FirstArrivalMonth>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <MigrationVisaCategoryCode>SKILLED</MigrationVisaCategoryCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <AncestryCode>1103</AncestryCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <EducationLevelCode>ADVDIPLOMA</EducationLevelCode>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <EmploymentStatusCode>CARING</EmploymentStatusCode>
      <!--Not mandatory-->
      <!--Not mandatory, If element is present in the XML, Values allowed true or false in lower case-->
      <IsClientACarer>false</IsClientACarer>
      <!--Not mandatory-->
      <!--If element is present in the XML, then a value must be provided-->
      <NDISEligibilityCode>ELIGIBLE</NDISEligibilityCode>
    </Client>
  </Clients>
<!--Not mandatory.-->
<!--If element is present in the XML, then at least 1 Case must be provided.-->
  <Cases>
    <Case>
      <!--Mandatory.-->
      <CaseId>CA0050</CaseId>
      <!--Mandatory. Values allowed integers-->
      <OutletActivityId>12</OutletActivityId>
      <!--If element is present in the XML, the Values allowed is integers between 0 - 999 -->
      <TotalNumberOfUnidentifiedClients>0</TotalNumberOfUnidentifiedClients>
      <!--Not mandatory.-->
      <ClientAttendanceProfileCode>PSGROUP</ClientAttendanceProfileCode>
      <!--Not mandatory.-->
      <!--If element is present in the XML, then at least 1 Client must be provided.-->
      <CaseClients>
        <CaseClient>
          <!--Mandatory.-->
          <ClientId>CL0012</ClientId>
          <!--Not mandatory.-->
          <!--If element is present in the XML, then a value must be provided.-->
          <ReferralSourceCode>CENTRELINK</ReferralSourceCode>
          <!--Not mandatory.-->
          <!--If element is present in the XML, then at least 1 ReasonForAssistance must be provided.-->
          <ReasonsForAssistance>
              <ReasonForAssistance>
                <!--Mandatory.-->
                <ReasonForAssistanceCode>FAMILY</ReasonForAssistanceCode>
                <!--Mandatory. Values allowed true or false in lower case-->
                <IsPrimary>true</IsPrimary>
              </ReasonForAssistance>
              <ReasonForAssistance>
                <!--Mandatory.-->
                <ReasonForAssistanceCode>MATERIAL</ReasonForAssistanceCode>
                <!--Mandatory. Values allowed true or false in lower case-->
                <IsPrimary>false</IsPrimary>
```

```
            </ReasonForAssistance>
        </ReasonsForAssistance>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then a value must be provided.-->
        <ExitReasonCode>MOVED</ExitReasonCode>
      </CaseClient>
    </CaseClients>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <ParentingAgreementOutcome>
        <!--Mandatory.-->
        <ParentingAgreementOutcomeCode>FULL</ParentingAgreementOutcomeCode>
        <!--Mandatory.-->
        <DateOfParentingAgreement>2014-07-30</DateOfParentingAgreement>
        <!--Mandatory.-->
        <DidLegalPractitionerAssistWithFormalisingAgreement>true
        </DidLegalPractitionerAssistWithFormalisingAgreement>
    </ParentingAgreementOutcome>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <Section60I>
        <!--Mandatory.-->
        <Section60ICertificateTypeCode>GENUINE</Section60ICertificateTypeCode>
        <!--Mandatory.-->
        <DateIssued>2014-07-30</DateIssued>
    </Section60I>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then data must be provided.-->
    <PropertyAgreementOutcome>
        <!--Mandatory.-->
        <PropertyAgreementOutcomeCode>FULL</PropertyAgreementOutcomeCode>
        <!-- Mandatory-->
        <DateOfPropertyAgreement>2014-02-24</DateOfPropertyAgreement>
        <!--Mandatory.-->
        <DidLegalPractitionerAssistInPropertyMediation>true</DidLegalPractitionerAssistInPropertyMediation>
    </PropertyAgreementOutcome>
    <!--Not mandatory.-->
    <EndDate>2018-04-17</EndDate>
    <!--Not mandatory.-->
    <AgBusinessTypeCode>0111</AgBusinessTypeCode>
  </Case>
</Cases>
<!--Not mandatory.-->
<!--If element is present in the XML, then at least 1 Session must be provided.-->
<Sessions>
  <Session>
    <!--Mandatory.-->
    <SessionId>SS001</SessionId>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory and should be valid datetime-->
    <SessionDate>2014-07-30</SessionDate>
    <!--Mandatory. Values allowed integers-->
    <ServiceTypeId>5</ServiceTypeId>
    <!--Not mandatory.-->
    <!--if present must have a valid integer value allowed integers between 0 - 999 -->
    <TotalNumberOfUnidentifiedClients>0</TotalNumberOfUnidentifiedClients>
    <!-- If provided. Values allowed decimals-->
    <FeesCharged>1.00</FeesCharged>
    <!--Not mandatory.-->
    <!--If element is present in the XML, then a value of true or false in lower case must be provided-->
    <InterpreterPresent>true</InterpreterPresent>
    <!--Not mandatory.-->
    <ServiceSettingCode>COMMVENUE</ServiceSettingCode>
    <SessionClients>
      <SessionClient>
        <ClientId>CL0012</ClientId>
        <ParticipationCode>CLIENT</ParticipationCode>
        <!--Not mandatory.-->
        <!--If element is present in the XML, then at least 1 Referral must be provided.-->
        <ClientReferralOutWithPurpose>
          <Referral>
            <!--Mandatory.-->
            <TypeCode>EXTERNAL</TypeCode>
            <!--Mandatory.-->
            <PurposeCodes>
              <!-- 1 or more Purpose must be provided.-->
```

```
              <PurposeCode>HOUSING</PurposeCode>
              <PurposeCode>PHYSICAL</PurposeCode>
            </PurposeCodes>
          </Referral>
          <Referral>
            <!--Mandatory.-->
            <TypeCode>INTERNAL</TypeCode>
            <!--Mandatory.-->
            <PurposeCodes>
              <!-- 1 or more Purpose must be provided.-->
              <PurposeCode>PERSONAL</PurposeCode>
              <PurposeCode>PHYSICAL</PurposeCode>
            </PurposeCodes>
          </Referral>
        </ClientReferralOutWithPurpose>
      </SessionClient>
    </SessionClients>
  </Session>
</Sessions>
<!--Not mandatory.-->
<!--If element is present in the XML, then at least 1 SessionAssessment must be provided.-->
<SessionAssessments>
  <SessionAssessment>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory.-->
    <SessionId>SS001</SessionId>
    <!--Mandatory.-->
    <Assessments>
      <!-- 1 or more Assessment must be provided.-->
      <Assessment>
        <!--Mandatory.-->
        <ScoreTypeCode>GROUP</ScoreTypeCode>
        <!--Mandatory.-->
        <AssessmentPhaseCode>POST</AssessmentPhaseCode>
        <!--Not mandatory.-->
        <AssessedByCode>SDJOINT</AssessedByCode>
        <!--Mandatory.-->
        <Scores>
          <!-- 1 or more ScoreCode must be provided.-->
          <ScoreCode>GROUPNETWORKS1</ScoreCode>
          <ScoreCode>GROUPSKILLS2</ScoreCode>
        </Scores>
      </Assessment>
    </Assessments>
  </SessionAssessment>
</SessionAssessments>
<!--Not mandatory.-->
<!--If element is present in the XML, then at least 1 ClientAssessment must be provided.-->
<ClientAssessments>
  <ClientAssessment>
    <!--Mandatory.-->
    <ClientId>CL0012</ClientId>
    <!--Mandatory.-->
    <CaseId>CA0050</CaseId>
    <!--Mandatory.-->
    <SessionId>SS001</SessionId>
    <!--Mandatory.-->
    <Assessments>
      <!-- 1 or more Assessment must be provided.-->
      <Assessment>
        <!--Mandatory.-->
        <ScoreTypeCode>CIRCUMSTANCES</ScoreTypeCode>
        <!--Mandatory.-->
        <AssessmentPhaseCode>PRE</AssessmentPhaseCode>
        <!--Not mandatory.-->
        <AssessedByCode>SDJOINT</AssessedByCode>
        <!--Mandatory.-->
        <Scores>
          <!-- 1 or more ScoreCode must be provided.-->
          <ScoreCode>AGE1</ScoreCode>
          <ScoreCode>MATERIAL1</ScoreCode>
        </Scores>
      </Assessment>
    </Assessments>
  </ClientAssessment>
</ClientAssessments>
</DEXFileUpload>
```

7 Appendix B. Activity Specific Requirements

The following lists the Activity Specific Requirements fields.

Code	Related entity and property	Description
ACCOMMODATIONTYPE	Client: AccommodationTypeCode	If a Client is associated to a Case where its activity specifies this code, then “AccommodationTypeCode” property on the Client is required and must be supplied with a valid value. This also implies that Clients will not be accepted on a session with in that case.
DVACARDSTATUS	Client: DVACardStatusCode	If a Client is associated to a Case where its activity specifies this code, then “DVACardStatusCode” property on the Client is required and must be supplied with a valid value. This also implies that Clients will not be accepted on a session with in that case.
HOUSEHOLDMANDATORY	Client: HouseholdCompositionCode	If a Client is associated to a Case where its activity specifies this code, then “HouseholdCompositionCode” property on the Client is required and must be supplied with a valid value. This also implies that Clients will not be accepted on a session with in that case.
HASCARER	Client: HasCarer	If a Client is associated to a Case where its activity specifies this code, then “HasCarer” property on the Client is required and must be supplied with a valid value. This also implies that Clients will not be accepted on a session with in that case.
PARENTINGAGREEMENT OUTCOME	Case: ParentingAgreementOutcome: ParentingAgreementOutcomeCode, DateOfParentingAgreement, DidLegalPractitionerAssistWithFormalisingAgreement	When applied to an Activity, “ParentingAgreementOutcomeCode”, “DateOfParentingAgreement” and “DidLegalPractitionerAssistWithFormalisingAgreement” properties on Case can be supplied.
CERTIFICATETYPE	Case: Section60I: Section60ICertificateTypeCode DateIssued	When applied to an Activity, “Section60ICertificateTypeCode” and “DateIssued” properties on Case can be supplied.
PROPERTYAGREEMENTO UTCOME	Case: PropertyAgreementOutcome: PropertyAgreementOutcomeCode, DateOfPropertyAgreement, DidLegalPractitionerAssistInPropertyMediation	When applied to an Activity, “PropertyAgreementOutcomeCode”, “DateOfPropertyAgreement” and “DidLegalPractitionerAssistInPropertyMediation” properties on Case can be supplied.
AGBUSINESSTYPE	Case: AgBusinessTypeCode	When applied to an Activity, “AgBusinessTypeCode” property on Case can be supplied.
EXITCASE	Case Client: ExitReasonCode	When applied to an Activity, “ExitReasonCode” property for the Case Client can be supplied
FEESCHARGEDSESSION MANDT	Session: FeesCharged	When applied to an Activity, “FeesCharged” property on Session must be supplied and with a valid value.
FEESCHARGEDSESSION OPTNL	Session: FeesCharged	When applied to an Activity, “FeesCharged” property on Session can be supplied. If supplied, must have a valid value.
TOPIC	Session: TopicCode	When applied to an Activity, “TopicCode” property on Session can be supplied. If supplied, must have a valid value.
UNIDENTIFIEDCLIENTS	Case: TotalNumberOfUnidentifiedClients Session : TotalNumberOfUnidentifiedClients	When applied to an Activity, “TotalNumberOfUnidentifiedClients” property on case and session can be supplied and is required. When supplied, must have a valid value.

8 Appendix C. Service Type Specific Requirements

List of applicable Codes for a service type is available from Organisation Activity and Outlets data file.

Code	Related entity and property	Description
ASSISTANCECOSTAMOUNT	Session: TotalCost	When applied to a service type “TotalCost” property on session is required and must be supplied with valid values to record a new session or update an existing session.
ASSISTANCEITEM	Session: ExtraItems	When applied to a service type “ExtraItems” property on session is required and must be supplied with a valid value to record a new session or update an existing session.
ASSISTANCEMINUTES	Session: Time	When applied to a service type “Time” property on session is required and must be supplied with a valid value to record a new session or update an existing session.
ASSISTANCEQUANTITY	Session: Quantity	When applied to a service type “Quantity” property on session is required and must be supplied with a valid value to record a new session or update an existing session.
HARDSHIPTYPE	Session: HardshipTypeCode	When applied to a service type “HardshipTypeCode” property on session is required and must be supplied with a valid value to record a new session or update an existing session.
EXTERNALREFERRALDESTINATION	Session: ExternalReferralDestinationCode	When applied to a service type “ExternalReferralDestinationCode” property on session can be supplied with a valid value to record a new session or update an existing session.
WORKSHOP	Session: MoneyBusinessCommunityEducationWorkshopCode	When applied to a service type “MoneyBusinessCommunityEducationWorkshopCode” property on session is required and must be supplied with a valid value to record a new session or update an existing session.