



Update participation in the Partnership Approach

Task card

This task card discusses the following:

- [How to update participation in the Partnership Approach](#)
 - [Part A - At the organisation level](#)
 - [Part B - At the program activity level](#)

KEY HIGHLIGHTS

- Requirements for participation in the partnership approach may be specified in the grant opportunity guidelines or your grant agreement.
- Opting in to the Partnership Approach will provide your organisation with access to a number of extra partnership reports.
- Contact your funding arrangement manager for more information.

How to update participation in the Partnership Approach

Your organisation can elect to opt in or out of the Partnership Approach for one, some or all of the program activities your organisation delivers. Opting in to the Partnership Approach will provide your organisation with access to a rich data source of partnership reports which includes extra demographic and outcomes information. Requirements for participation in the partnership approach may be specified in the grant opportunity guidelines or your grant agreement.

Changes to your organisation's participation in the Partnership Approach must be reflected in your grant agreement. Contact your funding arrangement manager to discuss this further.

Once your grant agreement has been updated, your organisation will be able to access Partnership Approach reports however you can start entering the data at any time.

More information about the Partnership Approach can be found in the [Data Exchange Protocols](#). Task cards on how to run Partnership Approach reports can be found on the [Data Exchange website](#).

Part A - At the organisation level

From the Data Exchange web-based portal home page, select > **Manage organisation** found in the **My Organisation** menu. Refer Figure 1.

Figure 1 – My Organisation screen



The **Manage organisation** screen will display. Refer Figure 2.

Select **EDIT ORGANISATION DETAILS**.

Figure 2 – Manage organisation screen



The **Edit organisation details** screen will display. Refer Figure 3.

Select **Yes** or **No** to indicate whether your organisation is or isn't participating in the Partnership Approach, then select **SAVE**.

This will apply to all program activities your organisation delivers. If you have only elected certain program activities for the Partnership Approach, complete the steps outlined in Part B.

Figure 3 – Edit organisation details screen



Part B - At the program activity level

Your organisation can opt out of the Partnership Approach for an individual program activity even if they have opted in at an organisation level.

If your organisation delivers the same program activity at multiple outlets, each of these outlets **must** all opt-in or out, as participation cannot be assigned at the outlet level.

To opt in or out of the Partnership Approach for an individual program activity, go to the **Manage organisation** screen and select the appropriate **Program activity hyperlink**. Refer Figure 4.

Figure 4 – Program activity selected at the Manage organisation screen

The screenshot shows the 'Manage organisation' interface. At the top right is a button labeled 'EDIT ORGANISATION DETAILS'. Below this is the 'Organisation Details' section with the following information:

- Preferred organisation name: Community Care
- Partnership Approach agreement: Yes
- ABN: 11005906054
- Source Organisation ID: 4-13UI4P
- Source Organisation name: Community Organisation

Below the organization details is the 'Outlets (30)' section with a '+ ADD OUTLET' button. It includes search filters for Name, Address, State, and Program activity, along with 'SEARCH' and 'Clear' buttons. A table lists two outlets:

Outlet name	Address	Created Date
Local Hub/school	1 Mort Street CITY ACT 2601	17/06/2014
Sudbox	123 Goulburn Street SYDNEY NSW 2000	17/06/2014

Below the outlets is a 'Program activities (69)' section with a 'Show All' checkbox. It contains a table with columns for Program activity, Start date, End date, Status, and Notification. The first row is highlighted with a red box:

Program activity	Start date	End date	Status	Notification
Family Law Counselling (for Canberra Life Skills)	08/01/2016	08/12/2019	Active	
Family Law Counselling (for Church Groups)	08/01/2016	08/12/2019	Active	
Family and Relationship Services (for Church Groups)	08/01/2016	08/12/2019	Active	

The **Program activity** screen will display. Refer Figure 5.

Select **EDIT PROGRAM ACTIVITY**.

Figure 5 – Program activity screen

The screenshot shows the 'Program activity - Family Law Counselling (for Canberra Life Skills)' screen. At the top right is a button labeled 'EDIT PROGRAM ACTIVITY' which is highlighted with a red box. Below this is the 'Organisation details' section with the same information as in Figure 4:

- Preferred organisation name: Community Care
- Partnership Approach agreement: Yes
- ABN: 11005906054
- Source Organisation ID: 4-13UI4P
- Source Organisation name: Community Organisation

Below this is the 'Program activity details' section with the following information:

- Program activity: Family Law Counselling (for Canberra Life Skills)
- Start Date: 4/06/2014
- End Date: 30/06/2020
- Partnership Approach agreement: Yes

At the bottom left is a '< BACK' button.

The **Edit program activity** screen will display. Refer Figure 6.

Change the **Partnership approach agreement** radio button as required, then select **SAVE**.

Figure 6 – Edit program activity screen

Edit program activity

All fields marked with an asterisk (*) are required.

Program activity details

Program activity: Family Law Counselling (for Canberra Life Skills)

Start Date: 4/06/2014

End Date: 30/06/2020

Partnership Approach agreement: * Yes No

Setting the Partnership Approach agreement on this screen affects only this particular program activity.

[Cancel](#) **SAVE**

Go to the [Data Exchange Protocols](#) and the [Training](#) page on the Data Exchange website for more information on outlets, clients, cases and sessions.

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.