

## Department of Social Services

# Data Exchange

# Handshake – Create, accept or revoke

# Task card

This task card discusses the following:

- Background information
- Lead Organisation View Request for Access to Delivery Partner data (Handshake)
- Delivery Partner View Handshake request alert received
- Accepting/Declining a Handshake Request
- Lead Organisation View Handshake request status
- Lead Organisation View Revoking a handshake
- Delivery Partner View Handshake revoked by lead organisation
- Delivery Partner View Revoking a handshake
- Lead Organisation View Handshake revoked by delivery partner

## KEY HIGHLIGHTS

- Using the handshake arrangement, lead organisations can request to view data for the program a delivery partner is providing.
- A delivery partner has the option to accept or decline a handshake request.
- A handshake can be revoked at any time by either the lead organisation or delivery partner.
- It takes up to 24 hours for the handshake to become active and it can also take up to 24 hours for access to be removed.

## Background information

## What is a handshake?

The 'handshake' is a virtual agreement between a lead organisation and their delivery partner/s to allow a sharing of reports data (in the form of de-identified, aggregate information). Under a handshake, a lead organisation cannot access any data that is not otherwise available to the delivery partner.

For more information on how to set up an organisation as a lead organisation or a delivery partner, refer to the <u>Setting up the structure of your organisation</u> task card.

#### Who can initiate a handshake?

A Data Exchange Organisation Administrator of the lead organisation will initiate a request through the Data Exchange web-based portal. An Organisation Administrator of the delivery partner can then choose to accept or decline the request. An overview on how the handshake arrangement works with lead and delivery partners is shown in Figure 1.

Each agreement / relationship between a lead organisation and their delivery partner is unique; therefore, a **separate** handshake request is required for **each** delivery partner and each program.



# What data is visible between a lead organisation and their delivery partner?

If the request is accepted, the lead organisation will be able to view data in reports **ONLY** for the program the delivery partner is providing. This data is aggregate and includes outlet data relevant to that program.

If the delivery partner is directly funded, or delivers services for other organisations, performance data relevant to those agreements/relationships will not be visible to the requesting lead organisation.

## Who can revoke a handshake?

A handshake can be revoked at any time, by either the lead organisation or the delivery partner. When revoked, visibility of the delivery partner's data will be removed from the lead organisation's reports. This includes visibility of historical data from a time when the handshake was active. The performance data will still be accessible for the delivery partner; it just will not be visible to the lead organisation.

It takes up to 24 hours for the handshake to become active, therefore when the handshake is revoked, it can also take up to 24 hours for access to be removed.

# Lead Organisation View – Request for Access to Delivery Partner data (Handshake)

From the Data Exchange web-based portal home page, go to the My Organisation menu. Refer Figure 2.

Figure 2 – Data Exchange web-based portal home page



Select Manage organisation.

The **Manage organisation** screen will display. Refer Figure 3. Select the appropriate **program activity** hyperlink.

Figure 3 –	Manage	organisation	screen
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	0				E	DIT ORGA	NISATION DET	<b>FAII</b>
Oı	rganisation Deta	ils						
	Preferred organisation	name:	Community Orga	nisation				
	Partnership Approach agree	ement:	No					
		ABN:	11223344556					
	Source Organisat	tion ID:	DEX-000012					
	Source Organisation	name:	Community Orga	nisation				
011	itlets (i)						+ ADD OU	πL
	Name: Address:		State: Pro	gram activity:				
(					~		SEARCH	C
						Oversteid Date	~	
	Outlet name 🗘	Addres	55			Created Date	~	
Pro	Outlet name \$ Bay Community Centre Ogram activities	Addres 71 Ath (10)	Allon Dr GREENWAY A	CT 2900		04/07/2018	~	
ft Pro	Outlet name \$ Bay Community Centre Ogram activities	Addres 71 Ath (10)	ss	CT 2900		04/07/2018	Show All:	
ft Pro	Outlet name \$ Bay Community Centre Ogram activities Program activity \$	Addres 71 Ath (10)	SS	CT 2900 Start date 📚	End date \$	04/07/2018	Show All: Notification \$	
ft Pro	Outlet name \$ Bay Community Centre Ogram activities Program activity \$ Childrens Contact Services	Addres 71 Ath (10)	ss	CT 2900 Start date ≎ 01/07/2017	End date \$ 30/06/2021	O4/07/2018 Status ≎ Active	Show All: Notification \$	
Pro	Outlet name \$ Base Community Centre Ogram activities Program activity \$ Childrens Contact Services Commonwealth Financial Counsell	Addres 71 Ath (10)	ss Illon Dr GREENWAY A nancial Capability	CT 2900 Start date ≎ 01/07/2017 01/07/2017	End date \$ 30/06/2021 30/06/2021	Created Date 04/07/2018 Status   Active Active	Show All: Notification \$	
Pro	Outlet name \$  Bax Community Centre  Ogram activities  Program activity \$  Childrens Contact Services  Commonwealth Financial Counselli Community and Home Support	Addres 71 Ath (10)	ss Bilon Dr GREENWAY A nancial Capability	CT 2900 Start date ≎ 01/07/2017 01/07/2017	End date 30/06/2021 30/06/2021	Created Date 04/07/2018 Status   Active Active Active	Show All: Notification \$	
Pro	Outlet name \$  Bax Community Centre  Ogram activities  Program activity \$  Childrens Contact Services  Community and Home Support Family Dispute Resolution	Addres 71 Ath (10)	ss Bilon Dr GREENWAY A	CT 2900 Start dale ☆ 01/07/2017 01/07/2017 01/07/2017 01/07/2017	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status \$ Status \$ Active Active Active	Show Alt: Notification ≎	
1 Pro	Outlet name \$  Bay Community Centre  Ogram activities  Program activity \$  Childrens Contact Services  Commonwealth Financial Counsell  Community and Home Support  Family Dispute Resolution  Family Law Counselling	Addres 71 Ath (10)	ss Bilon Dr GREENWAY A	CT 2900 Start date ≎ 01/07/2017 01/07/2017 01/07/2017 01/07/2017	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status 🗘 Active Active Active Active Active Status	Show All: Notification \$	
<b>P</b> ro	Outlet name \$  Bay Community Centre  Ogram activities  Program activity \$  Childrens Contact Services  Commonwealth Financial Counsell  Community and Home Support Family Dispute Resolution Family Law Counselling Family Relationship Centres	Addres 71 Ath (10)	ss Illon Dr GREENWAY A	Start date \$ 0107/2017 0107/2017 0107/2017 0107/2017	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status \$ Status \$ Active Active Active Active Active Active	Show All: Notification \$	
Pro	Outlet name \$  Bay Community Centre  Ogram activities  Program activity \$  Program activity \$  Childrens Contact Services  Community and Home Support  Family Dispute Resolution  Family Law Counselling  Family Relationship Centres  LC _Individual Capacity Building	Addres 71 Ath (10)	ss Illon Dr GREENWAY A	Start date 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status \$ Status \$ Active Activ	Show All: Notification \$	
1 Pro 9 9 9 9 9 9 9 9	Outlet name \$  Bax Community Centre  Ogram activities  Program activity \$  Program activity \$  Community and Home Support  Community and Home Support  Family Dispute Resolution  Family Relationship Centres  ILC _ Individual Capacity Building  Intensiva Family Support Services	Addres 71 Ath (10)	ss Illon Dr GREENWAY A	Start dale Start dale 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017 0107/2017	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status \$ Status \$ Status \$ Active Act	Show All: Notification \$	
1 Pro	Outlet name \$  I Bax Community Centre  Ogram activities  Program activity \$  Program activity \$  Community and Home Support  Community and Home Support  Family Relationship Centres  ILC _ Individual Capacity Building  Intensive Family Support Services  Reconnect	Address 71 Ath (10)	ss Illon Dr GREENWAY A	CT 2900	End date 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021 30/06/2021	Status \$ Status \$ Status \$ Active Act	Show Alt: Notification \$	

## The Program activity screen will display. Refer Figure 4.

#### Figure 4 – Program activity screen

Program activity - C and Financial Capat	Commonw pility	vealth Fi	nancial Counsellin	g
			EDIT PROGRAM ACT	
Organisation details				
Preferred organisation name:	Community Organi	isation		
Partnership Approach agreement:	No			
ABN:	11223344556			
Source Organisation ID:	DEX-000012			
Source Organisation name:	Community Organi	isation		
Program activity detai	ls	nancial Counselling	and Financial Canability	
Start Date:	1/07/2017	ianciai counsciinț	g and r mancial capability	
End Date:	30/06/2021			
Partnership Approach agreement:	No			
Grant information				
Source Activity ID Mana	ger Name	Start Date	End Date	
Program activities (0)				
			+ ADD DELIVERY PART	NER
Organisation Name ID	e Organisation ABN	Status	Delete Delivery Handshake Handshake Partner Status Action	
	No reco	rds found.		
< BACK				

#### Select + ADD DELIVERY PARTNER

Figure 5 – Add delivery partner screen

The Add delivery partner screen will display with the following. Refer Figure 5.

- 1. An information icon icon will display advising if the organisation you wish to add as a delivery partner is not in the list, contact the Data Exchange Helpdesk
- 2. Select the delivery partner by either using the **drop down arrow** or typing the first few letters of the organisation at the **Delivery partner organisation** field.
- 3. The details of the delivery partner will auto populate the fields.

#### If the organisation you wish to add as a delivery partner is not present in the list, please contact the DSS Data Exchange Helpdesk. 0 1 Add delivery partner All fields marked with an asterisk (\*) are required. Program activity details Program activity: Commonwealth Financial Counselling and Financial Capability Start Date: 1/07/2017 End Date: 30/06/2021 Delivery partner details Delivery partner organisation: \* AAA-Test Organisation Date variations 2... 2 ABN: 17060123631 FOFMS Organisation ID: DEX-000010 FOFMS Organisation name: AAA-Test Organisation Date variations 2 - so it is the LAST HOUSE ON THE LEFT, AT THE TOP OF THE HILL Send 'Handshake' Request: Vhat is a 'handshake'? 3 By sending this handshake, you request that your delivery partner allow visibility of their performance data in your reports (as their lead organisation) for this program only. If accepted, this does not grant access to your delivery partners' portal, or allow visibility of individual client data in any way. For more information, please review the Taskcard. SAVE Cancel

Select the Send 'Handshake' Request tick box then select SAVE

The tick icon 🔮 will indicate that your request has been successfully saved and sent to the delivery partner. Refer Figure 6.

Under Program activities, the Handshake Status will be updated to Requested.

Figure 6 – Program activity screen

<u>Home</u> > <u>Manage organisation</u> > Program activity:	: Commonvealth Financial Counselling and Financial Capability
Successfully saved	
Program activity - C	Commonwealth Financial Counselling
and Financial Capab	bility
	EDIT PROGRAM ACTIVITY
Organisation details	
Preferred organisation name:	Community Organisation
Partnership Approach agreement:	No
ABN:	11223344556
Source Organisation ID:	DEX-000012
Source Organisation name:	Community Organisation
Program activity: Start Date: End Date:	Commonwealth Financial Counselling and Financial Capability 1/07/2017 30/06/2021
Partnership Approach agreement:	No
Grant information	
Source Activity ID Mana	ager Name Start Date End Date
Program activities (1)	+ ADD DELIVERY PARTNER
Organisation Name 🔿 ID 🚓	rce Organisation Delete Delivery Handshake Handshake ≿ ABN☆ Status Partner Status☆ Action
AAA-Test Organisation Date DEX- variations 2 - so it is the LAST HOUSE ON THE LEFT, AT THE TOP OF THE HILL	.000010 17060123631 Active m∰ Requested <u>Revoke</u> ◀
< BACK	

# **Delivery Partner View – Handshake request alert received**

#### Select Manage action items.

Figure 7 – Data Exchange web-based portal home page with notification icon



Please Note: The bell icon signifies a handshake request / agreement. A gold notification icon 🐣 will

display on the Data Exchange web-based portal home page and a black notification icon will display in the **Manage organisation** screen.

The Manage organisation screen will display. Refer Figure 8.

Home > Manage organisation		
Manage organisation		
5 5	EDIT ORGANISA	TION DETAILS
Organisation Details		
Preferred organisation name: Friendly Fish		
Partnership Approach agreement: No		
ABN: 83480231835		
Source Organisation ID: 4-14MJM3		
Source Organisation name: Friendly Fish		
Outlets (c)		ADD OUTLET
Name: Address: State: Program activity:		
	~	SEARCH
O diel nome A Address	Created Data 🔿	Clear
Curiet name      Address     Address     Friendly Fich     B Collyburi Crescent IBARELLA PLAINS ACT	2905 17/06/2014	4
NDIS Appeals 18 Europe Cras paphares ACT 2808	23/05/2017	
Arrest Bank Health Centre Clarke Street Melbourne VIC 3000	10/07/2017	
Melb - Outresch Office 65 Gibbs Street Richmond VIC 3000	10/07/2017	•
Find Me 1 8mith 8treet Evatt ACT 2817	18/07/2017	•
Program activities (16)		
Program activity 🗘	Start date \$ End date \$	Notification 🗘
Communities for Children - Facilitating Partners (for Busy Bee Community Centre)	12/08/2014 12/08/2015	▲ ◄
S Accistance with Care and Housing	01/07/2014 80/06/2020	•
Accitance with Care and Housing     Care Relationchips and Carer Support	01/07/2014 30/08/2020 01/07/2014 30/08/2020	<
<u>Ascictance with Care and Housing</u> <u>Care Relationchips and Carer Support</u> <u>Care Relationchips and Carer Support</u> <u>Children's Contact Bervioss (for Canberra Life Bitling)</u>	01/07/2014 30/08/2020 01/07/2014 30/08/2020 04/08/2014 04/08/2015	<ul> <li></li> <li></li> <li></li> </ul>
Acticitance with Care and Housing     Care Relationships and Carer Support     Children's Context Barvices (for Camberra Life Skills)     Children's Context Barvices (for Community Care )	01/07/2014 20/08/2020 01/07/2014 20/08/2020 04/08/2014 04/08/2016 01/07/2014 20/08/2019	<
Acsistance with Care and Housing     Care Relationships and Carer Support     Children's Contact Bevides (for Camberra Life Shills)     Children's Contact Bevides (for Community Care)     Children's Contact Bevides (for People Care Centre)	01/07/2014         20/06/2020           01/07/2014         20/06/2020           04/06/2015         04/06/2015           01/07/2014         20/06/2019           01/07/2016         20/06/2020	<
Accidance with Care and Housing     Care Relationships and Carer Support     Children's Contact Larvices (for Community Care)     Children's Contact Larvices (for Community Care)     Children's Contact Larvices (for People Care Centre)     Children's Contact Larvices (for People Care Centre)     Children's Contact Larvices (for People Care Centre)     Commonwealth Financial Counselling and Financial Capability (for Community Care)	0107/2014 20.08/2020 0107/2014 20.08/2020 04/08/2014 04/08/2016 01/07/2014 20.08/2019 01/07/2014 20.08/2019	4 4
Actilitance with Care and Housing     Care Relationships and Carer Support     Colliden's Contact Barvioss (for Canbarra Life Skills)     Colliden's Contact Barvioss (for Community Care )     Colliden's Contact Barvioss (for People Care Centre)     Contact Barvioss (for People Care Centre)     Communities for Children - Facilitating Partners (for Community Care )	0107/2014 20/08/2020 01/07/2014 20/08/2020 04/08/2014 04/08/2016 01/07/2014 20/08/2019 01/07/2014 20/08/2019 01/07/2014 20/08/2019	۲ ۲ ۲ ۲ ۲
Assistance with Care and Housing     Care Relationships and Carer Support     Control Lervices (for Camberra Life Buillis)     Children's Contact Bervices (for Community Care.)     Children's Contact Bervices (for People Care Centre)     Commonwealth Financial Councelling and Financial Capability (for Community Care.)     Communities for Children - Facilitating Pentners (for Community Care.)     Communities for Children - Facilitating Pentners (for Community Care.)     Communities for Children - Facilitating Pentners (for Community Care.)     Communities for Children - Facilitating Pentners (for Community Care.)	0107/2014 20.08/2020 0107/2014 20.08/2020 04/08/2014 04/08/2016 01/07/2014 20.08/2019 01/07/2014 20.08/2019 01/07/2014 20.08/2019 01/07/2014 20.08/2020	4 4 4 4 4 4

Figure 8 – Manage organisation screen with notification icon

In the **Program activities** section, the notification icon has received a handshake request.

will display next to the **Program activity** that

Select the **Program activity** hyperlink.

## Accepting / declining a Handshake

The selected Program activity screen will display. Refer Figure 9.

On the **Program activity** screen, the information icon **()** will indicate that a handshake was requested.

Select either ACCEPT HANDSHAKE or DECLINE HANDSHAKE

Program activity - C	Communities for Children - Facilitating
Partners (for Busy H	Bee Community Centre)
	ACCEPT HANDSHAKE DECLINE HANDSHAKE
Organisation details	
Preferred organisation name:	Friendly Fish
Partnership Approach agreement:	No
ABN:	83460231835
Source Organisation ID:	4-14MJM3
Source Organisation name:	Friendly Fish
Program activity detai	ls
Program activity:	Communities for Children - Facilitating Partners (for Busy Bee Community Centre)
Start Date:	12/08/2014
End Date:	12/08/2015
Partnership Approach agreement:	No
Handshake status:	Requested
Handshake history (1)	
Action date 🗘 Statu	s Actioned By
	exted Busy Bas Computer Centre

By selecting ACCEPT HANDSHAKE a pop-up message will display. Refer Figure 10. Select OK

Figure 10 – Pop-up message: Accept handshake?

Accept handshake?
By accepting this handshake, you agree for your lead organisation to view your performance data in their reports for this program only.
By accepting this handshake, your lead organisation will be able to access information independently.
This does not grant them access to the portal, or allow visibility of individual client data in any way.
For more information, please review the Factsheet.
OK CANCEL

The Handshake history status will be updated to Accepted. Refer Figure 11.

igure 11 – Program activity screen – Status update to Accepted							
Program activity - Communities for Children - Facilitating							
Partners (for Busy E	Partners (for Busy Bee Community Centre)						
	REVOIL HANDSHARE						
Organisation details							
Preferred organisation name:	Friendly Fish						
Partnership Approach agreement:	No						
ABN:	83460231835						
Source Organisation ID:	4-14MJM3						
Source Organisation name:	Friendly Fish						
Program activity detail	ls						
Decement with the	Communities for Okidera - Envillence Deckorer (for Branches Oceaning) Control						
Program activity.	Communities for Children - Facilitating Partners (for busy bee Community Centre)						
Start Date:	12/06/2014						
End Date:	12/06/2015						
	12/06/2015						
Partnership Approach agreement:	No						
Partnership Approach agreement: Handshake status:	No Accepted						
Partnership Approach agreement: Handshake status:	No Accepted						
Partnership Approach agreement: Handshake status: Handshake history (2)	No Accepted						
Partnership Approach agreement: Handshake status: Handshake history (2) Action date $\diamond$ Status	No Accepted Actioned By						
Partnership Approach agreement: Handshake status: Handshake history (2) Action date California Status Status	No Accepted Actioned By FF, OrgAdmin						

Please Note: It can take up to 24 hours for the handshake to become active.

## Lead Organisation View – Handshake request status

From the Data Exchange web-based portal home page, go to the **My Organisation** menu. Refer Figure 12. Select **Manage action items**.



Figure 12 – Data Exchange web-based portal home page

The Manage organisation screen will display. Refer Figure 13.

igure 13 – Manage or	ganisation scr	en		
Home > Manage organisation				
Manage organisation	1			
0 0		E	DIT ORGANISA	TION DETAILS
Organisation Details				
Preferred organisation name:	Busy Bee Community Centre			
Partnership Approach agreement:	Yes			
ABN:	44110687262			
Source Organisation ID:	4-147S5B			
Source Organisation name:	Busy Bee Community Centre			
Outlets m				ADD OUTLET
Name: Address:	State: Program activity:			SEARCH Clear
Outlet name I Addres			Created Date 🔿	
Busy Bee Community Centre 49 Upte	on Street MONA SH ACT 2904		12/06/2014	<
Program activities (11)				
Program activity 🔿	-	Start date 🔿	End date 0	Notification 🗘
Children's Context Semicor (See Community Context)	15	04/07/2014	2010012013	•
Communities for Children Excilitation Partne	er (for Canhorra Lifo Skille)	01/07/2014	20/06/2017	
Communities for Children - Facilitating Partne	ra (for Church Crews)	04/07/2014	2010012017	
Communities for Children - Facilitating Parties	rs (for Community Care )	01/07/2014	30/06/2016	
Samily and Belationship Services (for Commu	nity Care )	01/07/2014	20106/2010	
Eamily Law Counselling (for Canberra Life Ski	lls)	04/06/2014	04/06/2015	
Family Relationship Advice Line for Commun	ity Care )	01/07/2014	30/06/2017	
Enred Adoptions Support Services (for Com	munity Care )	01/07/2014	30/06/2019	
A career understate and boar and under that could			2010012010	

A notification icon will display next to the **Program activity** where a handshake request has been actioned.

Select the relevant Program activity hyperlink.

The Program activity screen will display with the following. Refer Figure 14.

- 1. The information icon indicate that your handshake request has been accepted.
- 2. Under Program activities, the Handshake Status will display Accepted.

Figure 14 – Program activity screen

Program activity - Communities for Children - Facilitating							
1 4	ittleis				DIT PROG	RAM ACTIVITY	2
Or	ganisation details						•
	Preferred organisation nam	e: Busy Bee Comm	unity Centre				
	Partnership Approach agreemer	nt: No					
	AB	N: 44110687262					
	Source Organisation I	D: 4-147S5B					
	Source Organisation nam	e: Busy Bee Comm	unity Centre				
Pr	ogram activity det	ails					
	Program activit	ty: Communities for	Children - Facilitati	ing Partners			
	Start Dat	e: 12/06/2014					
	End Dat	e: 12/05/2015					
	Partnership Approach agreemer	nt: No					
Gı	rant information						
	Source Activity ID M	anager Name	Start Date		End Date		
Pro	ogram activities (6)						
				1	NDD DELIV	ERY PARTNER	
	Organisation Name 👌 S	ource Organisation ID 🗘	ABNO	Delete Delivery Partner	Handshake Status O	Handshake Action	
5	Brindabella Bervices 4	-14MJ 80	20101207210	ô.		Request	
9	Canberra City Council 4	14328H	20266210010	8		Bequest	
	Canberra Life Ballis 4	-11W/D6	61662222200	ŧ.		Request	
5			87480731836		Accepted	Revoke	
5	Friendly Fish 4						

# Lead Organisation View – Revoking a handshake

From the Data Exchange web-based portal home page, go to the My Organisation menu. Refer Figure 15.

Figure 15 – Data Exchange web-based portal home page



## Select Manage organisation.

The Manage organisation screen will display. Refer Figure 16.

A notification icon will display next to the **Program activity** where a handshake request has been requested.

Select the relevant Program activity hyperlink.

Figure 16 – Manage organisation screen

Home > Manage organisation				
Manage organisation				
5 5	EDIT ORGANISATION DETAILS			
Organisation Details				
Preferred organisation name: Busy Bee Community Cent	tre			
Partnership Approach agreement: Yes				
ABN: 44110687262				
Source Organisation ID: 4-147S5B				
Source Organisation name: Busy Bee Community Cent	tre			
Outlets ()	ADD OUTLET			
Name: Address: State: Program activity	SEARCH Clear			
Outlet name \$ Address	Created Date 🗇			
Busy Bee Community Centre 49 Upton Street MONASH ACT 2904	12/06/2014			
Program activities (11)				
Program activity 🗇	Start date Ind date Ind date Indication Indication			
S Communities for Children - Facilitating Partners	12/06/2014 12/06/2015 🌲 ┥			
Schildren's Contact Services (for Community Care.)	01/07/2014 30/06/2019 ┥			
Sommunities for Children - Facilitating Partners (for Canberra Life Skills)	01/07/2014 30/06/2017			
S Communities for Children - Facilitating Partners (for Church Group)	01/07/2014 30/06/2015			
S Communities for Children - Facilitating Partners (for Community Care.)	01/07/2014 30/06/2016			
S Family and Relationship Services (for Community Care.)	01/07/2014 30/06/2020			
S Family Law Counselling (for Canberra Life Skills)	04/06/2014 04/06/2015			
S Family Relationship Advice Line (for Community Care.)	01/07/2014 30/06/2017			
S Forced Adoptions Support Services (for Community Care.)	01/07/2014 30/06/2019			

The Program activity screen will display. Refer Figure 17.

Scroll down to the list of Program Activities.

Under the Handshake Action column, select the Revoke hyperlink.

#### Figure 17 – Program activity screen

Program activity - Communities for Children - Facilitating							
Farmers							
			E	EDIT PROG	RAM ACTIV	/ITY	
Organisation details							
Preferred organisation name:	Busy Bee Comm	unity Centre					
Partnership Approach agreement:	No						
ABN:	44110687262						
Source Organisation ID:	4-147S5B						
Source Organisation name:	Busy Bee Comm	unity Centre					
Program activity detail	ils						
Program activity:	Communities for (	Children - Facilitatir	ng Partners				
Start Date:	12/06/2014						
End Date:	12/08/2015						
Partnership Approach agreement:	No						
Grant information							
Source Activity ID Man	ager Name	Start Date		End Date			
ourse nourity to main	ager name	our our		End Date			
Program activities (6)							
			4	ADD DELIV	ERY PARTN	IER	
Organisation Name 🔿 Sour	rce Organisation ID 🗘	ABN 🗘	Delete Delivery Partner	Handshake Status 🗘	Handshake Action		
S Brindabella Bervices 4-14	MJ8G	29131297213	Ē		Request	•	
Canberra City Council 4-14	J28H	39255319010	<b>İ</b>		Request	•	
S Canberra Life Skills 4-11	WID6	61662883860	<b>Ö</b>		Request	•	
Friendly Fich 4-14	SMLM	83460231835	<b>Ö</b>	Accepted	Revoke	•	
S People Care Centre 4-11	IVLST	21131830630	1	Requested	Revoke	•	
Rapid Creek Primary School 4-14	MJX0	38199654838	Û	Accepted	Revoke	•	

A Revoke handshake? pop-up box will display. Refer Figure 18.

#### Figure 18 – Revoke handshake? pop-up box



Select OK

The Handshake Status for the program activity will display Revoked by lead partner. Refer Figure 19.

igure 19 – List of program	activities					
Program activity -	Communi	ties for (	Childre	n - Fac	cilitatin	Ig
Partners						0
			F	DIT PROG	RAM ACTIV	ITY
O minution details						
Organisation details						
Preferred organisation nam	ie: Busy Bee Commu	unity Centre				
Partnership Approach agreemer	nt: No					
ABI	N: 44110687262					
Source Organisation II	D: 4-147S5B					
Source Organisation nam	e: Busy Bee Commu	unity Centre				
Program activity det	ails					
Program activit	ity: Communities for (	Children - Facilitatir	no Partners			
Start Dat	ty. 000000000000000000000000000000000000	Stilluren - r dolmann	lg Parurera			
Find Dat	te: 12/08/2014					
Partnershin Annroach anreemer	st: No					
r annersnip Approach agreenter	nt. no					
Grant information						
Grant information						
Source Activity ID Ma	anager Name	Start Date		End Date		
Des anno a stinition						
Program activities (6)						
			A	DD DELIVI	ERY PARTN	IER
			Delete Delivery	Handshake	Handebake	
Organisation Name 👌 S	ource Organisation ID 🗘	ABN 🗘	Partner	Status 🗘	Action	
S Brindabella Bervices 4	-14MJ8G	28131287213	<b>D</b>		Request	•
Canberra City Council 4.	-14J28H	39255319010	<u>Î</u>		Request	•
Canberra Life Skills 4.	-11WID6	61662333860	<u>Î</u>		Request	•
Friendly Fich 4	-14MJM8	83480231835	1	Accepted	Revoke	•
S People Care Centre 4	-11VL8T	21131830530	<u>Î</u>	Requested	Revoke	•
Rapid Creek Primary Sohool 4.	-14MJX0	38199854838	Ť.	Revoked by lead partner	Request	•

Please Note: It can take up to 24 hours for the handshake access to be removed.

# Delivery Partner View – Handshake revoked by lead organisation

From the Data Exchange web-based portal home page, go to the My Organisation menu. Refer Figure 20.

Figure 20 – Data Exchange web-based portal home page



#### Select Manage action items.

The Manage organisation screen will display. Refer Figure 21.

Home > Manage organisation				
Manage organisation				
Ivianage organisation	1			
			LDIT OKGANISI	ATION DETAILS
Organisation Details				
Preferred organisation name:	Rapid Creek Primary School			
Partnership Approach agreement:	No			
ABN:	38199654838			
Source Organisation ID:	4-14MJX0			
Source Organisation name:	Rapid Creek Primary School			
Outlets				ADD OUTLET
Name: Address:	State: Program activity:			
				SEARCH Clear
No records found				
No records round				
Program activities (5)				
Program activity.⇔		Start date 🔿	End date O	Notification
S Communities for Children - Facilitating Partne	ers (for Busy Bee Community Centre)	12/06/2014	12/06/2015	<u>ب</u>
S Forced Adoptions Support Services (for Com	munity Care.)	01/07/2014	30/06/2019	
S Keeping Women Safe in Homes (for Commun	ity Care.)	01/07/2016	30/06/2020	4
S Legally Assisted and Culturally Appropriate F	DR	01/01/2017	30/06/2020	4
National Find and Connect (for Community C	ara )	04/07/2014	01/09/2015	<b></b>

will display next to the **Program activity** where a handshake request has been A notification icon changed.

Select the relevant Program activity hyperlink.

The Program activity screen will display with the following. Refer Figure 22.

- 1. The information icon indicate that your handshake has been revoked.
- 2. In the Handshake history section, the status will display Revoked by lead partner.

Figure 22 – Program activity screen

	Busy Bee Community Centre (So Revoked by lead partner.	urce Organisation ID: 4-	147S5B) has updated your handshake. Current handshake status is	1
Pro Pa	ogram activity - rtners (for Busy	Communit Bee Comn	ies for Children - Facilitating nunity Centre)	
Or	ganisation details			
	Preferred organisation nam	e: Rapid Creek Prima	iry School	
	Partnership Approach agreemen	t: No		
	ABI	1: 38199654838		
	Source Organisation II	): 4-14MJX0		
	Source Organisation nam	e: Rapid Creek Prima	iry School	
PI	ogram activity deta	4115 	hildean Eastilation Dadease (for Dury Das Community Control)	
	Program activit	y: Communities for C	hildren - Facilitating Partners (for Busy Bee Community Centre)	
	Start Dat	e: 12/06/2014		
	End Date	e: 12/06/2015		
	Paratersnip Approach agreemen	n: rito	adaar	
	nanosnake statu	<ul> <li>Revoked by lead p</li> </ul>	aruaci	
Ha	ndshake history (3)			
	Action date 🗘 St	atus	Actioned By	
5	3/01/2018 10:48:51 AM R0	woked by lead partner	Busy Bee Community Centre	,
•	3/01/2018 10:34:48 AM	cepted	RCP\$, Orgådmin	-
100	22/12/2017 11:56:32 AM		Annual and a second to dealer	

# Delivery Partner View – Revoking a handshake

From the Data Exchange web-based portal home page, go to the My Organisation menu. Refer Figure 23.

## Select Manage organisation.

C	So to Q Find – Client Nam	e/ld, Case Id, Session Id		
Find		View	Add	
	12110		+1 0	Slient
		•	/ · · ·	Case
Client	Case	SCORE	+ <b>1</b> 4 s	Session
Olient	Case	OUCKL	🐈 s	CORE
My Organisati	on			
Manage organisation				
Manage users     Reference data	1			
Uploaded files     Manage action items		Acces report	S MYDEX S	GO

Figure 23 – Data Exchange web-based portal home page

The Manage organisation screen will display. Refer Figure 24.

Home > Manage organisation	Succession Server			
Manage organisation	1			
6 6		E	DIT ORGANISA	ATION DETAILS
Organisation Details				
Preferred organisation name:	Rapid Creek Primary School			
Partnership Approach agreement:	No			
ABN:	38199654838			
Source Organisation ID:	4-14MJX0			
Source Organisation name:	Rapid Creek Primary School			
Outlets				ADD OUTLET
Name: Address:	State: Program activity:			SEARCH Clear
No records found				
Program activities (5)				
Program activity 🗇		Start date 🗘	End date \$	Notification 🕹
S Communities for Children - Facilitating Partne	ers (for Busy Bee Community Centre)	12/06/2014	12/06/2015	<b>A 4</b>
S Forced Adoptions Support Services (for Com	munity Care.)	01/07/2014	30/06/2019	•
S Keeping Women Safe in Homes (for Commun	ity Care.)	01/07/2016	30/06/2020	
S Legally Assisted and Culturally Appropriate F	DR	01/01/2017	30/06/2020	•
National Find and Connect (for Community C	are )	01/07/2014	01/09/2015	

A notification icon will display next to the **Program activity** where a handshake request has been changed.

Select the relevant Program activity hyperlink.

The Program activity screen will display. Refer Figure 25.

#### Figure 25 – Program activity screen

Program activity - Q	Communit	ies for Children - Facilitating		
Partners (for Busy I	Bee Comn	nunity Centre)		
		REVOKE HANDSHAKE		
Organisation details				
Preferred organisation name:	Friendly Fish			
Partnership Approach agreement:	No			
ABN:	83460231835			
Source Organisation ID:	4-14MJM3			
Source Organisation name:	Friendly Fish			
Program activity deta	ils			
Program activity:	Communities for C	hildren - Facilitating Partners (for Busy Bee Community Centre)		
Start Date:	12/06/2014			
End Date:	12/06/2015			
Partnership Approach agreement:	No			
Handshake status:	Accepted			
Handshake history (2)				
Action date 🗘 State	us	Actioned By		
S/01/2018 10:24:55 AM Acc	epted	FF, OrgAdmin		
S/01/2018 10:08:49 AM Req	uested	add FF, OrgAdmin         Actioned By		

Select REVOKE HANDSHAKE

A Revoke handshake? pop-up box will display. Refer Figure 26.



# Select OK

The Handshake history status will be updated to Revoked by delivery partner. Refer Figure 27.

#### Figure 27 – Program activity screen

Program activity - C Partners (for Busy E	Communit Bee Comn	ies for Children - Facilitating nunity Centre)
Organisation details		
Preferred organisation name:	Friendly Fish	
Partnership Approach agreement:	No	
ABN:	83460231835	
Source Organisation ID:	4-14MJM3	
Source Organisation name:	Friendly Fish	
Program activity detai. Program activity:	LS Communities for Cl	hildren - Facilitating Partners (for Busy Bee Community Centre)
Start Date:	12/06/2014	
End Date:	12/06/2015	
Partnership Approach agreement:	No	
Handshake status:	Revoked by deliver	y partner
Handshake history (3)		
Action date 🗘 Status	5	Actioned By
S 3/01/2018 12:25:37 PM Revol	ked by delivery partner	FF, OrgAdmin
S 3/01/2018 10:24:55 AM Accept	pted	FF, OrgAdmin
S 3/01/2018 10:08:49 AM Requi	ested	Busy Bee Community Centre

# Lead Organisation View- Handshake revoked by delivery partner

From the Data Exchange web-based portal home page, go to the My Organisation menu. Refer Figure 28.

Select Manage action items.





The Manage organisation screen will display. Refer Figure 29.

Figure	29 -	Manage	organisation	screen	with a li	ist of n	program	activities
. igaio		manage	gainoadon	00.00			n ognann i	

Home > Manage organisation				
Manage organisation	n			
0 0		E	DIT ORGANISA	TION DETAILS
Organisation Details				
Preferred organisation name:	Busy Bee Community Centre			
Partnership Approach agreement:	Yes			
ABN:	44110687262			
Source Organisation ID:	4-147S5B			
Source Organisation name:	Busy Bee Community Centre			
Outlets o				ADD OUTLET
Name: Address:	State: Program activity:			
				SEARCH Clear
Outlet name 🗘 Addre	:55		Created Date 🗇	
Busy Bee Community Centre 49 Up	ton Street MONA SH ACT 2904		12/06/2014	<b>(</b>
Program activities (11)				
Program activity 🗇		Start date 🗇	End date 🗘	Notification 🗘
S Communities for Children - Facilitating Partn	ers	12/06/2014	12/06/2015	<u>م</u> (
S Children's Contact Services (for Community	Care.)	01/07/2014	30/06/2019	<ul> <li>••••••••••••••••••••••••••••••••••••</li></ul>
S Communities for Children - Facilitating Partn	ers (for Canberra Life Skills)	01/07/2014	30/06/2017	<b>.</b>
S Communities for Children - Facilitating Partn	ers (for Church Group)	01/07/2014	30/06/2015	<b>.</b>
S Communities for Children - Facilitating Partn	ers (for Community Care )	01/07/2014	30/06/2016	<b>.</b>
S Family and Relationship Services (for Comm	unity Care )	01/07/2014	30/06/2020	<.
S Family Law Counselling (for Canberra Life St	kills)	04/06/2014	04/06/2015	<ul> <li>*</li> </ul>
S Eamily Relationship Advice Line (for Commu	inity Care.)	01/07/2014	30/06/2017	<.
S Forced Adoptions Support Services (for Con	nmunity Care.)	01/07/2014	30/06/2019	<

A notification icon l changed.

will display next to the **Program activity** where a handshake request has been

Select the Program activity hyperlink.

The Program activity screen will display with the following. Refer Figure 30.

Figure 30 – Program activity screen

	Friendly Fish (Source Organis Revoked by delivery partner.	ation ID: 4-14MJM3) h	as actioned your hand	dshake request. C	Surrent handsh	ake status is		1
Pre	ogram activity	- Commu	nities for	Childre	n - Fac	cilitatii	ng	<b>`</b>
Pa	rtners							
					EDIT PROG	RAM ACTI	VITY	
Or	ganisation detail	S						
	Preferred organisation n	ame: Busy Bee Cor	mmunity Centre					
	Partnership Approach agreen	nent: No						
	ABN: 44110087202							
	Source Organisatio	n ID: 4-147S5B						
	Source Organisation n	ame: Busy Bee Cor	mmunity Centre					
Pr	ogram activity de	etails						
	Program activity: Communities for Children - Facilitating Partners							
	Start 0	Date: 12/06/2014	12/06/2014					
	End	Date: 12/08/2015						
	Partnership Approach agreen	nent: No						
Gr	ant information							
	Source Activity ID	Manager Name	Start Date		End Date			
Dre	orram activities							
110	ogram activities (	0)					_	
				1	ADD DELIV	ERY PARTI	NER	
	Organisation Name A	Source Organisation ID :	ABNO	Delete Delivery Partner	Handshake Status A	Handshake		
6	Brindebelle Bervices	4-14MJ 80	20121207213	8		Request	•	
5	Canberra City Council	4-14/2011	39256319010	ŧ.		Request		
6	Canberra Life Bkills	4-11WID5	610622222200	8		Request		
5	Friendly Fish	4-14MUM3	83480231836	Û	Revoked by delivery parts	Request	-	
-	People Care Centre	4-11VL87	21121220630	î.	Requested	Revoke	-	2

You can find more information on outlets, clients, cases, and sessions on the Data Exchange Protocols and the Training page.

For system support, contact the Data Exchange Helpdesk by email dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283.