# Update participation in the Partnership Approach

## **Task card**

## This task card discusses the following:

* [How to update participation in the Partnership Approach](#_How_to_update)
	+ [Part A - At the organisation level](#_Part_A_-_1)
	+ [Part B - At the program activity level](#_Part_B_-)

| **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](https://dex.dss.gov.au/document/81). Task cards on how to run Partnership Approach reports can be found on the [Data Exchange website](https://dex.dss.gov.au/).

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

Select **EDIT PROGRAM ACTIVITY.**

Figure 5 – Program activity screen



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**



You can find more information on outlets, clients, cases, and sessions on the [Data Exchange Protocols](https://dex.dss.gov.au/document/81) and the [Training](https://dex.dss.gov.au/training) page.

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