



Extension request form

Task card

For Organisations



Tracking Code: C2PN677X

Save For Later

Request to reopen the Data Exchange

*Fields marked with * are required*

This form is to be completed by the authorised representative of your organisation, such as the Chief Executive Officer.

In accordance with the Data Exchange Protocols, all data reflecting service delivery must be submitted successfully to the Data Exchange by midnight 30 July (for the reporting period 1 Jan to 30 Jun) and by midnight 30 January (for the reporting period 1 Jul to 31 Dec). All times are AEST/AEDT.

Re-opening the system has serious consequences on data integrity, and impact on government agencies being able to provide consistent and timely briefs and reports.

Requests to re-open the Data Exchange will be considered on a case by case basis and granted under exceptional circumstances only. Exceptional circumstances are considered to be a crisis or event outside your organisations control. System re-openings will be time limited and apply for a short period only.

Please note that the following reasons will not be considered exceptional circumstances:

- Inability to receive an AUSkey.
- Staff unavailable to provide the data.
- Not being aware of the reporting requirements.
- Delay caused by a third party vendor.

Note: If delivery or community partners require an extension, they will need to submit a request to re-open the system for their organisation.

Note the reasons that are **not** considered 'exceptional circumstances.

Delivery and community partners will need to complete their own extension request.

Organisation information

This section should be completed by the organisation. Please copy this from your Grant Agreement.

Organisation Id *

Verify number

Organisation Id Not Verified

Organisation Legal Name *

Contact person/requesting officer *

Contact phone number *

Contact email address *

Organisation legal name and Organisation ID can be found in the MyDEX Dashboard under Administration/ Manage Organisation under **Source Organisation Name and Source Organisation ID**

Has your organisation used the Data Exchange for previous reporting periods? * Yes No

Has your organisation already requested an extension for this reporting period? * Yes No

Has your organisation requested an extension for a previous reporting period? * Yes No

Note: Only the program activities that are in the Data Exchange and listed in this extension request form will be considered.

Available program activities
(choose the value/s and then select Add):

- Children's Contact Services
- Family Dispute Resolution
- Family Law Counselling
- Family Relationship Advice Line
- Family Relationship Centre
- Parenting Orders Program - post separation co-operative parenting
- Supporting Children After Separation Program



List of chosen activity programs (Max 15 per form). *

Select **No** if this is the first reporting period in the Data Exchange for the program requiring the extension.

Selecting **Yes** will ask if you have requested an extension for a previous period.

Add or delete the relevant program activities. Maximum 15 program activities allowed per form.

Note: A warning pop-up box will appear if more than 15 program activities are selected.

Background information

This section should be completed by the organisation.

Does your organisation hold an AUSKey? * Yes No

Does your organisation hold an AUSKey? * Yes No

Has your organisation applied for an AUSKey? * Yes No

Does your organisation hold an AUSKey? * Yes No

Have you been granted access to the Data Exchange? * Yes No

Have you been granted access to the Data Exchange? * Yes No

Date that your organisation applied for access to the Data Exchange *

How are you submitting data? *

How much client data still needs inputting? *

How much session data still needs inputting? *

Has your organisation successfully submitted data for this reporting period? * Yes No

Have you tested your upload in the staging environment? * Yes No

Selecting No will lead to "has your organisation applied for an AUSKey?"

Selecting Yes will lead to "Have you been granted access to the Data Exchange?"

Selecting No will lead to "Date that your organisation applied for access to the Data Exchange". **Note:** dates can only be past dates

Selecting **Web-based portal (manual entry)** will only display these fields.

Selecting **System-to-system** or **Bulk XML** will display these extra fields.

Reason for request

This section should be completed by the organisation.

Reason for request *

Please provide the following:

1. Your reasons for this request, specifying how they demonstrate "exceptional circumstances" (refer to the [Data Exchange Protocols](#) "Administrative Matters"), and
2. A summary of contact with the Data Exchange Helpdesk to resolve any technical matters. *

(Limit: approx 300 words, 2,000 characters)

Characters entered: 0

A drop down of a series of reasons is available. Below is a text box for organisations to provide further details.

Funding Arrangement Manager email address *

Date *

22 Nov 2018

This must be today's date

By selecting the **Email Funding Arrangement Manager** button, you confirm that the information contained is true and correct.

This action will create an email pop-up box, enabling you to email this form to your Funding Arrangement Manager.

**Email
Funding
Arrangement
Manager**

This **email address** must be an email ending with '.gov.au' for the form to progress to the Funding Arrangement Manager.

If your organisation needs to save the form later, to re-enter use the below login details

Security Check

To access your Request to reopen the Data Exchange please provide the information requested.

Tracking Code*

Provide Access code*

Open Form

Open New Form

Note: If you have not been provided an access code, please enter in your tracking code.

Input the Tracking Code here to Login

Input the Access Code here to Login

Use 'Open Form' to login

Use 'Open New Form' to make a new form

More information on the Data Exchange can be found in the [Data Exchange Protocols](#) and the [Training resources](#) tab.

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