Client at Intake
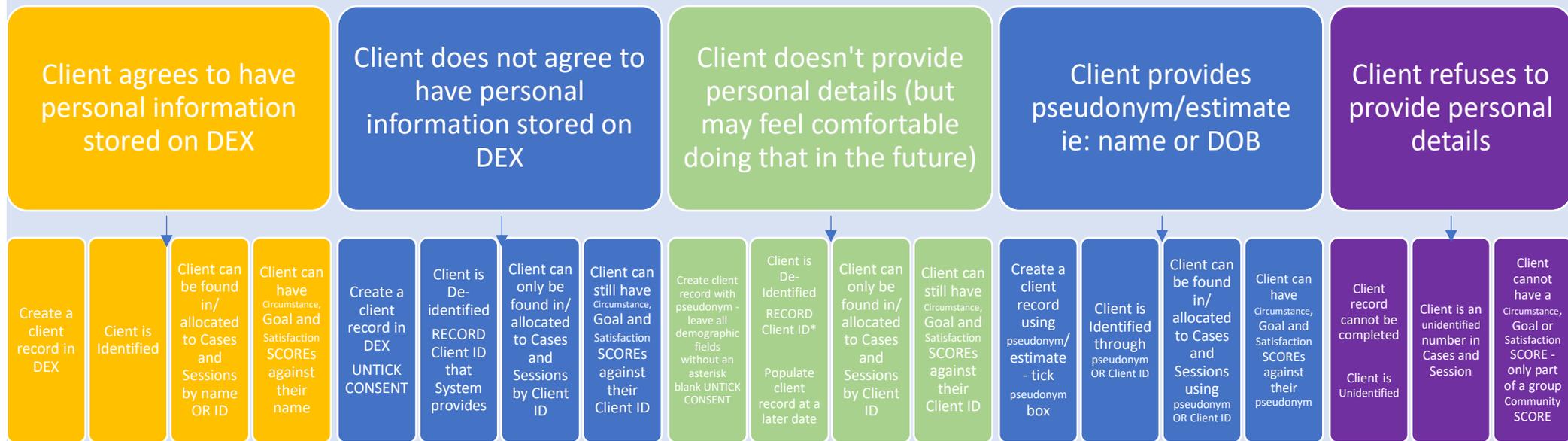
See Using the Data Exchange - Consent and Privacy, TEI Key Resources DCJ Website (link below)

Client agrees to have personal information stored on DEX	Client does not agree to have personal information stored on DEX	Client doesn't provide personal details (but may feel comfortable doing that in the future)	Client provides pseudonym/estimate ie: name or DOB	Client refuses to provide personal details

Client agrees to have personal information stored on DEX
- Create a client record in DEX
- Client is Identified
- Client can be found in/ allocated to Cases and Sessions by name OR ID
- Client can have Circumstance, Goal and Satisfaction SCOREs against their name

Client does not agree to have personal information stored on DEX
- Create a client record in DEX UNTICK CONSENT
- Client is De-identified RECORD Client ID that System provides
- Client can only be found in/ allocated to Cases and Sessions by Client ID
- Client can still have Circumstance, Goal and Satisfaction SCOREs against their Client ID

Client doesn't provide personal details (but may feel comfortable doing that in the future)
- Create client record with pseudonym - leave all demographic fields without an asterisk blank UNTICK CONSENT
- Client is De-Identified RECORD Client ID* / Populate client record at a later date
- Client can only be found in/ allocated to Cases and Sessions by Client ID
- Client can still have Circumstance, Goal and Satisfaction SCOREs against their Client ID

Client provides pseudonym/estimate ie: name or DOB
- Create a client record using pseudonym/ estimate - tick pseudonym box
- Client is Identified through pseudonym OR Client ID
- Client can be found in/ allocated to Cases and Sessions using pseudonym OR Client ID
- Client can have Circumstance, Goal and Satisfaction SCOREs against their pseudonym

Client refuses to provide personal details
- Client record cannot be completed / Client is Unidentified
- Client is an unidentified number in Cases and Session
- Client cannot have a Circumstance, Goal or Satisfaction SCORE - only part of a group Community SCORE

https://www.facs.nsw.gov.au/providers/children-families/early-intervention/TEI-program/chapters/key-tei-resources

*If you allocate a Client ID on the first page of the Client file the system will use this ID. If not, the system will generate a Client ID once you have entered the relevant details

<u>Clients who have a client record created for them in DEX</u>

- **Identified clients**   Clients have consented to have their personal information stored in the Data Exchange.
- **De-identified clients**   Clients who have a client record created for them in DEX

<u>Clients who DON'T have a client record in DEX</u>

Unidentified group clients   Clients who are unknown to the service/Clients who participate in large group activities
Note: they may also be clients who refuse to disclose any information about themselves

Australian Government
Department of Social Services

Data Exchange

You are logged in to
**Women's Activities and Self Help House
Incorporated**

Logout

CS2750

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

Client ID:

Given name: *

Family name: *

Name provided is a pseudonym: ☐

Estimated date of birth: ☐

Date of birth: *   📅 *dd/mm/yyyy*

Gender: *

Tags: **+ ADD**

When de-identifying clients, add your Organisation's Client ID here unless you want the system to generate a random ID. You will need to record this ID and use it to find your client once you have unticked the consent box below.

Client consents for DSS to collect personal information from providers for storage on Data Exchange: ☑

Consent for future contact for survey / research / evaluation: ☑