

Community Care Minimum Data Set (CCMDS)

What is CCMDS?

CCMDS is a set of agreed data items collected by all organisations funded to provide Queensland Community Care services. The CCMDS is the primary source of data on Queensland Community Care services and is used for contract management purposes and for program planning.

When do I submit my CCMDS?

Collection Quarter	Dates Collected	Submission Month
Quarter 1	1 January to 31 March	1 to 28 April
Quarter 2	1 April to 30 June	1 to 28 July
Quarter 3	1 July to 30 September	1 to 28 October
Quarter 4	1 October to 31 December	1 to 28 January

Where do I submit routine CCMDS?

Organisations are required to register in the [OASIS portal](#) to upload and submit a CSV file of their CCMDS data.

What do I need to report?

Organisations must report all services (outputs) delivered with Queensland Community Care funding, and not just service types contracted. This data is required for NDIS funding adjustments.

What if I did not deliver any outputs this quarter?

If an organisation has not delivered any contracted Queensland Community Care services for the reporting quarter, a notification email must be sent to qldhaccmds@communities.qld.gov.au. Your Queensland Community Care contract officer must also be contacted informing them of the reasons for nil delivery. If notification from your organisation is not received and no CCMDS data is submitted, the Notice to Remedy (NTR) procedure will be initiated.

Who can I contact about CCMDS enquiries?

Technical Assistance - OASIS IT Service Desk
Phone: **1300 847 435**

Data Assistance - Community Care Contract Management
Phone: **07 3109 7003**

How do I upload my CCMDS file to OASIS?

1. Log on to [OASIS](#). The following user roles can upload MDS:
 - NGO Administrator
 - NGO Approver
2. Click on 'Maintain Your Organisation Details' on the menu to the left of the page
3. Click on 'Data Upload' to the right of the page
4. Click on 'Upload CCMDS files'
5. Click on 'Browse'. Find the relevant CCMDS file for the quarter that has been saved in your system in CSV format, select and click 'Import'

Upload complete! OASIS will send an email notification of records that have been accepted or rejected – you must review any rejected records, fix any errors and resubmit.

What if I have over or under delivered this quarter?

If outputs delivered during the quarter are outside the allowable variation, the organisation will need to send a [Performance Issues Report](#) to their Queensland Community Care contract officer.

Visit the [Queensland Community Care website](#) for more information on reporting