

Online Acquittal Support Information System (OASIS)

Transmission Header Explanation – Community Care Minimum Data Set (CCMDS) Submission

1. The transmission header for the CCMDS.csv file must be in the correct format for it to be processed through OASIS. An error notification email will be sent if the file has not been processed.
2. The file will not be uploaded if it has the same transmission number as a previous submission.

The following error message will appear:

The selected file cannot be accepted. Please make the indicated changes and resubmit.

The transmission number field of the header record must be a numeric value that is greater than the previous transmission number submitted for your Agency for this period and portion.

3. In order to correct this error identify the transmission number within the .csv file (please see red notation in the example below) and increase the number from the previous value. In this case the transmission number is 1. Double click in the cell (D1) and amend the number to a greater value e.g. 2 or 10 or 99 etc. Save the changes and resubmit the data to the portal.

The screenshot shows the first row of a CSV file header in an Excel spreadsheet. The header row contains the following data: 'STARTHEA', '30578', '2016/1', '1', '1', '66', 'ENDHEADER2'. Callouts point to various parts of the header: 'Agency Identifier (MDS ID)' points to '30578'; 'Data Collection Identifier (Reporting quarter)' points to '2016/1'; 'Transmission Number' points to the first '1' in column D; 'Export File Portion' points to '66' in column F; 'Header Markers' points to 'STARTHEA' and 'ENDHEADER2'; 'Number of Client Records Following' points to '66'.

Agency Identifier (MDS ID)	Data Collection Identifier (Reporting quarter)	Transmission Number	Export File Portion	Header Markers	Number of Client Records Following
30578	2016/1	1	66	STARTHEA	66

The number in the *client records following* field must equal the number of lines of client data for the file – the file will not be accepted if these numbers do not match.

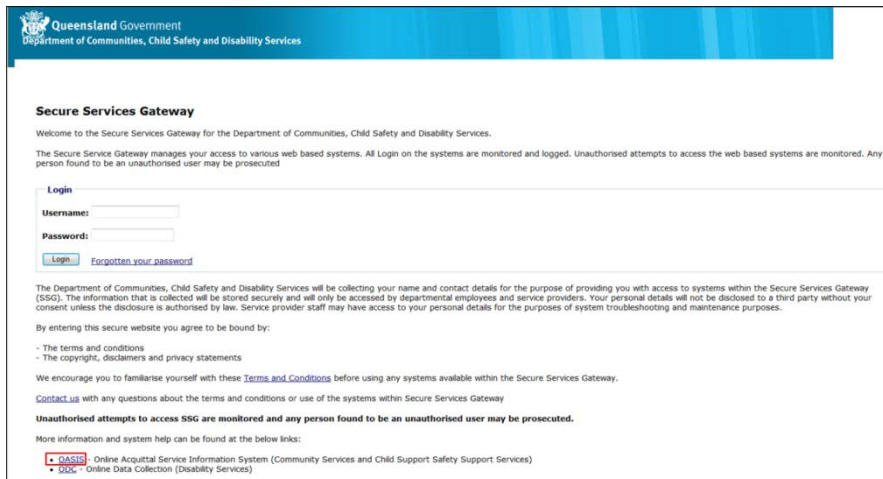
Ensure that the *data collection identifier* column has the correct quarter – CCMDS quarters are calendar (2016/1 = Jan-Mar, 2016/2 Apr-June etc.)

To update data from the same transmission and reporting quarter increase the portion number or *Export File Portion* (purple notation in the example above) Note: the portion number can also be displayed as letter e.g. change A to B or C etc.

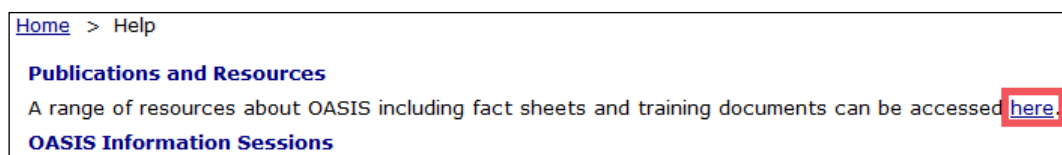
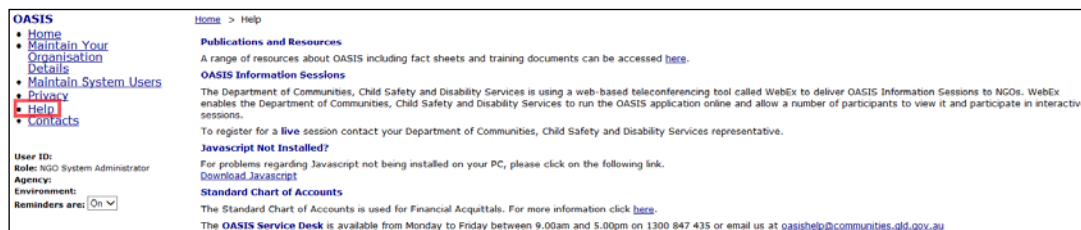
If you require assistance with your CCMDS data please contact your individual Contract Officer or Community Care Contract Management on (07) 3109 7003.

OASIS Help and Further Resources

1. A link to access OASIS Publications and Resources can be found at the OASIS login screen by selecting the *OASIS* link.

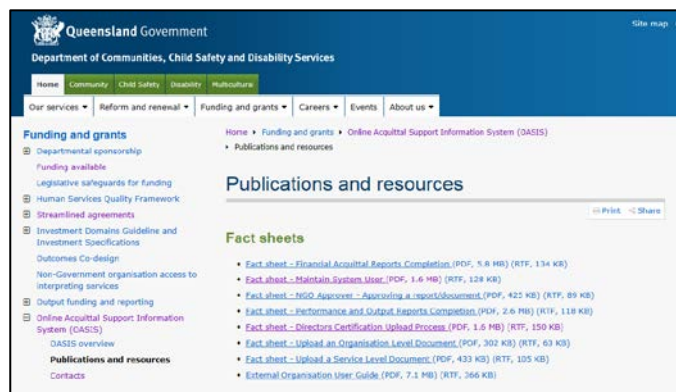


2. Alternatively, a link to access OASIS Publications and Resources can be found by selecting the *Help* link once logged into OASIS.



3. OASIS Publications and Resources can also be accessed directly through the Department of Communities, Child Safety and Disability Services internet site.

<http://www.communities.qld.gov.au/gateway/funding-and-grants/online-acquittal-support-information-system-oasis/publications-and-resources>



The images used in this guide are for illustrative purposes only.