

# Online Acquittal Support Information System (OASIS)

## Load Quarterly Community Care Minimum Data Set (CCMDS) into OASIS

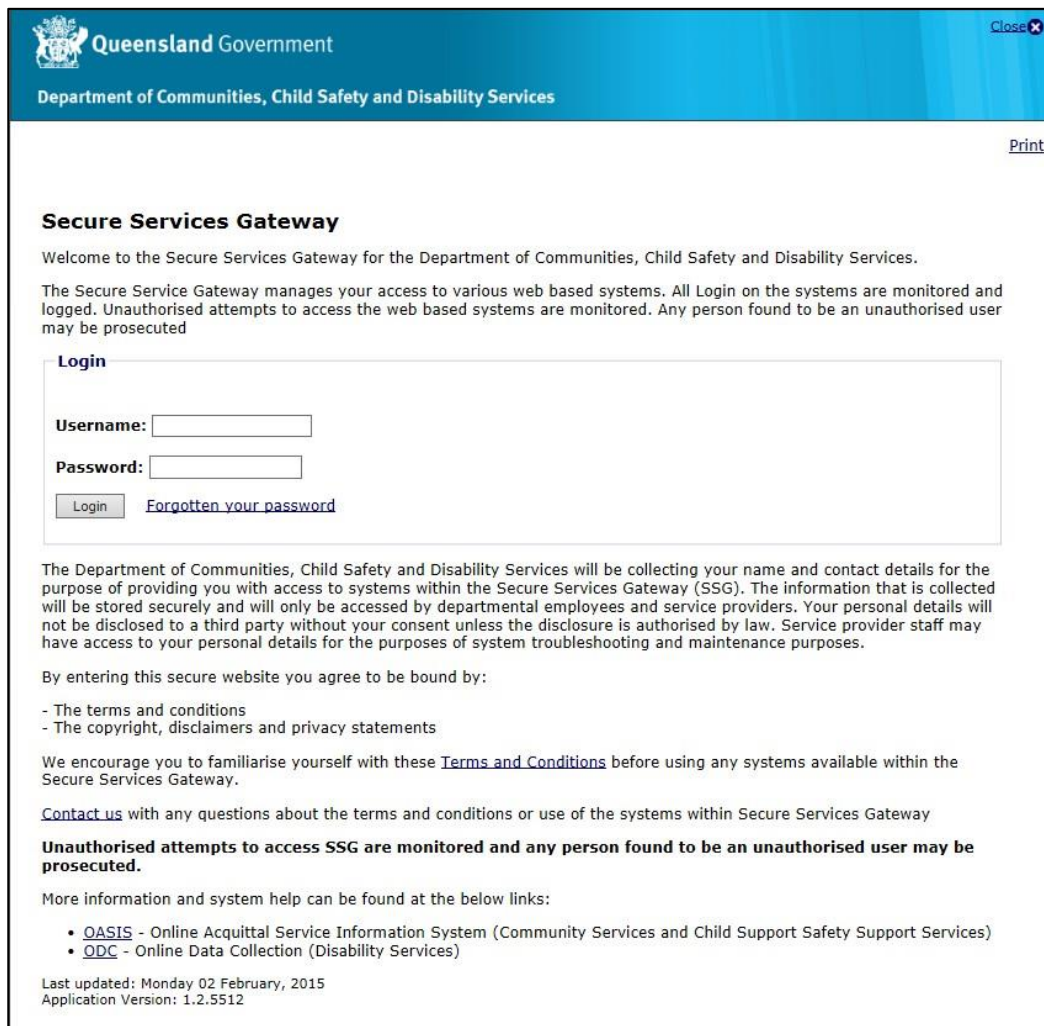
Community Care MDS (CCMDS) is required quarterly by 28 July, 28 October, 28 January and 28 March.

This functionality applies to the NGO Administrator and NGO Approver roles.

A CCMDS CSV file is loaded per provider.

1. Login to OASIS using the link below.

<https://secure.disability.qld.gov.au/ngo/login.aspx>

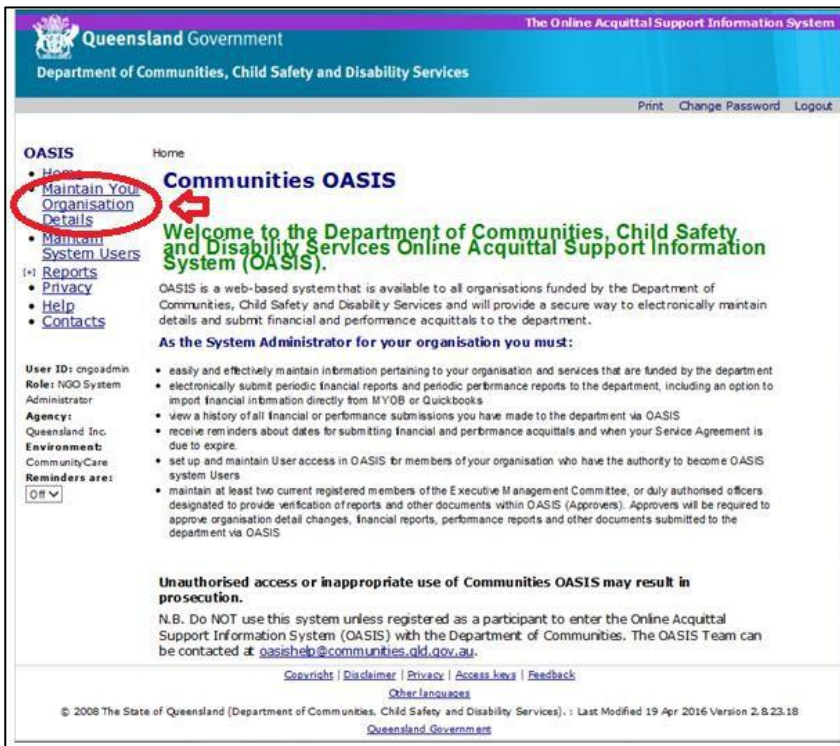


The screenshot shows the login page for the Secure Services Gateway. At the top, there is a blue header with the Queensland Government logo and the text 'Queensland Government' and 'Department of Communities, Child Safety and Disability Services'. A 'Close' button is in the top right corner. Below the header, there is a 'Print' link. The main content area is titled 'Secure Services Gateway' and contains a welcome message, a brief explanation of the gateway, and a login form. The login form has fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgotten your password'. Below the form, there is a paragraph of text about data collection, followed by a list of terms and conditions, a link to 'Contact us', and a warning about unauthorized access. At the bottom, there are links for 'OASIS' and 'ODC', and a footer with the date 'Last updated: Monday 02 February, 2015' and 'Application Version: 1.2.5512'.

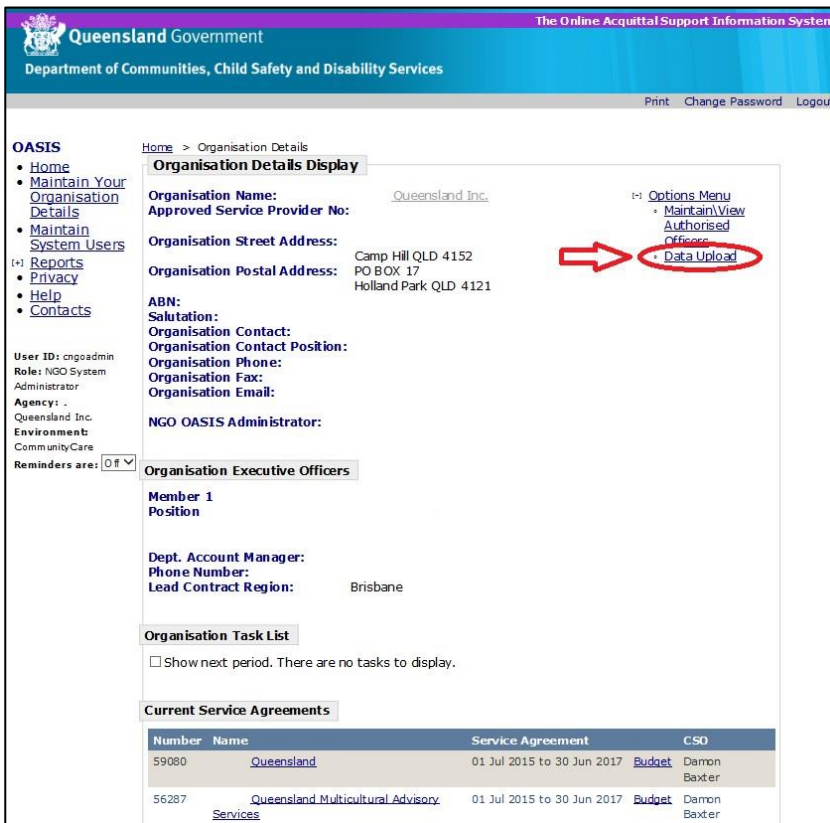
2. The Home page is displayed.

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

3. Select the *Maintain Your Organisation Details* link



4. Select the *Data Upload* link

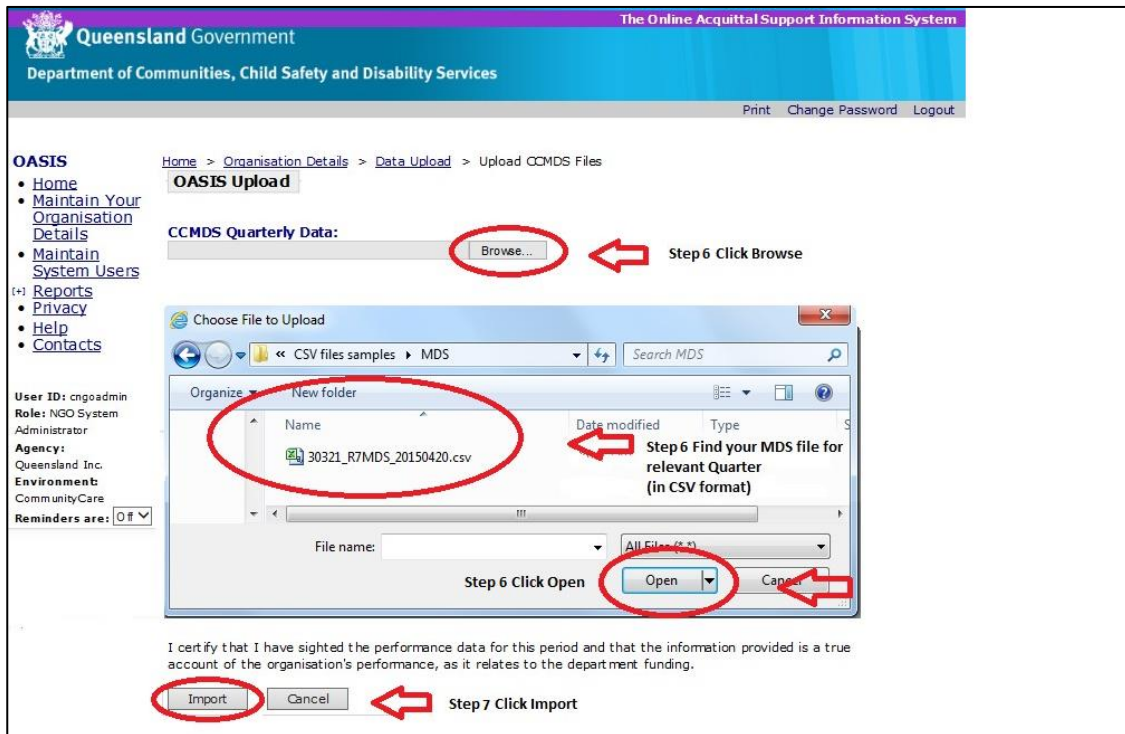


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5. Select the *Upload CCMDs Files* link



6. Select *Browse* to search for the required document on your computer. A new window will open to enable a search for the file. Highlight the required document then select *Open*  
This file must be in CSV format.

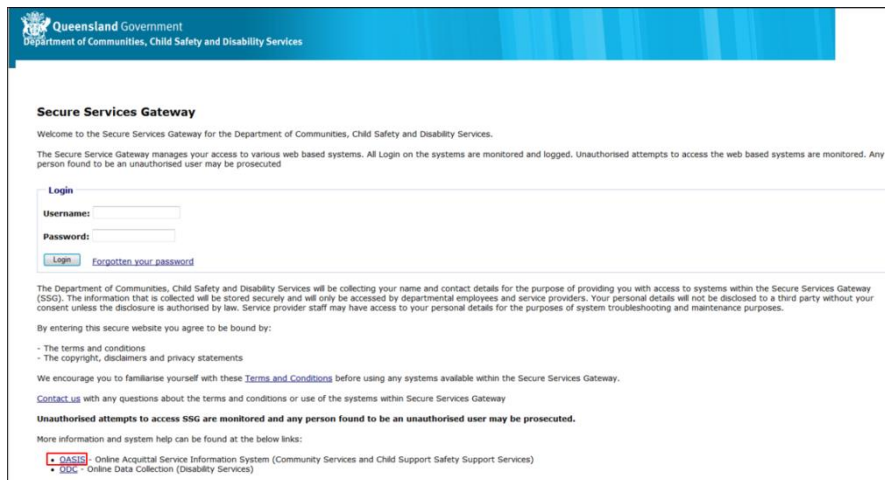


7. Import the document
8. An email notification from OASIS will be sent through to confirm if the records have been accepted/rejected.

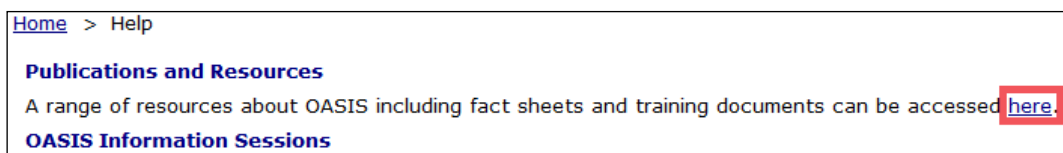
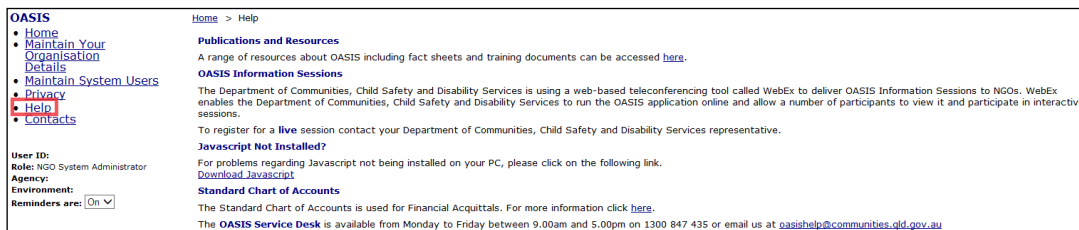
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## OASIS Help and Further Resources

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

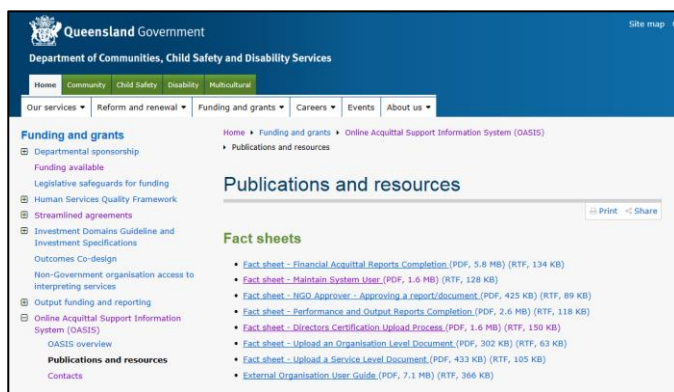


2. Alternatively, a link to access OASIS Publications and Resources can be found by selecting the *Help* link once logged into OASIS.



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>



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