

# Options for file upload

This fact sheet discusses the methods of uploading your data to infoShare and how to choose which method to use.

## SUMMARY

- There are two options from which you can choose to upload your organisation's data to infoShare, direct data entry or bulk file upload
- If your case management system captures the infoShare data items listed in the Minimum Data Set (MDS), the bulk file upload method will be faster and easier once you have set up the extract.

## 1. What options are available to upload my organisation's data to infoShare?

There are two methods from which you can choose to upload your organisation's data to infoShare:

- **Direct data entry** – with this method you will manually enter data directly into the infoShare platform. You can enter your data and update it at any time during the reporting period.
- **Bulk file upload** – with this method you will need to upload a data file to infoShare which contains all the data for the reporting period. This file must be uploaded after the period ends but organisations are able to upload throughout the period. Organisations are encouraged to regularly submit data as reports will be more timely and relevant. You will need to make sure your data file contains all the data items required by infoShare as listed in the minimum data set (MDS).

## 2. Which method should I use to provide my data?

The method that you use to provide data will depend on the existing systems and processes that your organisation already has.

If you already have a case management system (CMS) which allows you to capture the infoShare data items listed in the MDS, the **bulk file upload** method will be faster and easier as it allows you to use the data that you have already captured in your CMS. You can continue to capture this data through your existing system and upload it to the infoShare portal at the end of the reporting period as well as at a time to suit you during the reporting period.

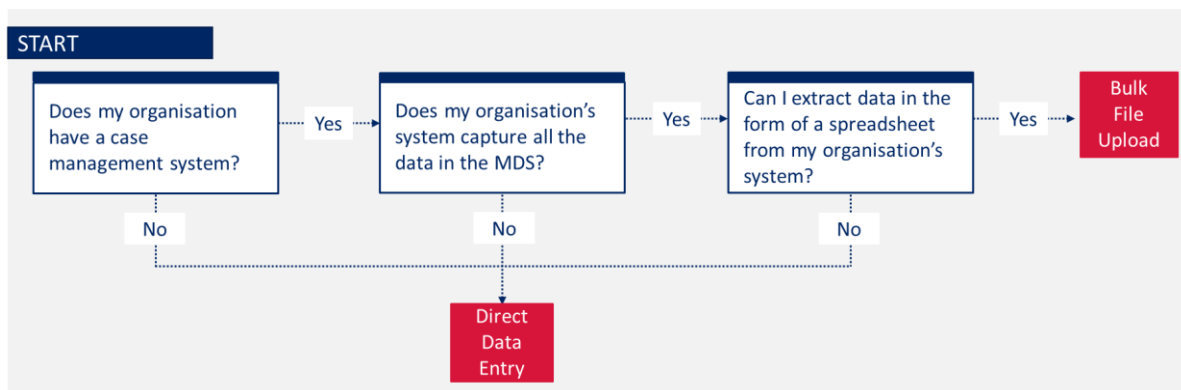
If you do not have a CMS or your CMS does not capture all the data items laid out in the minimum data set, you will need to either:

- Use the **direct data entry** method to manually record the required data items, or
- Export the data items your system does collect and then fill in any data gaps manually.

The option which you choose may depend on how many data gaps there are in your CMS and how difficult it is to obtain data items from your CMS.

The diagram below summarises the reasons for the decision and shows you how you might decide which method to use.

Figure 1 | Decision tree for data upload method



### 3. How do I know if my system can capture the MDS?

The minimum data set specifies the minimum set of information that your organisation *must* share with the Department of Communities and Justice about your clients and the services you provide.

The minimum data set (MDS) which you must comply with depends on the program you are reporting for. You can find the MDS for your program in the infoShare Instruct homepage under “**My MDS**”.

Cross-check the data your system collects against the MDS to confirm that everything you are required to report is captured. If there are only a few data fields missing, you may want to see if your system can be adjusted to capture these additional fields, or alternatively choose to enter these into the spreadsheet exported from your CMS manually before uploading it to the infoShare portal.

### 4. Can I switch methods after I have started using one?

Yes, you can switch methods at any point during or between reporting periods.