



CAFS Data Collection & Reporting Guide

KEY CHANGES - OCTOBER 2025



Key changes

1

Five program activities



Three program activities

2

6 monthly reporting



Quarterly reporting

3

**CALD clients identified by
country of birth and language
spoken at home**



**CALD clients self-identify their
primary culture, reported using
the Ancestry field**

Key changes continued



4

Optional sector development reporting tool



Mandatory community sector coordination reporting tool

5

Clients referred to as individual clients or unidentified group clients



Clients referred to as identified, de-identified or unidentified

6

Number of clients to report based on program activity



Number of clients to report based on service type

7

TEI Outcome Alignment Tool (excel)



User-friendly Outcomes e-Tool and Outcome Plan (template)

New guidance

- 1 Clearer guidance about de-identifying clients.
- 2 Mapping of CAT assessment to report SCORE outcomes.
- 3 Clearer guidance for when to count children in Sessions.

Data Collection and Reporting Guide

Community & Family Support program

September 2025



<https://dcj.nsw.gov.au/service-providers/deliver-services-to-children-and-families/targeted-earlier-intervention-program/key-tei-program-resources.html>

New guidance continued

5

New Outlet naming convention to better match service delivery with contracts.

6

No reporting “time spent” (FCS).

7

No “weighted referrals” (FCS).

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Community & Family Support program

September 2025



Communities are strengthened, and children, young people and families can access local support based on their changing needs.

Three ways to report a client in DEX



Identified



De-identified



Unidentified

High quality data

How to de-identify a client on DEX



Identified



De-identified

 Add a client - Client details

Client ID:
Given name: Julie
Family name: Adams
Name provided is a pseudonym: No
Estimated date of birth: No
Date of birth: 17 August 2007
Gender: Female

Client consents for DSS to collect personal information from providers for storage on DSS Data Exchange: ☒ No

 Add a client - Residential address

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

Address line 1:
Street number and street name e.g. 123 Example St

Address line 2:

Suburb/Town:
State:
Postcode:

If a client does not give consent to store their personal information on DEX, the client is still added to ensure a high quality SLK, but the consent field is unticked.

This will de-identify the client by removing their personal information (name and street address).

 Add a client - Client details

Client ID:
Given name:
Family name:
Name provided is a pseudonym: ☒ No
Estimated date of birth: ☒ No
Date of birth: 17 August 2007
Gender: Female

Client consents for DSS to collect personal information from providers for storage on DSS Data Exchange: ☐ No

 Add a client - Residential address

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

Address line 1:
Street number and street name e.g. 123 Example St

Address line 2:

Suburb/Town:
State:
Postcode:

Unidentified clients:

- no personal data collected
- no personal data reported
- no individual outcomes reported
- no SLK generated



Unidentified



+ Add a client - Client details

Client ID:

Given name:

Family name:

Name provided is a pseudonym: ☐

Estimated date of birth:

Actual date of birth:

Client consents for DSS to collect personal information from providers and use it in the DSS Data Exchange: ☐

+ Add a client - Residential address

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

Residential address

Address line 1:

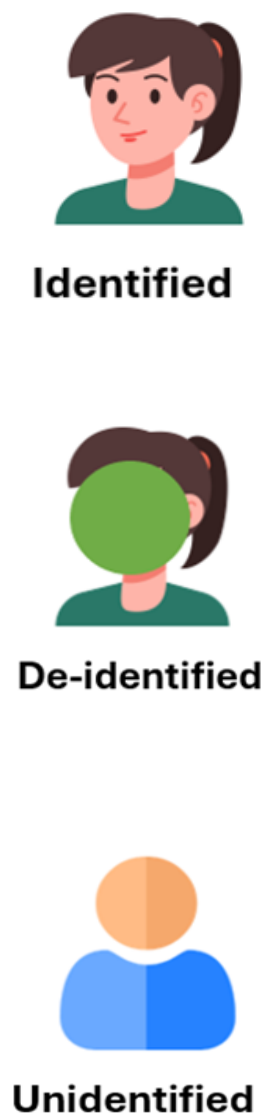
Street number and street name e.g. 123 Example St

Address line 2:

Suburb/Town:

State:

Postcode:



Practice example	DEX reporting	Does DSS or DCJ see Sarah's name and address?
Julie attends a Family Support service and completes an Intake form that collects her personal info, including name, address and demographics.	Add Julie as a client in DEX, including her name, address and demographics (or by system-to-system transfer or bulk upload).	No
Julie attends a Family Support service and completes an Intake form that collects her personal info, including name, address and demographics BUT Julie does NOT consent to her personal info being stored on DEX or later withdraws her consent.	Add Julie as a client in DEX, including her name, address and demographics AND unclick the consent box, which removes Julie's name and address, but stores her demographics and ensures a high quality SLK (not applicable if reporting by system-to-system transfer or bulk upload).	No
Julie attends a Community Centre and asks for info and advice about seeing a counsellor.	Count Julie as an unidentified client in DEX. Note: The <u>anticipated</u> number of unidentified clients are added to the Case and the <u>actual</u> number of unidentified clients are added to the Session.	No

More info:

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