



Office of the
Children's Guardian

Module 11

The NSW Carers Register System Generated Reports

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Learning Outcomes

By the end of this module you will be able to:

- Generate a range of reports from the Carers Register

Introduction

This module provides information on how to generate reports from the Carers Register

Reports that can be generated are:

- Applications or authorisations by Responsible Location
- Status of application (household)
- Status of authorised carer (individual)

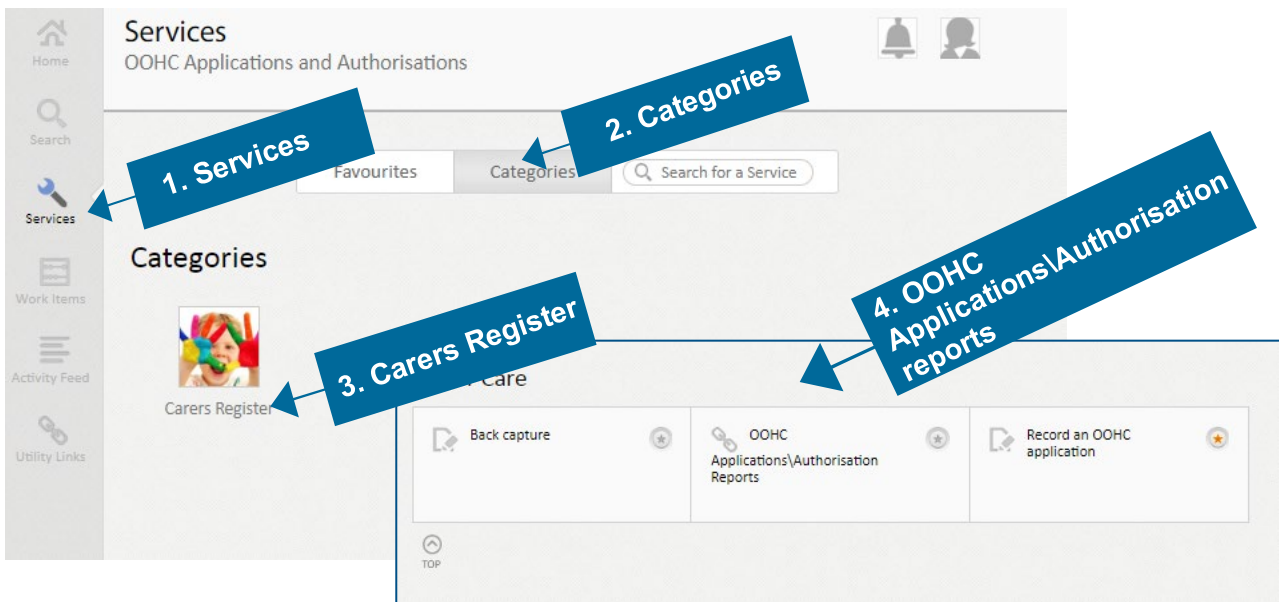
The reports are generated into a CSV file format. Your agency's ICT department will have further information on how to manage CSV files.

Task 1

Generating a Report

Option 1

- Step 1** Select Service from the left hand tool bar
- Step 2** Select the Categories Tab
- Step 3** Select the Carer Register icon
- Step 4** Click on OOHC Application/Authorisation Reports

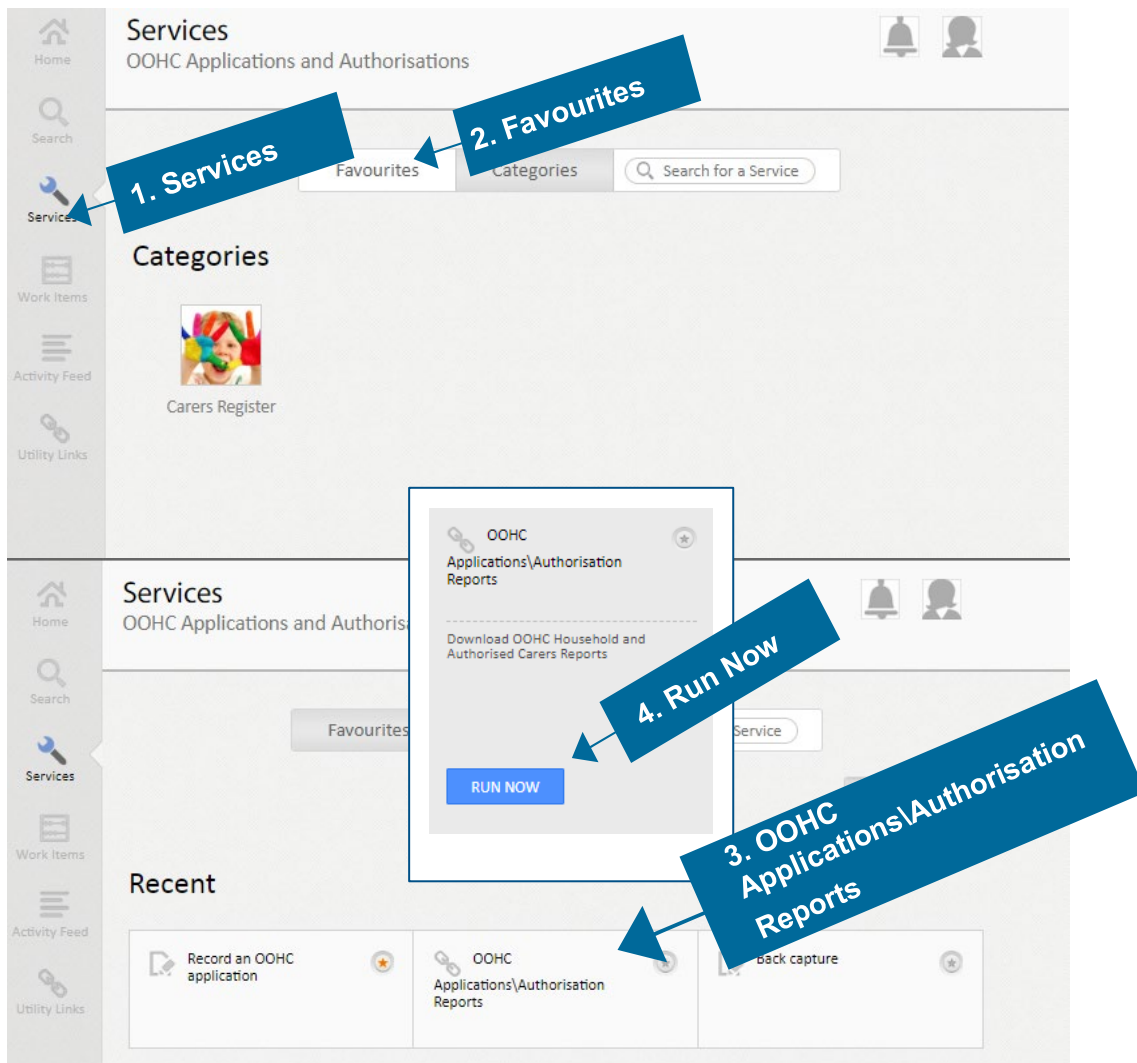


Option 2

If you have already used the Reports function, it will be listed under the Favourites tab and can be directly accessed from there.

To access the Report function from the Favourites tab follow these steps:

- Step 1** Select Services from the left hand tool bar
- Step 2** Click on the Favourites Tab
- Step 3** Select OOHC Application/Authorisation Reports
- Step 4** Click on Run Now



Carers Register Filters

Step 1 Select the relevant filters, such as Responsible Location, Application or Authorisation Status and the additional filter questions

Step 2 Click on Download

The screenshot shows a web interface for generating reports. The page title is 'OOHC APPLICATIONS/AUTHORISATIONS REPORT'. A yellow box prompts the user to 'Please select the following report parameters:'. Below this, there are two dropdown menus: 'Responsible Location' (set to 'All') and 'Status' (set to 'All'). A callout 'Location responsible for Application / Authorisation' points to the 'Responsible Location' dropdown. Below the dropdowns, there are four checked checkboxes: 'OOHC Carer Authorisation Application', 'OOHC Household Application', 'OOHC Carer Authorisation', and 'OOHC Household'. A callout 'Additional filter options' points to these checkboxes. At the bottom, there are two buttons: 'BACK' and 'DOWNLOAD'. A callout 'Application / Authorisation status' points to the 'Status' dropdown menu, which is open and shows a list of options: 'All', 'Being Entered', 'Cancelled', 'Current', 'Data Entry Error', 'Pending', 'Refused', 'Surrendered', 'Suspended', and 'Withdrawn'.

Report generated as a CSV file

Activate additional excel filters by selecting Editing in the Ribbon and Sort & Filter.

The screenshot displays the Microsoft Excel interface. The ribbon at the top includes 'Clipboard', 'Font', 'Alignment', 'Number', and 'Conditional Formatting'. The 'Sort & Filter' task pane is open on the right side, showing options for sorting (Oldest to Newest, Newest to Oldest, by Color) and filtering (by Color, Date Filters). Under 'Date Filters', a search box is set to '(Select All)', and a tree view shows '2015' selected with sub-items for '06' and '08'. The main data table has columns for 'Row number', 'Design', 'Author', 'Respor', 'Assigne', 'Design', 'OOHC', 'House', 'Numbe', 'Numbe', 'Status', 'Decisio', 'Date lo', 'Effectiv', and 'Enddat'. The data rows contain various alphanumeric codes and status values like 'Current', 'Refused', 'Suspend', 'Cancelled', 'Approved', and 'Withdraw'.

Row number	Design	Author	Respor	Assigne	Design	OOHC	House	Numbe	Numbe	Status	Decisio	Date lo	Effectiv	Enddat
1	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRCB000154		0	0	Current				
2	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003496		0	0	Current				
3	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003488		0	0	Current				
4	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003487		0	0	Current				
5	CGTest82.	OOHC Car	Applicatio	Surry Hills	CRA0010-JSMITH	APPC0003485		0	0	Refused				
6	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003481		0	0	Current				
7	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRCB000151		0	0	Current				
8	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-J DAAR test	CRC0003479		0	0	Current				
9	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-J DAAR test	CRC0003479		0	0	Current				
10	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-J DAAPR	CRC0003478		0	0	Current				
11	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRCB000148		0	0	Current				
12	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003471		0	0	Current				
13	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003470		0	0	Suspend				
14	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003468		0	0	Current				
15	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-RREYNOLD	CRC0003463		0	0	Current				
16	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003459		0	0	Current				
17	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003459		0	0	Current				
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21	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-SSPACE	CRCB000139		0	0	Current				
22	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-SSPACE	CRC0003439		0	0	Cancelled				
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24	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003435		0	0	Current	Approved	#####	#####	
25	CGTest82.	OOHC Car	Authorisa	Surry Hills	CRA0010-JSMITH	CRC0003434		0	0	Current	Approved	#####	#####	
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39	CGTest82.	OOHC Car	Applicatio	Surry Hills	CRA0010-JSMITH	APPC0003368		0	0	Withdraw	Withdraw	#####	#####	
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