

# Residential Care Workers Register

Agency reports – Data manual

November 2022

[www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)

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## What is the Residential Care Workers Register?

The Residential Register provides a mechanism for agencies to exchange information relating to the safety, welfare or wellbeing of children and young people in residential settings. This will support agencies to decide on the suitability of an individual to provide care to children and young people in residential care. The Residential Register is a secure, restricted access database which holds information about those individuals who are being considered for employment and those who have been engaged as residential care workers.

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## Purpose of this guide

This document is a quick reference to help agencies with access to the Register to use reports and related functions on the Residential Register. It also defines each report and the available data fields within it.

This guide aims to provide an overview of available features and useful tips and is not intended to prescribe specific instruction on how to use the reports.

Access to the Residential Care Workers Register is provided to accredited designated agencies.

This guide should be read in conjunction with the various guidance materials available on the [OCG website](#).

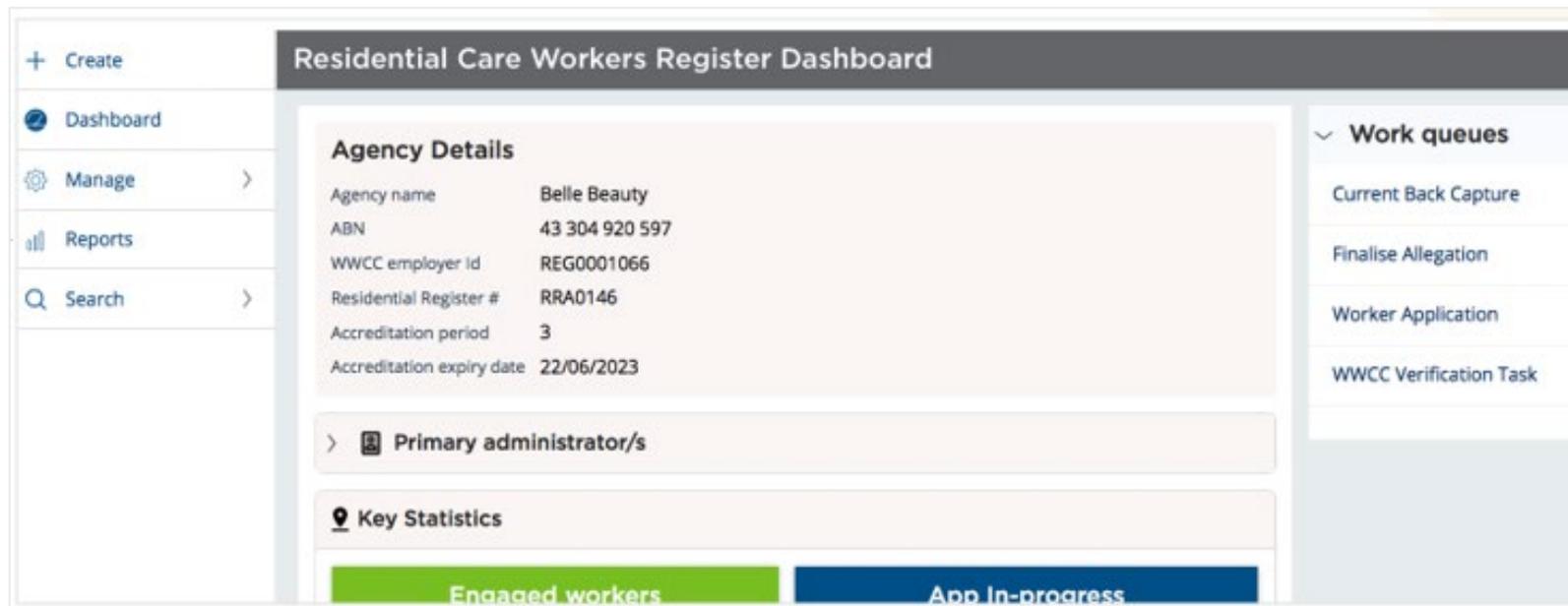
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## What reports are available?

Reports are available to all registered agencies, containing agency's own data in real-time.

#	Name	Description
1	Workers	Worker application, engaged and end dated
2	Workers associations	Worker agency associations count (engaged & end-dated only)
3	Reportable allegations	Reportable allegations (all status)
4	Agency users	Agency user accounts and roles (all status)
5	Probity checks	Worker probity check assessment outcome and dates, including WWCC details

## How to run a report



On the Register dashboard, on the left menu, select Reports.

You will see the **Reports** landing page, with below 5 available reports to all agencies.



Click on the specific report you want to run>

The report can be viewed online (showing 10 records at a time) or downloaded.

## General layout & features

NSW Office of the Children's Guardian

RCWR - Workers

Generated on 21/10/2020

Agency name: Resi & Foster only  
Engagement status: [input field]

Apply filters Clear filters

Displaying 9 records

AgencyID	Agency name	Agency ref	Worker ref #	First name	Middle name	Last name	ATSI	Gender	DOB	WWC #
AGENCY-184	Resi & Foster only		RRW-164	Mikrul		Gauldurson	Yes Aboriginal	Male	01/01/1980	APP0050407

Each report has the above typical layout and functions. All reports are pre-filtered to contain your own agency records only; i.e. you can only see your own data. Several key items to note:

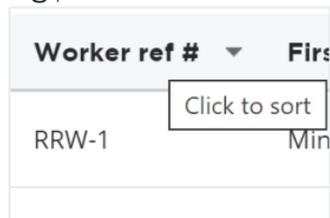
1. **Report name** is located on the top left corner.
2. **Filters / Search Parameters (Grey area)**: Some reports will provide search or pre-set filters. Example above:
  - Agency name is always set to your agency name, as report is filtered to your agency records only. You can also enter to search specific **Engagement Status**; i.e. Engaged, End dated
  - If search / filter parameters are entered, **click Apply filters** to get filtered results
  - **Click Clear filters** to remove all filters / search parameters
3. **Generated on**: This shows report run date.
4. **Actions** button cover the following options:
  - **Refresh**: Click on this to get the latest data in the report (in the event someone has updated the Register while in the Report).
  - **Export to PDF**: Click to generate PDF version of report, which is downloaded to desktop.
  - **Export to Excel**: Click to generate Excel version of report, which is downloaded to desktop.

5. **X: Click** to exit current report screen, to go back to previous screen.

## Sorting & filtering report on screen

There are abilities to sort or filter the data by the column where tables are presented on the screen. These functions are standard on all table headers.

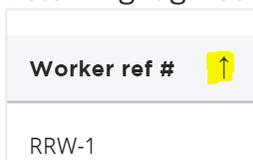
1. **Hover** your mouse over the column name to see more features.  
E.g., below hover text shows when mouse is over Worker ref #



A screenshot of a table header. The header row contains two columns: "Worker ref #" and "First name". A tooltip box is positioned over the "Worker ref #" header, containing the text "Click to sort". Below the header, the first row of data shows "RRW-1" under "Worker ref #" and "Min" under "First name".

### 2. To sort a column

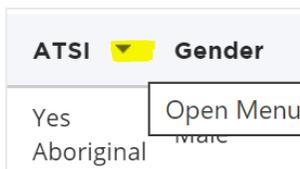
- Click on the column *name* itself.
- Click again to reverse the sort order.
- If sorted, an arrow would appear to show the sort order.
- Below highlighted yellow arrow, showing report is sorted by worker ref in ascending order.



A screenshot of a table header. The header row contains the column "Worker ref #". A yellow arrow pointing upwards is located to the right of the column name, indicating ascending sort order. Below the header, the first row of data shows "RRW-1".

### 3. To filter a column

- **Hover** the mouse to the right of the column name to see the small grey triangle.



A screenshot of a table header. The header row contains two columns: "ATSI" and "Gender". A yellow dropdown arrow is positioned to the right of the "ATSI" header. A tooltip box is positioned over the dropdown arrow, containing the text "Open Menu". Below the header, the first row of data shows "Yes" under "ATSI" and "Aboriginal" under "Gender".

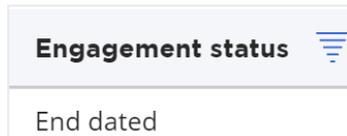
- Click on the triangle to bring up the menu options below.



- Click on **Filter**. This will show the available data values to filter on.



- Tick the data to filter on and **Apply**. Rows will now show only rows with “end dated” engagement status.
- When a column is filtered, it will feature a blue triangle.



- To clear the filter, click on **Filter** again, and click on **Clear Filter**.

## Exporting reports to Excel

All reports can be exported to Excel. Once exported, you can use Excel to perform further functions / analysis.

RCWR - Workers Actions ▾ ×

Generated on 07/12/2020

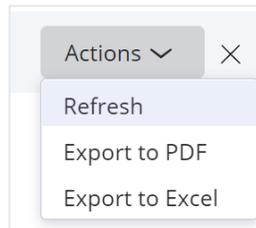
**i** Agency name Engagement status  
Belle Beauty

**Apply filters** Clear filters

Displaying 10 records

AgencyID	Agency name	Agency ref	Worker ref #	First name	Middle name	Last name	ATSI	Gender	DOB	WWC #
AGENCY-146	Belle Beauty		RRW-121	Tom	Tim	Tam	Yes Both	Male	01/01/1991	APP0052005

1. On the report screen, **click** on **Actions** button on the upper right corner. The below options will appear.



2. **Select Export to Excel.** An excel file will download to your desktop. This will save to the “Download” folder on your computer (standard browser location).
3. **Click** to open the file in Excel or **save** the file to the appropriate location.

# Excel report (example)

AgencyID	Agency name	Agency ref	Worker ref#	First name	Middle name	Last name	ATSI	Gender	DOB	WWC #	Engagement status	Application start date	Engagement start date	Engagement end date	agency flag	Deceased flag	Decision entry date
AGENCY-146	Belle Beauty		RRW-121	Tom	Tim	Tam	Yes Both	Male	01/01/1991	APP0052005	Engaged	29/06/2020	16/09/2020		No	No	16/09/2020
AGENCY-146	Belle Beauty		RRW-129	Kimmy		Horton	No	Female	12/06/1978	APP0051670	End dated	30/06/2020	30/06/2020	05/07/2020	Yes	No	30/06/2020
AGENCY-146	Belle Beauty		RRW-138	Wendy	Maureen	Van Straten	Unknown	Female	18/11/1972	APP0050381	End dated	05/08/2020	05/08/2020	05/08/2020	Yes	No	05/08/2020
AGENCY-146	Belle Beauty		RRW-139	Roberto		Fatty	Yes Aboriginal	Intersex/	01/03/1970	APP0050043	End dated	05/08/2020	05/08/2020	05/08/2020	Yes	No	05/08/2020
AGENCY-146	Belle Beauty	REF-2222	RRW-141	Orange		Curacao	Yes Both	Female	01/06/1955	WWC0051219V	Engaged	05/08/2020	04/09/2020		No	No	15/09/2020
AGENCY-146	Belle Beauty	SAP-ID: 579	RRW-166	Oratorio		Bavmorda	Yes Both	Female	01/12/1952	APP0050680	Engaged	22/09/2020	23/09/2020		No	No	22/09/2020
AGENCY-146	Belle Beauty		RRW-93	Gary		Night	No	Male	10/10/1954	APP0051639	End dated	22/06/2020	05/08/2020		No	No	24/06/2020
AGENCY-146	Belle Beauty		RRW-98	Jim		Jones	Yes Aboriginal	Intersex/	01/01/1990	APP0051767	End dated	23/06/2020	24/06/2020	01/08/2020	Yes	No	23/06/2020
AGENCY-146	Belle Beauty		RWBC-104	Levi		Leroy	Yes Both	Female	09/03/1952	WWC0050810E					No	No	
AGENCY-146	Belle Beauty		RWBC-63	Roberto		Fatty	Yes Aboriginal	Intersex/	01/03/1970	APP0050043	End dated	23/06/2020	01/06/2018	29/08/2018	No	No	23/06/2020
AGENCY-146	Belle Beauty		RWBC-78	Frank		Honeydew	Yes Aboriginal	Male	02/02/1920	WWC0051216E	End dated	25/06/2020	04/06/2020	12/07/2020	No	No	25/06/2020
AGENCY-146	Belle Beauty	Ref-123	RWBC-80	Mason		Laurent	Unknown	Female	09/06/1952	WWC0050277E	Engaged	26/06/2020	15/09/2020		No	No	16/09/2020
AGENCY-146	Belle Beauty		RWBC-84	Wendy	Maureen	Van Straten	Unknown	Female	18/11/1972	APP0050381	End dated	30/06/2020	15/11/2015	04/08/2016	Yes	No	30/06/2020
AGENCY-146	Belle Beauty		RWF-37	Zara		Brown	No	Female	09/01/1980	APP0051897	End dated		18/06/2014	15/06/2015	Yes	Yes	23/06/2020

# Report Definitions

## Workers report

A workers report is a comprehensive list of all individuals entered by the agency. It includes currently engaged & end-dated workers, not engaged applicants, in-progress applications & closed applications / entries due to no consent or response received.

**Note:** Report only includes most recent engagement details. Historical engagement details can only be viewed via the Worker Record screen.

Data Field Name	Definition
AgencyID	System-assigned agency ID on the Register, unique for every agency
Agency name	Agency name
Agency ref	Agency reference for worker record
Worker ref #	System-assigned worker ID number, unique for every worker record
First name	First name
Middle name	Middle name
Last name	Last name
ATSI	Yes Aboriginal / Yes Torres Strait Islander / Yes Both / No / Unknown
Gender	Male / Female / X (Indeterminate/ Intersex/ Unspecified)
DOB	Date of birth
WWC #	Individual's WWC number. Note: This could be WWC or APP number
Outcome (Engagement status)	Engaged / Not Engaged / End Dated / <Blank> <Blank>: Cannot be blank if end-dated
Consent Received Date	Request for consent – consent received date Where it is a worker application, then this date is the <b>Application start date</b>
Start date	Engagement start date If Outcome is “Not Engaged”, the start date is the <b>Decision Date</b>
End date	Engagement end date <blank> means still a current engagement
Labour Hire	Labour hire status on worker record on Register (at time report was run)

IsContactAgency (Contact agency flag)	Yes / No Indicates if agency has information to share (Other Agency Check). If engagement is current, defaults to No (but OAC is mandatory)
Deceased flag	Yes / No Yes = Individual marked as deceased (on Register) No = Individual not marked as deceased (on Register)
Decision entry date	Date the agency determined to either engage or not engage the worker
Case status	Stage or step the work item is at; useful to see why a case is closed / resolved. Refer to case status table below.

Case Status	Meaning
Pending-Capture App	Worker application awaiting completion
Pending Indiv Consent	Back capture / worker application with request for consent sent, waiting for reply from individual
Pending-Restore App	Worker application completed with decision “not engaged”. This item can be restored within 12 months
Pending-Submission	Back capture worker entry awaiting completion
Resolved-Completed	Back capture or worker application completed with “engaged” status
Resolved-DataEntryError	Work item was marked as “Data Entry Error”
Resolved-No Consent	Work item closed automatically by system due to “No” consent received from individual
Resolved-NoResponse	Work item closed automatically by system due to not receiving reply to request for consent after 5 days
Resolved-Withdraw	Work item withdrawn by user

## Sample report in Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AgencyID	Agency name	Agency ref	Worker ref #	First name	Middle name	Last name	ATSI	Gender	DOB	WWC #	Engagement status	ConsentReceived	Engagement start date	Engagement end date	Labour hire	Contact agent	Deceased flag	Decision entry date	Case status
AGENCY-160	Happy agency		RRW-145	Darren		Jones	No	Female	01/01/1945	APP0051990					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RRW-148	Frank		Honeyd	Unknown	X (Indeterminate/	02/02/1920	WWC0051216E					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RRW-151	Damian		Franklin	No	Female	01/05/1986	WWC0051125E					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RRW-153	Test	Michelle	Chen	Yes	X (Indeterminate/	14/02/1951	WWC0050002E	Engaged	04/09/2020	03/05/2021		No	No	No	05/11/2020	Resolved-Completed
AGENCY-160	Happy agency		RRW-159	Jemima		Fisher	No	Female	10/10/1987	APP0051556					No	No	No		Resolved-Completed
AGENCY-160	Happy agency	Test ind-	RRW-168	Mikrul		Gauldur	Yes Both	X (Indeterminate/	01/01/1980	APP0050407	End dated	24/09/2020	06/11/2020	15/02/2021	Yes	Yes	No	24/09/2020	Resolved-Completed
AGENCY-160	Happy agency		RRW-187	Mason		Laurent	No	Female	09/06/1952	WWC0050277E	Engaged	13/10/2020	20/02/2022		No	No	No	13/10/2020	Resolved-Completed
AGENCY-160	Happy agency		RRW-202	Kimmy		Horton	No	Female	12/06/1978	APP0051669	Engaged	04/11/2020	13/02/2022		No	No	No	04/11/2020	Resolved-Completed
AGENCY-160	Happy agency	12_yy7&	RRW-209	Cross		Word	Unknown	X (Indeterminate/	10/10/1988	WWC0051218	Engaged	19/11/2020	08/08/2021		No	No	No	19/11/2020	Resolved-Completed
AGENCY-160	Happy agency	Happy-	RWBC-	Don		Jackson	Yes	Female	21/05/1985	APP0051987	Engaged	15/09/2020	21/08/2021		Yes	No	No	15/09/2020	Resolved-Completed
AGENCY-160	Happy agency	test	RWBC-	John		Casefou	No	Male	10/10/1977	APP0051536	Engaged	02/10/2020	01/02/2022		Yes	No	No	02/10/2020	Resolved-Completed
AGENCY-160	Happy agency	testing a	RWBC-	Brian		Murphy	Yes Both	X (Indeterminate/	01/01/1980	APP0051986	End dated	27/10/2020	13/07/2021	01/03/2022	No	Yes	No		Resolved-Completed
AGENCY-160	Happy agency		RWBC-	Maria	Kent	Ricci	No	Female	15/03/1979	APP0050046	Engaged	08/12/2021	13/12/2021		Yes	No	No	08/12/2021	Resolved-Completed
AGENCY-160	Happy agency		RWBC-	Michael		Extractio	No	Female	10/10/1956	APP0051436		10/02/2022			No	No	No		Pending-Submission
AGENCY-160	Happy agency		RWBC-90	Orange		Curacao	Yes Both	Female	01/06/1955	WWC0051219					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RWBC-92	Hunter		Bernard	Yes	Male	01/01/1981	WWC0050809E					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RWBC-93	Ringo		Dos	Yes	X (Indeterminate/	07/07/2000	WWC0051205E					No	No	No		Resolved-Completed
AGENCY-160	Happy agency		RWBC-94	James	Test	Testingt	Yes	Male	01/08/1956	APP0052019	Engaged	07/09/2020	24/10/2021		Yes	No	No		Resolved-Completed
AGENCY-160	Happy agency		RWBC-97	Anton	Mikhail	Doucovi	Yes Both	Male	29/01/1959	WWC0050986E	Engaged	15/09/2020	20/02/2022		No	No	No		Resolved-Completed

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## Workers associations report

A workers associations report shows individuals with an association with agency and its total association count.

Total Assoc. Count = Agency's own association (current or end-dated) + Other agencies association (current and end-dated)

**Note:** The exported report only shows the association count, i.e., no agency identification details. However, the screen version allows user to click into a row to view associated agency details for reference.

Data Field Name	Definition
First name	First name
Middle name	Middle name
Last name	Last name
ATSI	Yes Aboriginal / Yes Torres Strait Islander / Yes Both / No / Unknown
Gender	Male / Female X (Indeterminate/ Intersex/ Unspecified)
DOB	Date of birth
WWC #	Individual's WWCC number. Note: This could be WWC or APP number
Total Associations	Total Count = Agency's own association (current or end-dated) <b>plus</b> Other agencies association (current or end-dated)

## Sample report in Excel

First name	Middle name	Last name	ATSI	Gender	DOB	WWC #	Total Associations
Anthony		Douchkov	Yes Aboriginal	X (Indeterminate/ Intersex/ Unspecified)	29/01/1959	WWC0050986E	3
Dianne	Margaret	Derrett	Yes Both	Female	18/05/1982	APP0051631	2
Mason		Laurent	Unknown	Female	09/06/1952	WWC0050277E	3
Mikrul		Gauldurson	Yes Aboriginal	Male	01/01/1980	APP0050407	2
Ringo		Dos	Unknown	X (Indeterminate/ Intersex/ Unspecified)	07/07/2000	WWC0051205E	3
Ted		Michaels	No	Male	01/02/1990	APP0051798	1

## How to view associated agency record

1. On the Workers association report screen, click on the specific worker record (any part of the row).

**RCWR - Workers associations** Generated on 24/03/2021

**Agency name**  
Belle Beauty

[Apply filters](#) [Clear filters](#)

First name	Middle name	Last name	ATSI	Gender	DOB	WWC #	Total Associations
Brian		Murphy	Unknown	Male	01/01/1980	APP0051986	5
Frank		Honeydew	Unknown	X (Indeterminate/ Inter...	02/02/1920	WWC0051216E	2
Gary		Night	No	Male	10/10/1954	APP0051639	3
Jim		Jones	No Aboriginal	X (Indeterminate/ Inter...	01/01/1990	APP0051767	4
Mason		Laurent	Unknown	Female	09/06/1952	WWC0050277E	3

2. Another screen (below) will appear, listing all associated agency for the specific worker and their engagement details (start date, end date, contact agency flag).

E.g. For worker Frank Honeydew, these are the **two** associated agencies and their engagement details.

RCWR - Workers with association report						
						Generated on 24/03/2021
<a href="#">RCWR - Workers associations</a> > Frank•Empty•Honeydew•Unknown•X (Indeterminate/ Intersex/ Unspecified)•02/02/1920•WWC0051216E						
Displaying 2 records						
Agency ID	Agency name	Worker name	Engagement status	Engagement Start date	Engagement end date	Contact agency flag
AGENCY-146	Belle Beauty	Frank Honeydew	End dated	1/01/21	2/01/21	Yes
AGENCY-150	Foxy Loxy	Frank Honeydew	End dated	17/06/20	1/02/21	No

## Reportable Allegations report

A Reportable Allegations report is a list of all reportable allegation records lodged by agency and related worker information.

Data Field Name	Definition
Agency ID	System-assigned agency ID on the Register, unique for every agency
Agency name	Agency name
Agency ref	Agency reference for worker record
RCWR allegation ID	System-assigned reportable allegation (RA) record ID; RRRR-xxxx
Labour hire at Allegation	Labour hire status for worker at the time RA record was lodged (created). Values can only be Yes / No
Worker ref #	System-assigned worker ID number, unique for every worker record
Engagement status	Engaged / End dated
Labour hire at Worker Record	Labour hire status on worker record on Register (at time report was run). Values can only be Yes / No
First name	First name
Middle name	Middle name
Last name	Last name
Date of birth	Date of birth
WWC #	Individual's WWCC number Note: This could be WWC or APP number
Allegation type	Class or Kind / Reportable to the Children's Guardian
Allegation date	Reportable allegation date; i.e. date HRE was made aware of the allegation
Allegation status	New / Current / Finalise - No Record / Finalise - Contact Agency. Refer to table below for meaning of each Allegation Status
Allegation entered on	Reportable allegation data entry date
Case status	System case status used in conjunction with allegation status to determine the stage of an RA record
Last updated by	Reportable allegation record last updated by
Last updated on	Reportable allegation record last updated by

Allegation Status	Case Status	Meaning
New	Pending-HRE Pending-RCD	Newly entered RA record, item with HRE or RCD & waiting for approval
New	Resolved-Rejected	Newly entered RA record, rejected by HRE and / or RCD
Current	Pending-Finalisation	RA is approved and now current and will appear on Register (included in RA count). The RA matter is being investigated and waiting to be finalised
Current	Pending-Final HRE	RA is current. Finalisation of RA has occurred and sent to HRE for approval
Finalise – Contact Agency Finalised – No Record	Resolved-Completed	RA is finalised (approved), no pending action
Finalise – Contact Agency Finalised – No Record	Pending-Final HRE	RA is finalised (approved). Change to new finalisation <status> has occurred & sent to HRE for approval. E.g., Change status from Finalised – Contact Agency to Finalised – No record (or vice versa)

## Sample report in Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Agency ID	Agency name	Agency ref	RCWR allegation ID	Allegation #	Labour hire at Worker ref	Engagement Status	Labour hire on Record	First name	Middle name	Last name	Date of birth	WWC #	Allegation type	Allegation date	Allegation status	Allegation entered on	Case status	Last updated by	Last updated on
AGENCY-160	Happy agency test	RRRA-323	Yes	RWBC-110	Engaged	Yes	John			Casefour	10/10/1977	APP0051536	Reportable to the Children's Guardian	02/02/2022	Finalise - Contact Agency	04/02/2022	Resolved-Completed	Holly Happyheadre	04/02/2022
AGENCY-160	Happy agency test	RRRA-322	Yes	RWBC-110	Engaged	Yes	John			Casefour	10/10/1977	APP0051536	Class or Kind	02/02/2022	Finalise - Contact Agency	04/02/2022	Resolved-Completed	Holly Happyheadre	04/02/2022
AGENCY-160	Happy agency test	RRRA-324	Yes	RWBC-110	Engaged	Yes	John			Casefour	10/10/1977	APP0051536	Class or Kind	04/02/2022	Finalise - No Record	04/02/2022	Resolved-Completed	Holly Happyheadre	04/02/2022
AGENCY-160	Happy agency test	RRRA-325	Yes	RWBC-110	Engaged	Yes	John			Casefour	10/10/1977	APP0051536	Reportable to the Children's Guardian	04/02/2022	Finalise - No Record	04/02/2022	Resolved-Completed	Holly Happyheadre	04/02/2022
AGENCY-160	Happy agency	RRRA-316	Yes	RWBC-94	Engaged	Yes	James	Test		Testington	01/08/1956	APP0052019	Class or Kind	05/01/2022	Current	04/02/2022	Pending-Final HRE	murimbidgee	04/02/2022
AGENCY-160	Happy agency	RRRA-175	No	RWBC-97	Engaged	No	Anton	Mikhail		Doucovic	29/01/1959	WWC0050986E	Reportable to the Children's Guardian	09/08/2021	Contact OCG	04/02/2022	Contact OCG	Hemanya Rogan	04/02/2022
AGENCY-160	Happy agency 12_yy7&&	RRRA-321	No	RRW-209	Engaged	No	Cross			Word	10/10/1988	WWC0051218V	Reportable to the Children's Guardian	03/02/2022	Finalise - Contact Agency	04/02/2022	Resolved-Completed	Hemanya Rogan	04/02/2022
AGENCY-160	Happy agency 12_yy7&&	RRRA-318	No	RRW-209	Engaged	No	Cross			Word	10/10/1988	WWC0051218V	Class or Kind	18/01/2022	Finalise - No Record	04/02/2022	Resolved-Completed	Hemanya Rogan	04/02/2022
AGENCY-160	Happy agency 12_yy7&&	RRRA-320	No	RRW-209	Engaged	No	Cross			Word	10/10/1988	WWC0051218V	Class or Kind	03/02/2022	New	04/02/2022	Pending-HRE Approval	Hemanya Rogan	04/02/2022
AGENCY-160	Happy agency	RRRA-319	No	RRW-153	Engaged	No	Test	Michelle		Chen	14/02/1951	WWC0050002E	Reportable to the Children's Guardian	12/01/2022	New	25/01/2022	Pending-RCD Approval	Holly Happyheadre	25/01/2022
AGENCY-160	Happy agency	RRRA-172	No	RRW-153	Engaged	No	Test	Michelle		Chen	14/02/1951	WWC0050002E	Reportable to the Children's Guardian	01/07/2021	New	25/01/2022	Pending-RCD Approval	Holly Happyheadre	25/01/2022
AGENCY-160	Happy agency testing_ad	RRRA-304	No	RWBC-117	End dated	No	Brian			Murphy	01/01/1980	APP0051986	Class or Kind	01/12/2021	Contact OCG	17/12/2021	Contact OCG	Hemanya Rogan	23/12/2021
AGENCY-160	Happy agency testing_ad	RRRA-312	No	RWBC-117	End dated	No	Brian			Murphy	01/01/1980	APP0051986	Reportable to the Children's Guardian	21/12/2021	Contact OCG	23/12/2021	Contact OCG	Hemanya Rogan	23/12/2021
AGENCY-160	Happy agency Happy-04	RRRA-308	Yes	RWBC-100	Engaged	Yes	Don			Jackson	21/05/1985	APP0051987	Reportable to the Children's Guardian	14/12/2021	Contact OCG	21/12/2021	Contact OCG	Hemanya Rogan	23/12/2021
AGENCY-160	Happy agency	RRRA-307	No	RWBC-208	Engaged	Yes	Maria	Kent		Ricci	15/03/1979	APP0050046	Reportable to the Children's Guardian	12/12/2021	Finalise - No Record	21/12/2021	Pending-Final HRE	murimbidgee	21/12/2021
AGENCY-160	Happy agency Happy-04	RRRA-282	No	RWBC-100	Engaged	Yes	Don			Jackson	21/05/1985	APP0051987	Reportable to the Children's Guardian	17/11/2021	Finalise - No Record	21/12/2021	Resolved-Completed	Holly Happyheadre	21/12/2021

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## Agency users report

An agency users report contains agency user accounts, current and end-dated (disabled) roles.

Data Field Name	Definition
Agency ID	System-assigned agency ID on the Register, unique for every agency
Agency name	Agency name
First name	First Name
Last name	Last Name
Email	Email address
Phone number	Phone number
User name	System-assigned username, unique for every user account
Role	Access level to specific functions. Roles can be: Primary Administrator / General Administrator / Head of Relevant Entity / Reportable Allegation Officer / General Users / Read-Only User (General) <b>Note: Refer to User Role Matrix in Guidance Material</b>
Start date	Account create date
End date	Account end date
Date of last login	Date of last login
Last updated by	User who last edited this account (including user resetting own password)
Last updated on	Date time this account was last edited (including user resetting own password)

## Sample report in Excel

Agency ID	Agency name	First name	Last name	Email	Phone number	User name	Role	Start date	End date	Date of last login	Last updated by	Last updated on
AGENCY-160	Happy agency	Helen	Gadminhappy	hemanya.rogan@kidsguardian.nsw.gov.au	2343534645	RRA0160-gadminhappyh	General Administrator	28/10/2020		28/10/2020	helen gadminhappy	28/10/2020
AGENCY-160	Happy agency	sam	gahappy	ounice.tai@kidsguardian.nsw.gov.au	0411111111	RRA0160-gahappys	General Administrator	03/08/2020		11/11/2020	sam gahappy	11/11/2020
AGENCY-160	Happy agency	Test-usr	GA-happy-test'chars	hemanya.rogan@kidsguardian.nsw.gov.au	7621751932	RRA0160-gahappytestcharst	General Administrator	17/08/2020			Hemanya Rogan (super all)	17/08/2020
AGENCY-160	Happy agency	shelly	guhappy	hemanya.rogan@kidsguardian.nsw.gov.au	0411111111	RRA0160-guhappys	General Users	04/08/2020		26/10/2020	shelly guhappy	04/08/2020
AGENCY-160	Happy agency	shelly	guhappy	hemanyarogan@y7mail.com	4353466543	RRA0160-guhappys1	General Administrator	14/08/2020			test-two gu-happyspecchars	17/08/2020
AGENCY-160	Happy agency	Test-two	Gu-happyspecchars	hemanya.rogan@kidsguardian.nsw.gov.au	3423534645	RRA0160-guhappyspeccharst	General Administrator	17/08/2020		05/11/2020	test-two gu-happyspecchars	17/08/2020
AGENCY-160	Happy agency	Holly	Happyheadre	hemanya.rogan@kidsguardian.nsw.gov.au	3243252345	RRA0160-happyheadreh	Head of Relevant Entity	28/10/2020		04/11/2020	holly happyheadre	28/10/2020
AGENCY-160	Happy agency	Helen	Happyathree	hemanya.rogan@kidsguardian.nsw.gov.au	2132423425	RRA0160-happyathreeh	Primary Administrator	28/10/2020	30/10/2020	30/10/2020	hemanya paresihappy	30/10/2020
AGENCY-160	Happy agency	tilly	hrehappy	hemanya.rogan@kidsguardian.nsw.gov.au	0422222222	RRA0160-hrehappyt	Head of Relevant Entity	04/08/2020	28/10/2020	28/10/2020	hemanya paresihappy	28/10/2020
AGENCY-160	Happy agency	change name	hrehappytwochange	hemanya.rogan@kidsguardian.nsw.gov.au	0422222222	RRA0160-hrehappytwot	Read-Only User (General)	04/08/2020		14/08/2020	sam gahappy	14/08/2020
AGENCY-160	Happy agency	Helen	PAhappyfour	hemanya.rogan@kidsguardian.nsw.gov.au	2132143254	RRA0160-pahappyfourh	Primary Administrator	30/10/2020		09/11/2020	helen pahappyfour	30/10/2020
AGENCY-160	Happy agency	hemanya	paresihappy	hemanya.rogan@kidsguardian.nsw.gov.au	0411111999	RRA0160-paresihappyh	Primary Administrator	09/07/2020		30/10/2020	helen happyathree	28/10/2020
AGENCY-160	Happy agency	sally	raohappy	hemanya.rogan@kidsguardian.nsw.gov.au	0976213624	RRA0160-raohappys	Reportable Allegation Officer	14/08/2020		28/10/2020	sally raohappy	14/08/2020
AGENCY-160	Happy agency	tammy	readonlyguhappy	hemanya.rogan@kidsguardian.nsw.gov.au	2423432543	RRA0160-readonlyguhappyt	Read-Only User (General)	14/08/2020		03/11/2020	tammy readonlyguhappy	14/08/2020
AGENCY-160	Happy agency	GA	Sowmya	sowmya.thota@areteanstech.com	9879879878	RRA0160-sowmyag	General Administrator	19/10/2020		19/10/2020	ga sowmya	19/10/2020
AGENCY-160	Happy agency	helen	twoparesihappy	hemanyarogan@y7mail.com	0411111111	RRA0160-twoparesihappyh	Primary Administrator	30/07/2020	28/10/2020	14/08/2020	hemanya paresihappy	28/10/2020

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## Probity checks report

A probity checks report contains worker probity check assessment outcomes and dates, including WWCC details.

Data Field Name	Definition
Agency ID	System-assigned agency ID on the Register, unique for every agency
Agency name	Agency name
Agency ref	Agency reference for worker record
Worker ref #	System-assigned worker ID number, unique for every worker record
First name	First name
Middle name	Middle name
Last name	Last name
Engagement status	Engaged / End dated / Not engaged
Assessment name	Nationwide Criminal Record Check (NPC) / Other Agency Check / Community Services Check
Assessment date	Assessment date / <Blank>
Assessment outcome	Satisfactory / Unsatisfactory / <Blank>
WWC #	Individual's WWCC number Note: This could be WWC or APP number
WWC status	APPLICATION IN PROGRESS / CLEARED / INTERIM BARRED / BARRED / EXPIRED / CLOSED
WWC expiry date	WWCC expiry date

## Sample exported Excel report screenshot

Agency ID	Agency name	Agency ref	Worker ref #	First name	Middle name	Last name	Engagement status	Assessment name	Assessment date	Assessment outcome	WWC #	WWC status	WWC expiry date
AGENCY-160	Happy agency		RRW-146	Hank		Hygge	End dated	Nationwide Criminal Record Check (NPC)	31/08/2020	Satisfactory	WWC0051213V	CLEARED	19/06/2025
AGENCY-160	Happy agency		RRW-146	Hank		Hygge	End dated	Other Agency Check	31/08/2020	Satisfactory	WWC0051213V	CLEARED	19/06/2025
AGENCY-160	Happy agency		RRW-146	Hank		Hygge	End dated	Community Services Check	17/08/2020	Satisfactory	WWC0051213V	CLEARED	19/06/2025
AGENCY-160	Happy agency	Word-1Restore	RRW-147	Cross		Word	End dated	Nationwide Criminal Record Check (NPC)	06/10/2020	Satisfactory	WWC0051218V	CLEARED	19/06/2025
AGENCY-160	Happy agency	Word-1Restore	RRW-147	Cross		Word	End dated	Other Agency Check	12/10/2020	Satisfactory	WWC0051218V	CLEARED	19/06/2025
AGENCY-160	Happy agency	Word-1Restore	RRW-147	Cross		Word	End dated	Community Services Check	01/11/2020	Satisfactory	WWC0051218V	CLEARED	19/06/2025
AGENCY-160	Happy agency	Happy-04	RWBC-100	Don		Jackson	End dated	Nationwide Criminal Record Check (NPC)	01/09/2020	Satisfactory	APP0051987	APPLICATION IN PROGRESS	29/09/2020
AGENCY-160	Happy agency	Happy-04	RWBC-100	Don		Jackson	End dated	Other Agency Check			APP0051987	APPLICATION IN PROGRESS	29/09/2020
AGENCY-160	Happy agency	Happy-04	RWBC-100	Don		Jackson	End dated	Community Services Check			APP0051987	APPLICATION IN PROGRESS	29/09/2020
AGENCY-160	Happy agency		RWBC-94	Test		Testington	End dated	Nationwide Criminal Record Check (NPC)	16/09/2020	Satisfactory	APP0052019	APPLICATION IN PROGRESS	15/10/2020
AGENCY-160	Happy agency		RWBC-94	Test		Testington	End dated	Other Agency Check			APP0052019	APPLICATION IN PROGRESS	15/10/2020
AGENCY-160	Happy agency		RWBC-94	Test		Testington	End dated	Community Services Check	06/10/2020	Satisfactory	APP0052019	APPLICATION IN PROGRESS	15/10/2020
AGENCY-160	Happy agency	Happy-004	RWBC-97	Anton	Mikhail	Doucovic	Engaged	Nationwide Criminal Record Check (NPC)	15/09/2020	Satisfactory	WWC0050986E	CLEARED	04/12/2022
AGENCY-160	Happy agency	Happy-004	RWBC-97	Anton	Mikhail	Doucovic	Engaged	Other Agency Check			WWC0050986E	CLEARED	04/12/2022
AGENCY-160	Happy agency	Happy-004	RWBC-97	Anton	Mikhail	Doucovic	Engaged	Community Services Check			WWC0050986E	CLEARED	04/12/2022
AGENCY-160	Happy agency	Test ind-01	RRW-168	Mikrul		Gauldurson	Engaged	Nationwide Criminal Record Check (NPC)	08/07/2020	Satisfactory	APP0050407	APPLICATION IN PROGRESS	04/11/2020
AGENCY-160	Happy agency	Test ind-01	RRW-168	Mikrul		Gauldurson	Engaged	Other Agency Check			APP0050407	APPLICATION IN PROGRESS	04/11/2020
AGENCY-160	Happy agency	Test ind-01	RRW-168	Mikrul		Gauldurson	Engaged	Community Services Check	01/09/2020	Satisfactory	APP0050407	APPLICATION IN PROGRESS	04/11/2020
AGENCY-160	Happy agency	test	RWBC-110	John		Casefour	End dated	Nationwide Criminal Record Check (NPC)	09/09/2020	Satisfactory	APP0051536	APPLICATION IN PROGRESS	16/10/2020
AGENCY-160	Happy agency	test	RWBC-110	John		Casefour	End dated	Other Agency Check	23/09/2020	Satisfactory	APP0051536	APPLICATION IN PROGRESS	16/10/2020
AGENCY-160	Happy agency	test	RWBC-110	John		Casefour	End dated	Community Services Check			APP0051536	APPLICATION IN PROGRESS	16/10/2020
AGENCY-160	Happy agency		RWBC-111	Michael	Lawrence	Brown	Engaged	Nationwide Criminal Record Check (NPC)	09/09/2020	Satisfactory	APP0051803	APPLICATION IN PROGRESS	12/11/2020
AGENCY-160	Happy agency		RWBC-111	Michael	Lawrence	Brown	Engaged	Other Agency Check	07/10/2020	Satisfactory	APP0051803	APPLICATION IN PROGRESS	12/11/2020
AGENCY-160	Happy agency		RWBC-111	Michael	Lawrence	Brown	Engaged	Community Services Check			APP0051803	APPLICATION IN PROGRESS	12/11/2020
AGENCY-160	Happy agency		RRW-187	Mason		Laurent	End dated	Nationwide Criminal Record Check (NPC)	06/10/2020	Satisfactory	WWC0050277E	EXPIRED	18/11/2020
AGENCY-160	Happy agency		RRW-187	Mason		Laurent	End dated	Other Agency Check	06/10/2020	Satisfactory	WWC0050277E	EXPIRED	18/11/2020
AGENCY-160	Happy agency		RRW-187	Mason		Laurent	End dated	Community Services Check	07/10/2020	Satisfactory	WWC0050277E	EXPIRED	18/11/2020
AGENCY-160	Happy agency	barred	RRW-161	Dianne	Margaret	Derrett	Not Engaged	Nationwide Criminal Record Check (NPC)	06/10/2020	Satisfactory	APP0051631	BARRED	04/11/2020
AGENCY-160	Happy agency	barred	RRW-161	Dianne	Margaret	Derrett	Not Engaged	Other Agency Check	06/10/2020	Satisfactory	APP0051631	BARRED	04/11/2020
AGENCY-160	Happy agency	barred	RRW-161	Dianne	Margaret	Derrett	Not Engaged	Community Services Check	07/10/2020	Satisfactory	APP0051631	BARRED	04/11/2020
AGENCY-160	Happy agency		RWBC-117	Brian		Murphy	End dated	Nationwide Criminal Record Check (NPC)	13/10/2020	Satisfactory	APP0051986	APPLICATION IN PROGRESS	10/11/2020
AGENCY-160	Happy agency		RWBC-117	Brian		Murphy	End dated	Other Agency Check			APP0051986	APPLICATION IN PROGRESS	10/11/2020

## Contact us

Any questions about this guide or the Residential Care Workers Register, please contact the Registration Systems team at [residential-register@ocg.nsw.gov.au](mailto:residential-register@ocg.nsw.gov.au) or (02) 8219 3888.