Outreach Reporting System

Quick Reference Guide for Outreach Providers

Version 4 of the Outreach Reporting System (ORS) is a custom built online reporting system to support outreach service providers to submit a service delivery report known as an Outcome Report (OR) previously called a Location Visit Report (LVR) following an outreach visit.

A Provider's Role

All health service providers delivering services under the CheckUP Outreach Programs are required to use the CheckUP Outreach Reporting system to:

- **Set visit dates -** Providers are requested to submit visit dates at least 3-6 months in advance. This supports the planning and organisation of clinics for both the provider and the facility and enables CheckUP to monitor service delivery.
- **Submit an OR** - Providers are required to submit ORs within two weeks following a visit. This will ensure prompt payment and enable CheckUP to monitor service delivery.
- **Monitor service delivery -** Providers are required to ensure they are on track to deliver the services as outlined in the Service Schedule of their contract.

Changes to Service Delivery

CheckUP understands that circumstances may arise which may change or impact on a provider's ability to provide a service or a visit. Providers are requested to contact their Regional Coordinator if:

- a service or visit is unable to be delivered as contracted;
- travel arrangements to the outreach location change; and/or
- changes to service needs are identified.

If advised, CheckUP maybe able to issue a variation to the provider's contract to facilitate the change in service delivery arrangements.

Login Details

The ORS is accessible using the following link https://oms-provider.powerappsportals.com/

Each Health Professional/Organisation requires a username and password to login to the online reporting system. *Please note:*

- Multiple people can be added as users. Each user requires a unique email address.
- If passwords are forgotten, please use the "Forgot your Password" option on the sign in page of the portal to reset password

If there are any staff changes or a need to add more users, please email outreachservices@checkup.org.au

Outreach Reporting System: Provider Homepage

The provider homepage provides a brief introduction to the funding programs associated with the account.

A snapshot of contact information, and a pie chart of the progress of the funding program is displayed.

The top bar displays the fund admins that are connected to this provider (as they may have multiple organisations associated with the provider).

Commissioning Portal   CHECKUP | [redacted] | Visits | Referral Information | Test Provider

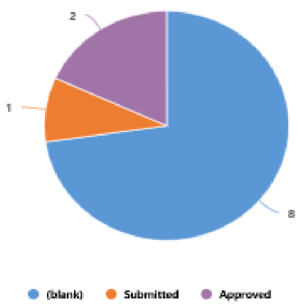
Welcome to the Outreach Service site.

CheckUP leads a strong, effective consortium in delivering outreach services to urban, rural and remote locations and high-need populations throughout Queensland. CheckUP coordinates the Outreach programs in Partnership with QAIHC. The Outreach programs are funded by the Commonwealth Department of Health. This page allows you to be able to view/edit/modify/ confirm the scheduled visits as per your contract.

Please contact CheckUP on Ph: 07 3105 8300 or email outreachservices@checkup.org.au if you have any issues with the schedule or budget, or any other queries.

Name (Owning Business Unit)	
Account Name	
Account Number	
ABN	
Address 1	
Address 2	
Business Type	Default Value
Email	
GST Applicable	true
Financial Code	
Modified By	
Owner	MOICDP
Provider Code	

Total Contracted Visits - All visits (delivered in the financial year)

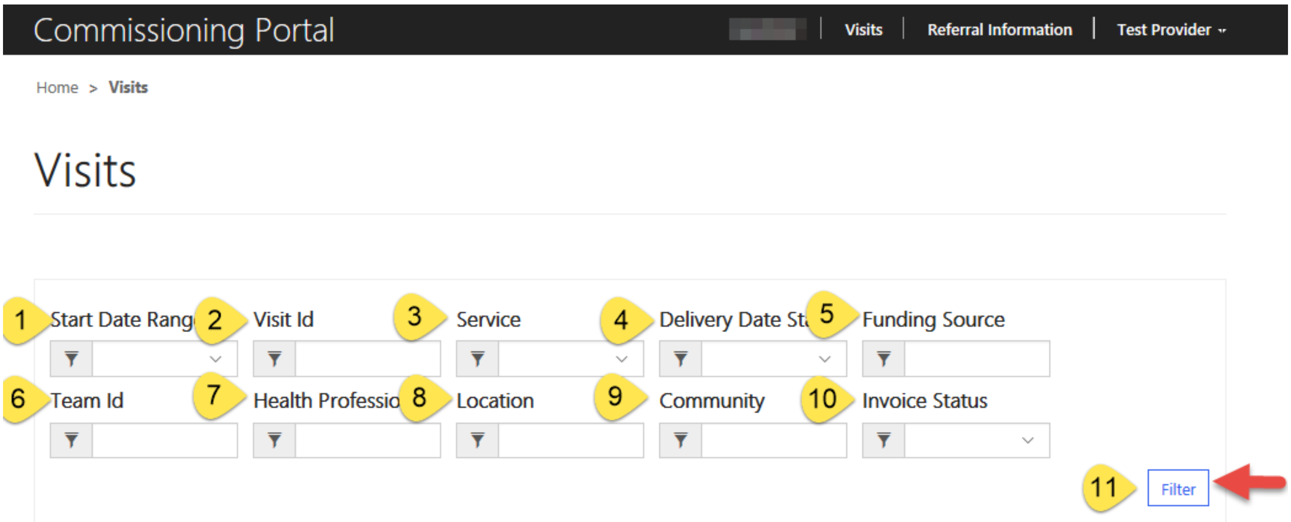


Visits

Select 'Visits' from the top menu bar.

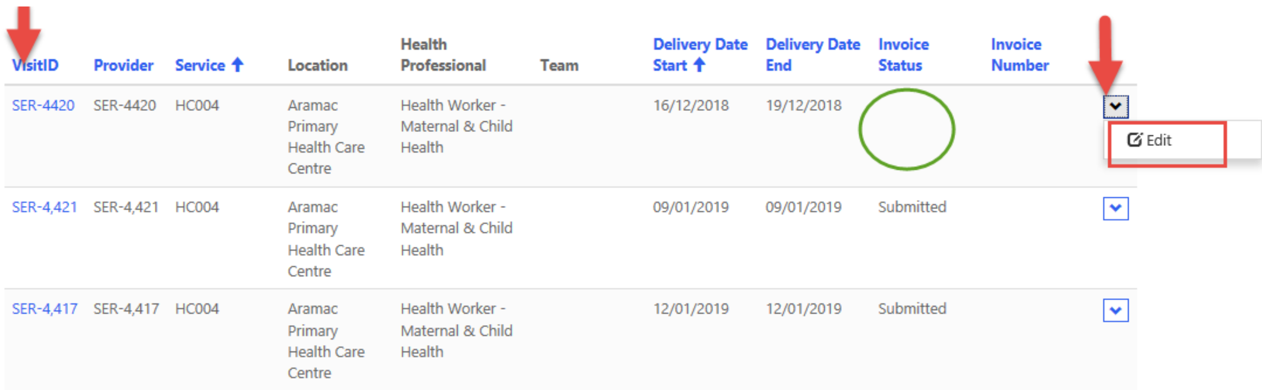
Providers are able to filter through the visits in which they are contracted to provide by utilising the filters at the top of the page:

1. Start date Range – the start date in which the provider will be providing the visit
2. Team ID – team ID number or code if involved in a team visit
3. Visit ID – the number or code of the visit
4. Role – the role the provider in which the provider will be providing the visit
5. Service – the service number or code in which the visit is associated
6. Site – the location of where the service is taking place
7. Delivery Date Start – the Delivery Date of the visit
8. Community – the community the service will be taking place
9. Funding Source – the funding program associated with the service (i.e. MOICDP)
10. Invoice Status – drop down menu Select:
    a. Submitted
    b. Approved
    c. Withdrawn
    d. Credit Note
    e. Invoice Re-Issued
11. Once the filters have been selected, select the filter button to narrow down the search.



Inputting Visit Dates

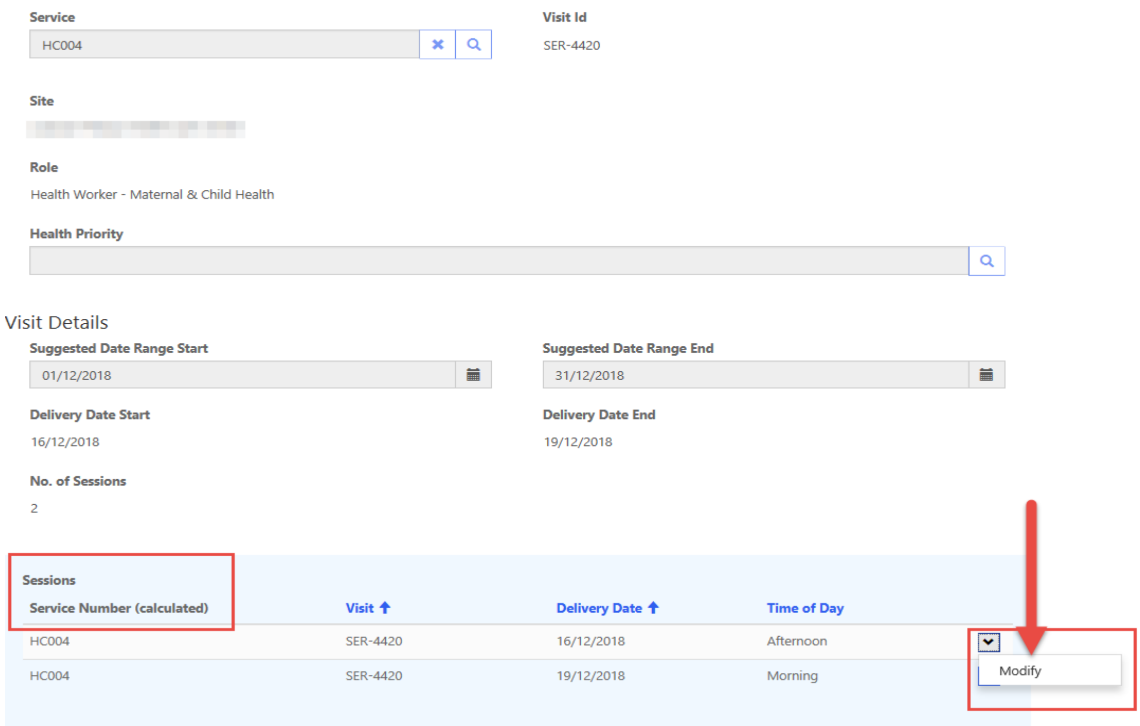
A list of visits will appear, providers are able to click into a visit by selecting the 'Visit ID' or alternatively users can select the drop down arrow and select 'Edit'.



VisitID	Provider	Service	Location	Health Professional	Team	Delivery Date Start	Delivery Date End	Invoice Status	Invoice Number	
SER-4420	SER-4420	HC004	Aramac Primary Health Care Centre	Health Worker - Maternal & Child Health		16/12/2018	19/12/2018			Edit
SER-4,421	SER-4,421	HC004	Aramac Primary Health Care Centre	Health Worker - Maternal & Child Health		09/01/2019	09/01/2019	Submitted		
SER-4,417	SER-4,417	HC004	Aramac Primary Health Care Centre	Health Worker - Maternal & Child Health		12/01/2019	12/01/2019	Submitted		

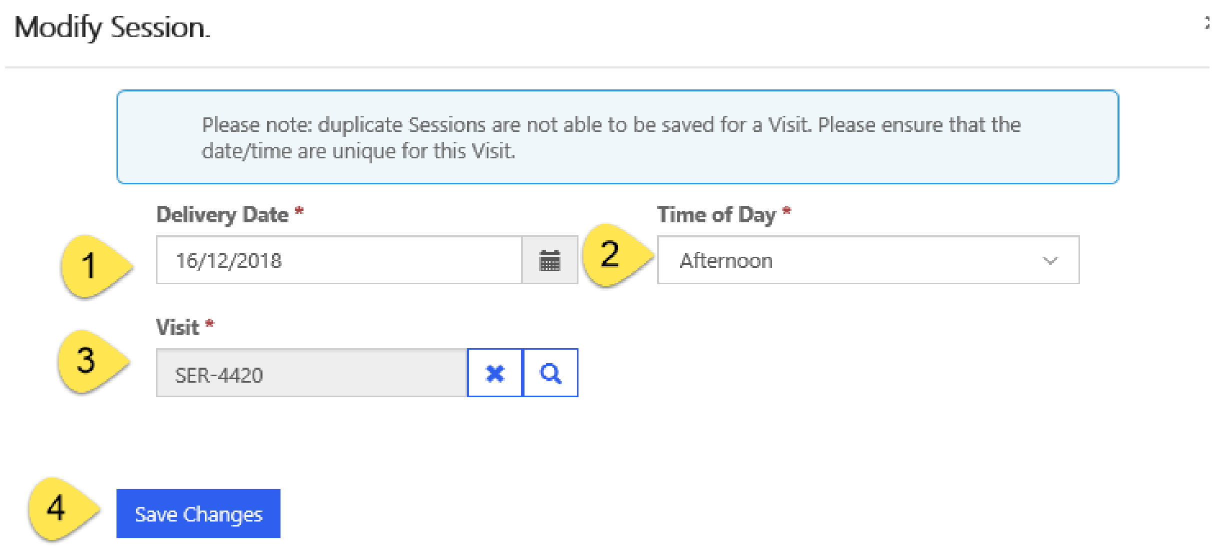
Data relating to the visit will appear once the provider has clicked into the visit. The suggested delivery dates are automatic dates that have been suggested by the fund administrators.

Users are able to add a start and end date by updating (or editing) the session details. The session dates and time will automatically flow through to the delivery start and end date.



Once selected to add or edit session dates the below pop up box will appear, ensure the data is completed in full before exiting:

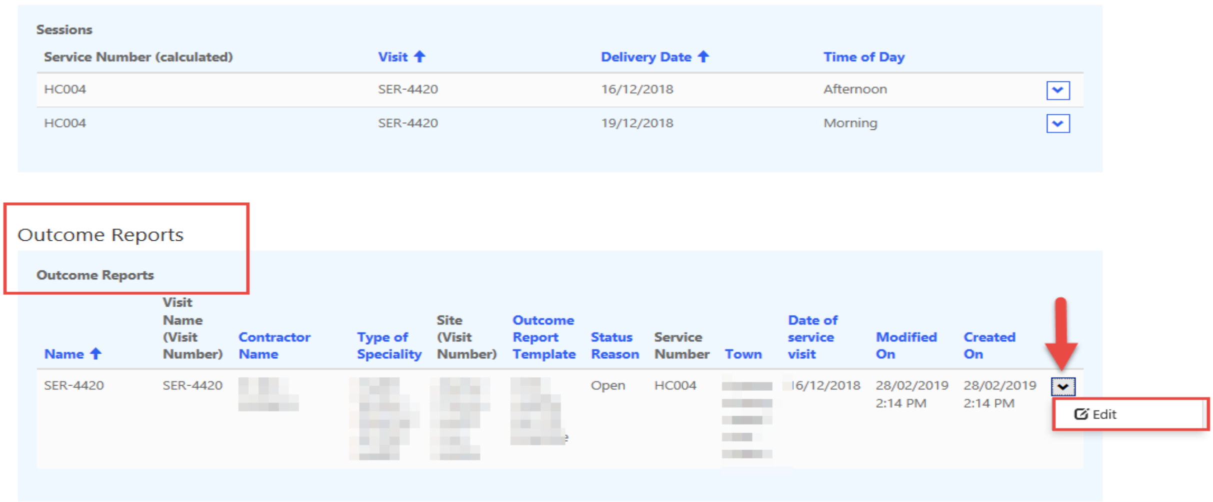
1. Delivery date – the date the visit will be taking place
2. Time of day (morning or afternoon)
3. Visit ID – automatic field that is populated with the visit ID
4. Save changes – saves the changes made to the session dates and time



Saving and Submitting an OR

Once the session details have been added/edited users are able to open/save and submit an outcome Report (OR).

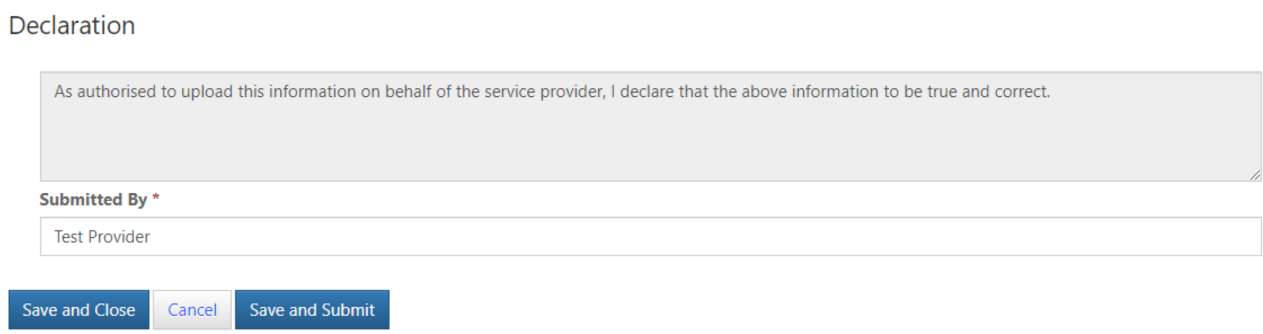
Scroll down the page until the Outcome Report section appears, and using the same method as session select the arrow and click ‘Edit’



Once the OR has been opened, complete the relevant fields.

Ensure the ‘submitted by’ field is complete, the field should automatically produce the user currently logged into the system.

1. **Save and Close** to save the OR data but not submit
2. **Cancel** to cancel the OR submission and not save data
3. **Save and Submit** to save the OR and submit the data



Referral Information

Providers are able to select specific referral information for services by using the filter to establish the right service; and using the tick box to determine the correct information.