

How to - Submit or correct quarterly Neighbourhood Centre (NC) reports in the Outcome Measurement System

Submitting NC reports in OMS

HINTS AND TIPS:

- refer to the *Neighbourhood Centres Initiative Guidelines, Specifications and Requirements V1.1 March 2024* for detailed information on the contractual reporting requirements and definitions.
- An automatic save function is active in OMS – you may partially complete a report and return to it at a later time (details below).
- you may amend a report that has already been submitted (details below).

Once you have logged into OMS using your email and password, click on the 'Neighbourhood Centre Initiative' link at the left-hand side of the screen.

This will take you to a new page.

You will be asked to select between two choices:

- Make a new quarterly report
- Update a previous quarterly report

Select "Make a new quarterly report" if:

1. You are starting a new report for the quarter; or
2. You are returning to a partially completed report to finish it off.

Select " Update a previous quarterly report" if:

1. You need to amend previously reported information (you will need to reference number of the report that was previously submitted).

Once you have chosen the most appropriate option, select the relevant service outlet and reporting period that you are submitting data for using the drop-down options, then click 'Save/Next'. If you returning to a partially submitted report or are resubmitting a report, this information will already be provided based on previous activity. In that case, review what is there to ensure that the information is still relevant.

Neighbourhood Centre Initiative

Action

- Make a new quarterly report
- Update previous quarterly report

Page 1 of 6

Service outlet *

UAT_Demonstration_Outlet - 14542

The *Service outlet* name and number appear in the funded organisation's Service Agreement.

Reporting period *

2023-2024/Q2

The *Reporting period* should be reported as a combination of the Year and the Quarter, i.e., Year/QX.

For example:

- Jul-Sep 2023 – reported as 2023-24/Q1
- Oct-Dec 2023 – reported as 2023-24/Q2
- Jan-Mar 2024 – reported as 2023-24/Q3
- Apr-Jun 2024 – reported as 2023-24/Q4

Save/Next

Now complete the general delivery sections by typing your responses directly into the fields and, when you are finished with each section, click 'Save/Next'.

If you need to return to a previous screen, click the "Previous" button.

Neighbourhood Centre Initiative

Action

Make a new quarterly report

Update previous quarterly report

Page 2 of 6

General delivery

Number of Output hours (operating hours) *

Please also record this number in P2i

Number of hours the Neighbourhood Centre was open *

Number of network, interagency, and cross organisation coordination meetings the Neighbourhood Centre participated in *

Number of people who volunteered for the Neighbourhood Centre *

Previous

Save/Next

Now complete the linking people with formal and informal support information.

Neighbourhood Centre Initiative

Action

Make a new quarterly report

Update previous quarterly report

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Linking people with formal and informal support

Number of occasions community members were assisted to link to formal or informal support *

67

Does your Neighbourhood Centre provide material, food or emergency relief? *

- Yes
- No

How is material, food or emergency relief resourced *

Food relief community organisation support only

Of the number of occasions recorded in the above measure, how many were assisted by the Neighbourhood Centre to receive emergency relief provided by the Neighbourhood Centre *

30

I would like to provide practice examples.

[Previous](#) [Save/Next](#)

Tick the box if you are uploading a case study/practice example.

Complete the details relating to your case study/practice example (see next page for an example). Once you have finished, click 'Save/Next'.

I would like to provide practice examples.

In this reporting period we linked community members with formal and informal support on **67** occasions.

An example of how we did this and the outcome/s achieved is below.

Practice Examples

We chose this example because it was *

the most challenging

Primary Presenting Issue *

Domestic and Family Violence

Secondary Presenting issue *

Employment

Cohort description *

- Young person (under 25 years)
- Older person (over 65 years)
- First Nations person
- CALD background person
- Person with a disability
- Person identifying LGBTIQ+
- Individual (who is not better described by one of the above)
- Family (who is not better described by one of the above)
- Group of people (who is not better described by one of the above)
- Other not listed

Actions *

- Referral to specialist service
- Assisted by NC

Action - Neighbourhood Centre did *

- Access to social group or program at the NC
- Assisted to determine what service would be helpful to meet their needs
- Assisted to understand service system
- NC delivered Emergency Relief
- Provided service contact details
- Supported to use NC technology resources
- Warm referral
- Other not listed

Outcomes *

Identified needs met

Reflections *

Reflection goes here.

Additional comments.

Any additional comments go here.

Previous

Save/Next

You can now continue to complete the next two (2) pages of responses and Practice Examples.

On Page 6 of your report - Review your responses prior to submitting – if any changes are required, click the 'Previous' button which will take you back to the relevant page, then amend your information.

Neighbourhood Centre Initiative
Page 6 of 6

Submission

Outlet
Service outlet: UAT_Demonstration_Outlet - 64542 Reporting period: 2022-2024/02
General delivery
Number of Output hours (operating hours): 140 Number of hours the Neighbourhood Centre was open: 140 Number of network, interagency, and cross organisation coordination meetings the Neighbourhood Centre participated in: 0 Number of people who volunteered for the Neighbourhood Centre: 0
Linking people with formal and informal support
Number of occasions community members were assisted to link to formal or informal support: 4 Does your Neighbourhood Centre provide material, food or emergency relief?: No We chose this example because it was: (the most challenging) Primary Presenting Issue: Location, loneliness Secondary Presenting Issue: Other not listed If 'Other not listed' is selected, provide brief detail: other secondary issue Cohort description: Young person under 25 years Action - referral to: Counselling services, Health services (mental health or drug and alcohol), Other not listed If 'Other not listed' is selected, provide brief detail: another referral not listed Reflections: brief detail Additional comments: additional comments
Creating social connections and inclusion
Number of programs, activities and events offered by the Neighbourhood Centre fostering social connections and inclusion: 4 Number of attendees of community members at the programs, activities and events: 0 Name of activity / program / project: Demonstration Outlet Main Purpose of activity / program / project: Digital literacy Role of Neighbourhood Centre: Delivered with community members leading and NC support Target cohort description: Children, Men, Other not listed If 'Other not listed' is selected, provide brief detail: Other cohort group Outcomes: Increased awareness of a social issue Reflections: Brief detail Additional comments: Additional comments
Integrate local community action
Number of community development projects facilitated or actively supported by the Neighbourhood Centre: 4 Number of projects facilitated by the Neighbourhood Centre that encourage and empower community members to become actively involved: 0 Project Name: project What kind of project?: Community Development project Project phase / stage: Planning & Design Evidence supporting project: Local stakeholders raised the issue Target cohort description: First Nations, Other not listed If 'Other not listed' is selected, provide brief detail: other cohort Local Actions (actions undertaken for the project): Form a Self Help Group, Other not listed If 'Other not listed' is selected, provide brief detail: other action Local resources leveraged: a list of local resources Describe the involvement of community members: they were involved Project Goals: Improve Employment Outcomes (what are the outcomes so far?): brief detail Reflections: brief detail Additional comments: some additional comments

Thank you for taking the time to complete this reporting. The items you have reported contribute valuable information about Neighbourhood Centre activity around the State. Please also ensure that you complete all required reporting in P2i.

I certify that I have sighted the performance data for this period and that the information provided is true account of the organisation's performance, as it relates to the department funding.*

[Previous](#)

Once you are satisfied with your responses, tick the box beside the statement that starts with 'I certify that I have sighted the performance data for this period.....etc'. Click 'Submit'.

Thank you for taking the time to complete this reporting. The items you have reported contribute valuable information about Neighbourhood Centre activity around the State. Please also ensure that you complete all required reporting in P2i.

I certify that I have sighted the performance data for this period and that the information provided is true account of the organisation's performance, as it relates to the department funding.*

[Previous](#) [Submit](#)

You will see a page indicating that the data has been successfully submitted. Here you can either submit another report for a different Neighbourhood Centre outlet or close the browser.

Neighbourhood Centre Initiative

DATA SUBMITTED SUCCESSFULLY

Summary		Print
Reference number:	NC-4	
Import type:	NC report	
File upload date:	30/11/2023 03:47 PM	

Submit another report

The person who submitted the OMS report will receive an email confirming the submission.

The email will have up five attachments including:

- NCCQR report, which reports all the general data submitted.
- CSCI data reported for the *Creating Social Connections and Inclusion* practice example.
- ILCA data reported for the *Integrate Local Community Action* practice example.
- LPFIS data reported for the *Linking People with Formal and Informal Support* practice example
- A pdf file of the entire submitted report.

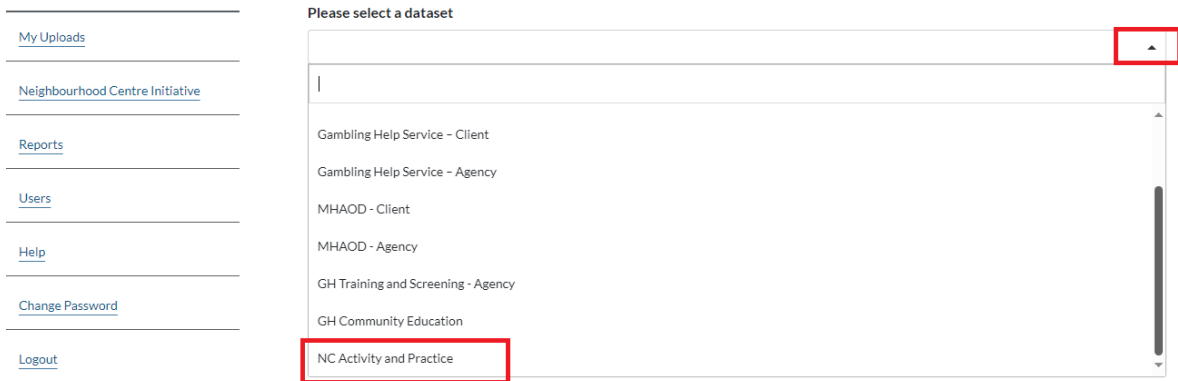
To find and retrieve a copy of the above reports on OMS.

Select **Reports** from the left hand menu:

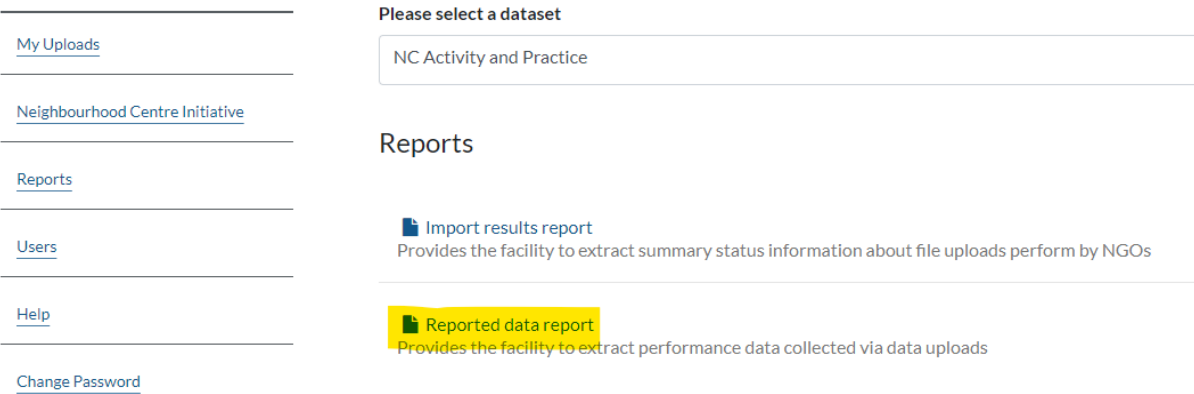
- [My Uploads](#)
- [Neighbourhood Centre Initiative](#)
- [Reports](#)
- [Users](#)
- [Help](#)
- [Change Password](#)
- [Logout](#)

Logged in as: Admin - Demonstration Organisation

Then Select "NC Activity and Practice" option from the drop-down list.

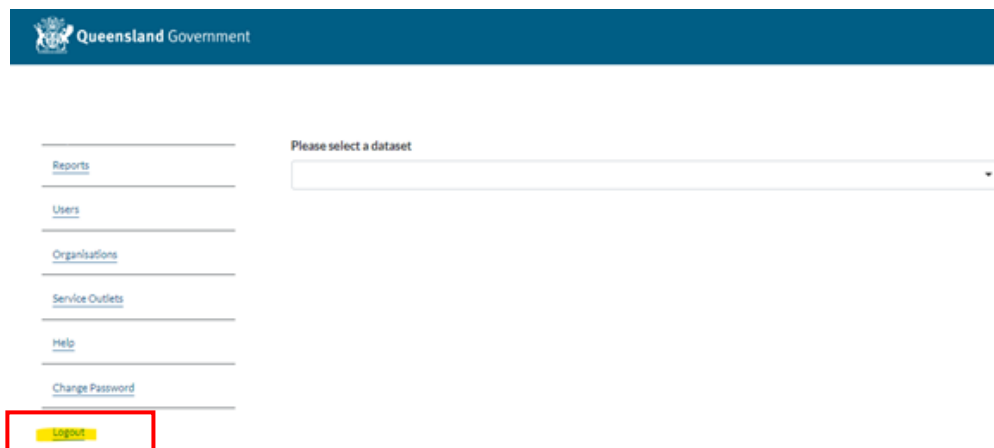


Then Select the Reported data report option. This will download a file in Excel with four (4) tabs which contain all your reported data.



You can save this spreadsheet to your local or cloud storage folders.

To log out of OMS, click on the 'Logout' button at the left-hand side of the screen.



Resuming a partially completed report

OMS will automatically save the information you have entered when you click the "Save/Next" button at the end of each page. This means that you may safely log out of the application and return to your report at any time. You may also do this multiple times during the creation of a report.

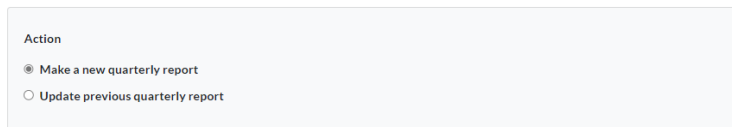
To return to a partially completed report, login to the application using the same Browser (eg, Edge, Chrome, Firefox, etc.) and navigate to the Neighbourhood Centre Initiative menu item on the left-hand side.

You will be presented with the same two options:

- Make a new quarterly report
- Update a previous quarterly report

In this case, select "Make a new quarterly report". Your partially completed report will be returned to you to continue working.

Neighbourhood Centre Initiative



A screenshot of a web application interface showing a menu titled "Neighbourhood Centre Initiative". Underneath the title, there is a section labeled "Action" with two radio button options: "Make a new quarterly report" (which is selected) and "Update previous quarterly report".

Note: This functionality only works for the OMS user who started to complete the report. Another user may not login to OMS and complete a partially completed report started by the original user.

Resubmitting a report

If you need to make an amendment to a previously submitted report, you may recall the previous report by doing the following.

1. Login to the application and navigate to the Neighbourhood Centre Initiative menu item on the left-hand side. You will be presented with the same two options:
 - Make a new quarterly report
 - Update a previous quarterly report
2. Select "Update a previous quarterly report". You will need to have at hand the reference number of the previously submitted report. The reference number will be contained in the successful email received when the report was saved. It is important, therefore that successful load emails for NCC are kept for a period of time, or at least until you are satisfied that the report is correct.

Type in the number of the report you are seeking to retrieve and click the Import button. Your report will be returned to you on screen for amendment.

Note that once you have made amendments, you will need to proceed to the last screen to resubmit your report. A confirmation email will be sent with the original reference number and to the person who originally submitted the report once resubmission is complete..

Neighbourhood Centre Initiative

Action

Make a new quarterly report

Update previous quarterly report

The update functionality is for use when you need to update a detail in a previously submitted report. Use the number attached to the upload noted in the successful load email and click the "Import" button. Scroll through the pages, making any changes and then "Submit". You will receive confirmation of your submission via email as usual.

Ref number

NC- 107

Import