



Data Exchange Dictionary (Stage 1)

Introduction

Purpose of the Data Exchange Dictionary (Stage 1)

The Data Exchange Dictionary (Data Dictionary) assists service providers to enter data into the Data Exchange (DEX) in a consistent way that best reflects the program activity being delivered.

This document provides policy guidance on entering data into DEX for Commonwealth Home Support Program (CHSP) services funded by the Department of Health and Aged Care.

These guidelines should be read in conjunction with:

- [DEX Portal - the e-Learning modules](#)
- [CHSP 2025-27 Manual](#)
- [Proposed changes to CHSP Data Exchange from 1 July 2025 – Fact sheet](#)
- [CHSP DEX Stage 1 Provider Toolkit](#)
- [CHSP 2025-27 extension resources](#).

Intended use

The Data Dictionary is intended to provide practical information for service providers and front-line staff to better understand the data reporting requirements for the CHSP program. It aims to provide consistency on how program data is interpreted within program activities and support a consistent interpretation of the DEX protocols across commonly funded organisations.

All resources associated with DEX are available on the DEX [website](#).

Grouping

Common data reporting requirements for services have been grouped under each service type where applicable. The examples provided apply to all grouped services under the service type.

All other services listed have individual data reporting requirements and have been separated. However, some services with the same reporting requirements are captured separately due to the unique nature of the service and complex reporting examples provided.

Staged Approach to DEX Changes

From 1 July 2025, DEX reporting requirements will change to ensure services align to the new CHSP service list and improve visibility of services being accessed by clients.

These changes will be implemented in stages. **Stage 1 will start from 1 July 2025.** Subsequent stages will occur within the 2025/26 financial year.

This document only references changes under Stage 1.

Stage 1 changes

When referencing this Data Dictionary, please be aware that in Stage 1, only the following fields will be available in DEX for service delivery:

- Hours
- Minutes
- Total Cost
- Quantity
- Fees Charged

All five fields are not available/required for all services.

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1. Program activity (CHSP Service Type)

1.1. Allied health and therapy services

The following services have the same data reporting requirements in DEX:

- Aboriginal and Torres Strait Islander health practitioner assistance
- Aboriginal and Torres Strait Islander health worker assistance
- Allied health assistance
- Counselling or psychotherapy
- Diet or nutrition
- Exercise physiology
- Music therapy
- Occupational therapy
- Physiotherapy
- Podiatry
- Psychology
- Social work
- Speech pathology

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Individual session provided by a physiotherapist

Ben (the provider) assists Janet (one of his clients) with physiotherapy. Ben undertakes a session from 1:30pm to 3:00pm for Janet. Ben has set a client contribution amount of \$25.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this session:

Hours	Minutes	Fees Charged
1	30	\$25.00

1.2. Nursing care

The following services have the same data reporting requirements in DEX:

- Enrolled nurse
- Registered nurse
- Nursing assistant

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.

DEX Reporting Field	Data Type	Definition
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Examples

Example 1: Individual session of nursing care provided by an enrolled nurse

Helen (the provider) assists Rodney (the client) with nursing care. Helen undertakes a session from 9:00am to 10:00am for Rodney. Helen has set a client contribution amount of \$10.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Enrolled Nurse session:

Hours	Minutes	Fees Charged
1	0	\$10.00

Example 2: Individual session of nursing care unable to be completed by a registered nurse

Jodie (the provider) assists Stuart (the client) with nursing care. Upon arriving at Stuart's house Jodie discovers that Stuart's dressing has already been suitably changed by a family member. Jodie arrives at Stuart's at 10:05am and leaves at 10:15am. Jodie has set a client contribution amount of \$15.00 for this service

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Registered Nurse session:

Hours	Minutes	Fees Charged
0	10	\$15.00

1.3. Community cottage respite

- Cottage respite

Cottage respite may include meals. How these meals are reported in DEX will be different in Stage 1 and Stage 2 of the DEX changes.

Stage 1: If a meal is delivered as part of the Cottage respite service, it will not be separately recorded under Meals.

Further stages: Meals to be reported separately under the Meals service type

See table and examples below.

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Examples

Example 1: Individual session of cottage respite spanning three days including meals

Tina (the provider) manages a centre that provides respite services. Jason (the client) arrives at 2pm on Thursday and left at 10:15am on Saturday.

Tina has set a client contribution amount of \$75.00 for this service.

The session is recorded as the date the client 'checked in' for their stay. Tina calculates the total amount of time that the Jason accessed respite for as 44 hours and 15 minutes. In this instance, Tina creates 1 session.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Community Cottage Respite session:

Hours	Minutes	Fees Charged
44	15	\$75.00

Example 2: Individual session of cottage respite spanning two days, and the client brought their own meals

Janelle (the provider) manages a centre that provides respite services. Diana (the client) arrives at 10am on Monday and left at 2:15pm on Tuesday. Diana finds familiar meals settling and brought her own meals to the centre.

Janelle has set a client contribution amount of \$60.00 for this service.

The session is recorded as the date the client 'checked in' for their stay. Janelle calculates the total amount of time that the Diana accessed respite for as 28 hours and 15 minutes. In this instance, Janelle creates 1 session.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Community Cottage Respite session:

Hours	Minutes	Fees Charged
28	15	\$60.00

1.4. Equipment and products

The following services have the same data reporting requirements in DEX:

- Communication and information management products
- Domestic life products
- Managing body functions
- Mobility products
- Self-care products

DEX Reporting Field	Data Type	Definition
Total Cost (\$) (excl client contributions)	Currency	Total product cost of purchasing/delivering/installing the equipment/product. Excludes client contribution.
Quantity	Number	The number of equipment and products purchased or loaned that provide short-term and ongoing support to clients in independently completing daily activities e.g. mobility, communication, reading and personal care.
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Individual mobility product provided to the client

Martin (the provider) provides Barbara (the client) a new power lift recliner to help them stand from a sitting position. Martin has sourced the recliner from a sub-contractor, and they have delivered and installed the chair. The total cost of the service delivery, installation and other associated costs, was \$1,200 for the chair. Martin has set a client contribution amount of \$200.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Mobility Product session:

Total Cost (\$) (excl client contributions)	Quantity	Fees Charged
\$1,200.00	1	\$200.00

1.5. Home adjustments

1.5.1. Home modifications

Home modifications will have some extra items to record:

- Toileting products
- Bathroom products
- Light fixtures
- Supporting handrails and grab bars
- Construction elements in homes
- Vertical accessibility
- Safety equipment for homes and other premises
- Furniture for storage
- Mechanical products for operation and controlling devices
- Gate, door, window and curtain openers/closers
- Electronic products for operation and controlling devices.

DEX Reporting Field	Data Type	Definition
Total Cost (\$) (excl client contributions)	Currency	Total cost of the Home Modification as quoted to the client, excluding client contributions.
Type of modification	Drop down list	<p>Home modifications are provided to improve safety, accessibility and independence within the home environment for the client - Fields are:</p> <ul style="list-style-type: none">• Toileting products - items that improve the ability of clients to independently use the toilet e.g. adaptive toilet, wall-mount urinals.• Bathroom products - items that improve the ability of clients to independently bathe themselves e.g. accessible showers and soap holder and dispensers.

DEX Reporting Field	Data Type	Definition
		<ul style="list-style-type: none"> • Light fixtures - items that ensure clients have appropriate lighting to safely move around the home e.g. clap lights and remote-controlled lights. • Supporting handrails and grab bars - items that supports the mobility of clients and reduces the risks of falls e.g. handrails, hand grips, and grab rails. • Construction elements in homes - items that make using common household items safer for clients e.g. taps and plumbing fittings, doors, and floor coverings. • Vertical accessibility - items that allow clients to safely navigate stairs, pergolas, and verandas at their house e.g. elevators and fixed, free-standing or portable lifting platforms, fixed ramps, and stair lifts. • Safety equipment for homes and other premises - items that increase the overall safety for the client e.g. non-slip mats, safety barriers. • Furniture for storage - items that create easier access for regularly used pantry and bathroom items e.g. shelves in kitchens and bathrooms, adaptable fittings. • Mechanical products for operation and controlling devices - items that make using devices easier for the client e.g. push buttons, fixed or rotating handles/knobs. • Gate, door, window and curtain openers/closers - items that support the client in maintaining privacy and security e.g. Window and curtain openers, door locks. • Electronic products for operation and controlling devices - items that support the client in effectively using devices e.g. remote controls, software for operating electrical devices.
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Individual bathroom modification

Luke (the provider) delivers a range of CHSP home modifications. Luke installed a support handrail in Cynthia's (the client) home shower which took a total of 45 minutes. The materials cost \$200.00. Luke has set the client contribution at 50% and Cynthia contributes \$100.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Home Modification - Bathroom Products session:

Total Cost (\$) (excl client contributions)	Type of modification	Fees Charged
\$200.00	Bathroom products	\$100.00

1.6. Home or community general respite

1.6.1. Flexible respite

Flexible respite may include meals. How these meals are reported in DEX will be different in Stage 1 and Stage 2 of the DEX changes.

In Stage 1: Reported separately under the meals service type

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Examples

Example 1: Individual session of flexible respite spanning one day including meals

Steven (the provider) stayed overnight with Tim (the client) at Tim's place of residence. Steven arrived at 3pm on Tuesday and left at 10:30am the next day (Wednesday). Steven has set a client contribution amount of \$60.00 for this service.

The session is recorded as the date Steven arrived to provide respite. Steven calculates the total amount of time that the client accessed respite for as 19 hours and 30 minutes. In this instance, Steven creates 1 session.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Flexible Respite session:

Hours	Minutes	Fees Charged
19	30	\$60.00

Example 2: Individual session of flexible respite with a break

Georgia (the provider) stayed overnight with Nathan (the client) on a Tuesday at Nathan's place of residence, arriving at 6:00pm. The next day (Wednesday), Georgia left at 8:00am in the morning and Marie (provider sub-contracted staff member) returned at 6:30pm to provide respite for a second evening and left at 9:00am on Thursday. Respite was provided for 14 hours on both the Tuesday and Wednesday. Georgia has set a client contribution amount of \$75.00 per night for this service. In this instance, two sessions would be created in DEX. The overnight stay for the Tuesday would be recorded on that date and the Wednesday would be recorded as a separate session.

Session 1 (Tuesday): One client linked to this session. Total outputs reflected in DEX for this Flexible Respite session:

Hours	Minutes	Fees Charged
14	0	\$75.00

Session 2 (Wednesday): One client linked to this session. Total outputs reflected in DEX for this Flexible Respite session:

Hours	Minutes	Fees Charged
14	30	\$75.00

1.6.2. Community and centre-based respite

Community and centre-based respite may include meals. How these meals are reported in DEX will be different in Stage 1 and Stage 2 of the DEX changes.

In Stage 1: Reported separately under the meals service type

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Example: Individual session of centre-based respite spanning two days including meals

Susan (the provider) manages a centre that provides respite services. Marie (the client) arrived at 5pm on Thursday and left at 2pm the next day (Friday).

Susan has set a client contribution amount of \$30.00 for this service.

The session is recorded as the date the client 'checked in' for their stay. Susan calculates the total amount of time that the client accessed respite for as 21 hours. In this instance, Susan creates 1 session.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Centre-based Respite session:

	Hours	Minutes	Fees Charged	
	21	0	\$30.00	

1.7. Personal care

The following services have the same data reporting requirements in DEX:

- Assistance with self-care and activities of daily living
- Continence management (non-clinical)
- Assistance with the self-administration of medication

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Examples

Example 1: Individual session of assistance provided to client with self-care and activities of daily living

Sophia (the provider) assists Timothy (the client) with self-care activities of daily living including bathing, dressing, and eating. Sophia undertakes a session from 10:15am to 11:15am for Timothy. Sophia has set a client contribution amount of \$10.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Activities of Daily Living session:

Hours

Minutes

Fees Charged

1	0	\$10.00
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Example 2: Individual session of assistance with the self-administration of medication that can't be completed

Nina (the provider) assists Shirley (the client) with self-administration of medication. Upon arriving at Shirley's house, Nina discovers that Shirley is having pains in the chest and calls an ambulance for her. Nina stays with Shirley until the ambulance arrives. Nina arrives Shirley's house at 3:00pm and leaves at 3:40pm. Nina does not charge a client contribution for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Assistance with Self-administration of Medication session:

Hours	Minutes	Fees Charged
0	40	\$0.00

1.8. Group social support

The following services have the same data reporting requirements in DEX:

- Accompanied activities
- Cultural support
- Digital education and support
- Group social support

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.

DEX Reporting Field	Data Type	Definition
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Group social support activity

Paul (the provider) runs a social support group session in the local senior citizen's centre. Paul undertakes the group session from 2:00pm to 3:30pm. Paul has set a client contribution amount of \$15.00 for this service for each client attending the group session. Ten clients attend the group session.

Session 1: Total outputs reflected in the DEX for this Group social support session:

Hours	Minutes	Fees Charged
1	30	\$150.00

1.9. Individual social support

The following services have the same data reporting requirements in DEX:

- Accompanied activities
- Assistance to maintain personal affairs
- Individual social support
- Cultural support
- Digital education and support

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>

DEX Reporting Field	Data Type	Definition
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Individual session of digital education

Kathy (the provider) assists Robert (the client) with digital education and support by delivering a cyber security awareness lesson. Kathy undertakes a session from 2:00pm to 3:30pm for Robert. Kathy has set a client contribution amount of \$15.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Digital Education and Support session:

Hours	Minutes	Fees Charged
1	30	\$15.00

1.10. Therapeutic services for independent living

The following services have the same data reporting requirements in DEX:

- Acupuncture
- Art therapy
- Chiropractics
- Diversional therapy
- Osteopathy
- Remedial massage

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Examples

Example 1: Individual session of therapeutic services for independent living

Paul (the provider) assists Julie (the client) with acupuncture therapy services for independent living. Paul undertakes a session from 11:30am to 12:00pm for Julie. Paul (the provider) has set a client contribution amount of \$15.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Therapeutic Services for Independent Living session:

Hours	Minutes	Fees Charged
0	30	\$15.00

1.11.Transport

1.11.1. Direct transport

For Stage 1, providers will continue to report using the quantity field.

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Quantity	Number	<p>Number of one-way trips</p> <p>Pick up of the client from the agreed location and arrival at their end destination. Any stops in between are not counted as a trip.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Examples

Example 1: Individual conventional transport service - one way

Blake (the client) has booked a pickup at 2:00pm to his local supermarket. The trip distance to the supermarket was 15kms and Blake arrived at 2:20pm. There was no return trip. Roger (the provider) charged a client contribution of \$5.00.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Direct Transport session:

Hours	Minutes	Quantity	Fees Charged
0	20	1	\$5.00

Example 2: Individual community transport service with carer – return trip

Chelsea (the client) and her carer have booked a return trip (pickup time 10:30am) from her home to the local markets. The trip distance to the markets is 20km and Chelsea arrives at the markets at 10:50am. Samuel (the provider) chose to wait for Chelsea and her carer to finish shopping and they leave the markets at 11:30am and arrive at Chelsea's home at 11:50am. Samuel assists Chelsea (in her wheelchair) safely into the vehicle which takes 10 additional minutes of engagement for each trip. Samuel charges a client contribution fee of \$10.00.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Direct Transport session:

Minutes	Hours	Quantity	Fees Charged
1	0	2	\$10.00

1.11.2. Indirect transport

For Stage 1, providers will continue to report using the quantity field.

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Quantity	Number	Number of one-way trips Pick up of the client from the agreed location and arrival at their end destination. Any stops in between are not counted as a trip.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Examples

Example 1: Individual conventional transport service using a sub-contractor – one way

Matthew (the client) booked an individual trip (pickup time 9:00am) to the shops through a sub-contracted service (e.g. taxi or rideshare), which is reported by the primary care provider. Matthew was dropped off at 9:20am. Although Matthew was driven by the sub-contractor, the primary care provider booked the sub-contracted service. The primary care provider paid the sub-contractor for the service and charged a client contribution of \$10.00.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Indirect Transport session:

	Hours	Minutes	Quantity	Fees Charged	
	0	20	1	\$10.00	

1.12.Domestic assistance

The following services have the same data reporting requirements in DEX:

- General house cleaning
- Laundry services
- Shopping assistance

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Example: Individual session of general house cleaning services

Denise (the provider) assists Becky (the client) with general house cleaning services (e.g. cleaning her kitchen and bathroom). Denise undertakes a session from 12:30pm to 2:00pm for Becky. Denise has set a client contribution amount of \$15.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this General House Cleaning session:

Hours

Minutes

Fees Charged

	1	30	\$15.00	
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1.13. Home maintenance and repairs

1.13.1. Assistance with home maintenance and repairs

DEX Reporting Field	Data Type	Definition
Total Cost (\$) (excl client contributions)	Currency	Total cost of home maintenance or repair materials as quoted to the client, excluding client contributions.
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Example: Individual session of minor plumbing

George (the provider) delivers a range of CHSP home maintenance services. George provides minor plumbing services to Betty's (the client) kitchen sink that required replacement washers, a new tap and tap pipe. This took a total of 30 minutes. The materials cost \$120.00. George has set a client contribution amount of \$20.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Home Maintenance session:

Total Cost (\$) (excl client contributions)	Hours	Minutes	Fees Charged
\$120.00	0	30	\$20.00

1.13.2. Gardening

DEX Reporting Field	Data Type	Definition
Hours	Number	<p>This field is designed to capture the total hours as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Minutes	Number	<p>This field is designed to capture the total minutes as actually delivered for the relevant service.</p> <p>When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.</p>
Fees Charged	Currency	<p>This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy.</p> <p>When recording a session, enter the actual client contribution amount in dollars and cents.</p>

Example: Individual gardening service

Bobby (the provider) delivers a range of CHSP home maintenance and gardening services. Bobby mowed Eric's (the client) front and back lawn, and weeded his front garden, which took a total of 2 hours 15 minutes. Bobby has set a client contribution amount of \$20.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Gardening session:

Hours	Minutes	Fees Charged
2	15	\$20.00

1.14. Meal delivery

- Meal delivery

For Stage 1, providers will continue to report using the quantity field.

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Quantity	Number	This field is designed to capture the quantity of meals provided.
Fees Charged	Currency	This field is designed to capture the amount the client contributed for the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Examples

Example 1: Meals provided to an individual client

Mark (the provider) delivers dinners (2 courses) four times a week to Elizabeth's home. The four dinners are considered as four meals and would be reported as such.

Upon delivery Mark has a 15-minute conversation with Elizabeth about how their week has been and how they are feeling. Mark arrives at Elizabeth's premises at 9:40am and returns at 10:25am after the delivery has been completed. Mark has set a client contribution amount of \$10.00 per meal provided in this delivery.

Session 1: One client linked to this session. Total outputs reflected in DEX for this Meal Delivery session:

Hours	Minutes	Quantity	Fees Charged
0	45	4	\$40.00

1.15. Meal preparation

- Meal preparation

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Quantity	Number	This field is designed to capture the quantity of meals prepared
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Example: Individual session of meal preparation

John (the provider) assists Melinda (the client) with preparing and cooking a meal at her home. John arrives at 9:45am and leaves at 11:30am after helping Melinda. John has set a client contribution amount of \$20.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Meal Preparation session:

Hours	Minutes	Quantity	Fees Charged
1	45	1	\$20.00

1.16. Hoarding and squalor assistance

- Hoarding and squalor supports

DEX Reporting Field	Data Type	Definition
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents. Providers will need to enter a zero value against fees charged.

Example: Individual session for hoarding and squalor care

Rick (the provider) assists Stan (the client) with hoarding and squalor services by completing a one-off clean and developing a client support plan. Rick arrives at 12:30pm and leaves at 2:00pm after supporting Stan. There is no client contribution amount for Stan for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Hoarding and Squalor Care session:

Hours	Minutes	Fees Charged
1	30	\$00.00

1.17. Specialised support services

The following services have the same data reporting requirements in DEX:

- Client advocacy
- Contenance advisory services
- Dementia advisory services
- Hearing advisory services
- Other clinical advisory services
- Vision advisory services

DEX Reporting Field	Data Type	Definition
Total Cost (\$) (excl client contributions)	Currency	Total cost for delivery of all specialised advice and support as quoted to the client, excluding client contributions.
Hours	Number	This field is designed to capture the total hours as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Minutes	Number	This field is designed to capture the total minutes as actually delivered for the relevant service. When recording a session for a client in the event of a no-show, the time/output recorded should reflect details of the appointment were it to have occurred.
Fees Charged	Currency	This field is designed to capture the amount the client contributed to the delivery of the service. It should not capture any fees charged in line with the provider's cancellation policy. When recording a session, enter the actual client contribution amount in dollars and cents.

Example: Individual session of dementia advisory services

Margaret (the provider) assists Annita (one of her clients) with dementia advisory services by developing a plan to manage Annita's dementia and prevention of risk. Margaret arrives at 10:15am and leaves at 11:15am after completing Annita's dementia plan. Margaret has a standard consultation fee of \$50. Margaret has set a client contribution amount of \$10.00 for this service.

Session 1: One client linked to this session. Total outputs reflected in the DEX for this Dementia Advisory session:

Total Cost (\$) (excl client contributions)	Hours	Minutes	Fees Charged
\$40.00	1	0	\$10.00

2. Non-compulsory fields

Reporting for all services include the following two non-compulsory fields. Providers are encouraged to populate these fields as often as possible.

2.1. Service setting

The following options are available under this setting:

- Organisation outlet/office
- Client residence
- Community venue
- Partner organisation
- Telephone
- Video
- Online services
- Healthcare facility
- Video
- Online services
- Healthcare facility
- Education facility
- Justice facility

2.2. Interpreter present

This field requires a simple YES/NO response.