**NADA Data Reporting Agreement**

My organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to those items **identified by a tick in the boxes as listed below.**

**Our organisation agrees to:**

**Please tick your agreement with the following statements.** [ ]

[ ]  disclose to clients the purpose of collecting N/MDS and client outcome data, collect the appropriate consents for the use and disclosure of the data, explain how the data will be used, and explain how their privacy is protected and make a record that this has been undertaken;

[ ]  participate in training provided by NADA in the use of NADAbase and the client outcome
 measurement tools prior to entering data;

[ ]  participate in and provide relevant information to NADA for the purposes of reporting,
 monitoring, evaluation and research. Including ongoing, indicative evaluation activities
 such as implementation training feedback forms and an evaluation survey;

[ ]  comply with the Privacy Act 1988 including the 13 Australian Privacy Principles and the
 NSW Health Records and Information Privacy (HRIP) Act 2002;

[ ]  inform NADA immediately if we know or suspect that unauthorised access to client
 information in NADAbase has occurred;

[ ]  de-identify and obtain client consent before releasing data to a third party for
 analysis/evaluation; and

[ ]  restrict access to NADAbase for employees or contractors of the organisation only.

**We consent for NADA to:**

**Please tick your agreement with the following statements.** [ ]

[ ]  provide NADAbase training and support in implementation and use of the data collection
 set;

[ ]  submit NSW Minimum Data Set (MDS) for Alcohol and Other Drug Treatment Services
 (AODTS) on the organisation’s behalf to the NSW Ministry of Health (MoH) on the **21st** of
 every month for the month prior as per the submission guidelines outlined in the relevant
 [data dictionary](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_014.pdf);

[ ]  submit National Minimum Data Set (NMDS) AODTS on the organisation’s behalf to the
 Australian Government Department of Health annually as per the submission guidelines
 outlined in the relevant [data dictionary](https://www.aihw.gov.au/getmedia/f9c1ea30-4d15-438a-aa1b-c5c18b5d3b33/aodts-nmds-data-collection-manual-2017-18.pdf.aspx);

[ ]  submit N/MDS and Client Outcome Measure (COMS) data on the organisation’s behalf to
 the NSW MoH for specific projects as per contractual agreements with relevant funding
 agencies;

[ ]  submit N/MDS and Client Outcome Measure (COMS) data on the organisation’s behalf to
 Primary Health Networks (PHN) for specific projects as per contractual agreements with
 the relevant funding agencies;

[ ]  use aggregate de-identified data collected in NADAbase for the purposes of research in
 areas such as client profile snapshot data, data for benchmarking projects and projects
 designed to promote the work of the non-government sector;

[ ]  provide aggregated and de-identified data to third parties, such as research institutions,
 where the analysis and publication of that data is deemed useful to the sector; and

[ ]  use information collected through evaluation/feedback processes to inform the continued
 and improved operation of NADAbase and future NADA programs.

**SIGNED** for on behalf of NADA: **SIGNED** for on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_:

**Suzie Hudson Clinical Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Name Position Name Position*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Date*

This Agreement may be terminated by either party by giving 14 days written notice.