

Commissioned Services Reporting Portal

Onboarding, updating and offboarding guide

Introduction

The Commissioned Services Reporting Portal (CSRP) enables commissioned service providers to:

- Enter and upload episode data for chronic conditions and alcohol and other drugs reporting.
- Access activity reports and balanced scorecards for data reported to data sets for chronic conditions, alcohol and other drugs and mental health.

To ensure access to the CSRP is available to appropriate people (provider contacts), commissioned service providers are responsible for regular auditing of their provider contacts and identifying:

- Staff who do not have access and need it (onboarding).
- Provider contacts whose contact details need amending (updating).
- Provider contacts that should no longer have access (offboarding).

Requests

To submit a request commissioned service providers are to use the following online form: [Provider account form](#).

The form is to be used to request:

- Addition of a new provider contact (onboarding).
- Changing an existing provider contact details (updating).
- Removal of provider contact that has left the commissioned service provider, or who no longer requires access to the CSRP (offboarding).

The completed form will be received by WA Primary Health Alliance's contract support officers who will manage the onboarding, updating or offboarding process.

How to view current service provider contact details

Active provider contact details are visible in the CSRP on the Organisation Details page via the CSP Services menu, selecting the Organisation Details option.

[Home](#) > [Commissioned Service ...](#) > **Organisation Details**

Organisation Details

Organisation

On this page you will find your Organisation, contract and administrative details. If you require any further assistance, please contact your Contract Officer.
View Organisation Details

Organisation Name ↑	Created On
[REDACTED]	[REDACTED]

Provider Contacts

These are the Contacts associated with your Organisation who have access to the Portal.

Contact Full Name ↑	Contact Position	Contact Email	Address 1: Phone
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	