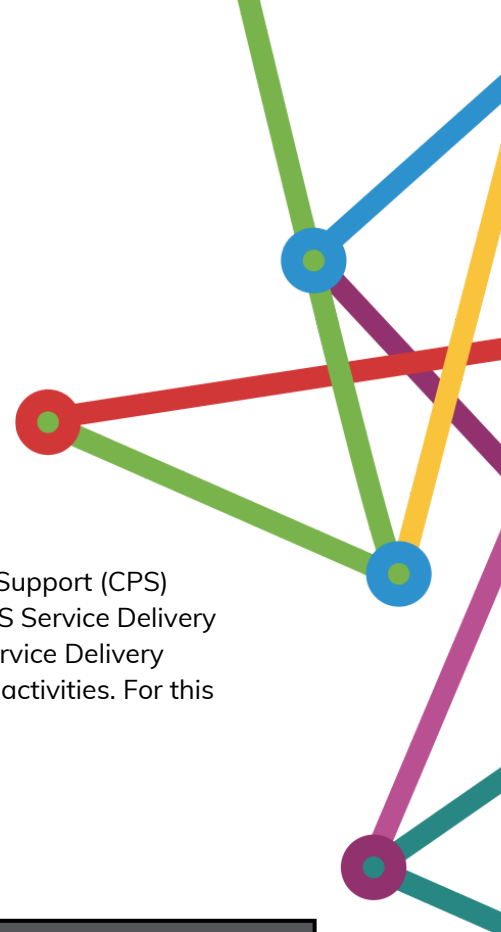


# Reporting explained: Commonwealth Psychosocial Support



This resource outlines reporting requirements for Commonwealth Psychosocial Support (CPS) providers commissioned by WA Primary Health Alliance (WAPHA) to deliver CPS Service Delivery and CPS Access Enablers. Service providers may be commissioned to deliver Service Delivery activities, Access Enabler activities or both Service Delivery and Access Enabler activities. For this reason, reporting requirements have been separated for the two activities.

## Data collection

CPS providers are required to collect and report data as per the following:

	Service Delivery (SD)		Access Enablers (AE)
Data collection	Primary Mental Health Care Minimum Data Set (PMHC-MDS)	CPS Service Delivery 6-Monthly Reporting	CPS Access Enablers 6-Monthly Reporting
What this collects	Client-level service delivery activity	Additional, aggregate service delivery metrics, brokerage information and qualitative examples	Aggregate access enabler metrics, brokerage information and qualitative examples
Collection platform	PMHC-MDS Platform	Template submitted to contract manager	Template submitted to contract manager
Collection frequency	Within 31 days of the activity which generated the data	6-Monthly, by 31 January and 31 July each year	6-Monthly, by 31 January and 31 July each year

Primary Mental Health Care Minimum Data Set (PMHC-MDS) data specifications available here: <https://docs.pmhc-mds.com/data-specifications.html>. Management of the PMHC MDS is currently being transitioned from the Department of Health, Disability and Aging to the Australian Institute of Health and Welfare. Logically is the contracted provider responsible for maintaining the PMHC-MDS platform and supporting services to upload their data. Primary Health Networks across Australia, including WAPHA, have access to the data held in the PMHC-MDS for the CPS services they commission.

## Reporting platform

PMHC-MDS reporting occurs through the PMHC-MDS platform accessible here: [Home - PMHC-MDS](#).

Access to training and resources is also available via the homepage link above. Users, including staff required to enter data, must be registered. For new user requests please email: [pmhcmands@wapha.org.au](mailto:pmhcmands@wapha.org.au).

CPS Service Delivery 6-Monthly Reporting and CPS Access Enabler 6-Monthly Reporting templates will be supplied by WAPHA and must be returned to the contract manager by the required date.

## Reporting frequency

It is a contractual requirement that service activity data is to be entered into the PMHC-MDS, as per the data specifications above, **within 31 days of the activity which generated them**. A practical way to ensure that reporting frequency requirements are met is to report data monthly, by the last day of the month after which the activity occurred. For example, all activity delivered in July must be entered into the CSRP by 31 August.

Completed CPS Service Delivery 6-Monthly Reporting and CPS Access Enabler 6-Monthly Reporting must be completed and submitted twice per year, by 31 January and 31 July each year. Reports submitted by 31 January must contain information about all activity delivered between 1 July and 31 December. Reports submitted by 31 July must contain information about all activity delivered between 1 January and 30 June.

## Commissioned Services Reporting Portal (CSRP)

Only registered users, known as 'provider contacts', can access the CSRP. For more information, please see this guide: [CSRP-onboarding-and-offboarding-guide.pdf](#).

Note: as outlined in the above guide, Commissioned Service Providers should ensure provider contacts are removed when they no longer require CSRP access.

Once registered, provider contacts can access the CSRP here: <https://portal.wapha.org.au/>

## Data reports

Service Delivery data reports will be available to view in the [Reports](#) section of WAPHA's Commissioned Services Reporting Portal. These include:

- Commonwealth Psychosocial Support Balanced Scorecard: a one-page summary of current financial year performance against performance indicator targets (available after 1 July 2026).
- PMHC-MDS Report: a detailed activity report of the service activity uploaded by commissioned service providers to the PMHC-MDS.
- PMHC-MDS Data Quality Report: a breakdown of data quality issues such as missing data, data anomalies or coding errors. Information in this report can be used to identify issues, some of which may be remedied by updating data in the PMHC-MDS.

These reports are refreshed with new data on the first of each month, or on the next business day. Note: data displayed will be two months in arrears due to reporting frequency requirements and extract schedules, e.g. January's data will be seen in the reports after the update on 1 March.

Access Enabler data will be discussed with providers at contract management meetings.

## Support

Resources to support mental health reporting can be found in the following locations:

- PMHC-MDS webpage: [Home - PMHC-MDS](#), direct link to training material: [Training - PMHC-MDS](#)
- WAPHA's webpage: [Performance Management Framework - WAPHA](#)
- Within the CSRP: <https://portal.wapha.org.au/csp-home/resources-menu/>

For direct support please contact your WAPHA contract manager.