



# Reporting explained: Alcohol and Other Drugs

This resource outlines reporting requirements for Alcohol and Other Drugs (AOD) services commissioned by WAPHA.

## Data set

AOD services are required to collect and report data to the Primary Health Alcohol and Other Drug (PHAOD) data set as per the specifications available [here](#).

In addition to WAPHA's data collection requirements, PHN-commissioned AOD services are also required to submit to the Australian Institute of Health and Welfare (AIHW) [Alcohol and Other Drug Treatment Services National Minimum Data Set](#) (AODTS-NMDS). WAPHA's PHAOD data set has been designed to align as closely as possible to the AODTS-NMDS to reduce recording and reporting burden.

## Reporting platform

Reporting occurs through WAPHA's Commissioned Services Reporting Portal (CSRP).

Users, including staff required to enter data, must be registered as a Provider Contact to access the CSRP. More information about reporting into the CSRP, including how to request new or additional users, changing an existing user's contact details or removing a user, can be found [here](#).

Once registered, provider contacts can access the CSRP [here](#).

Reporting to the AODTS-NMDS should be done via the reporting platform specified by the [AIHW](#).

## Reporting frequency

From 1 July 2026 PHAOD data must be entered into the CSRP **within 31 days of the activity that generated the data**. 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.

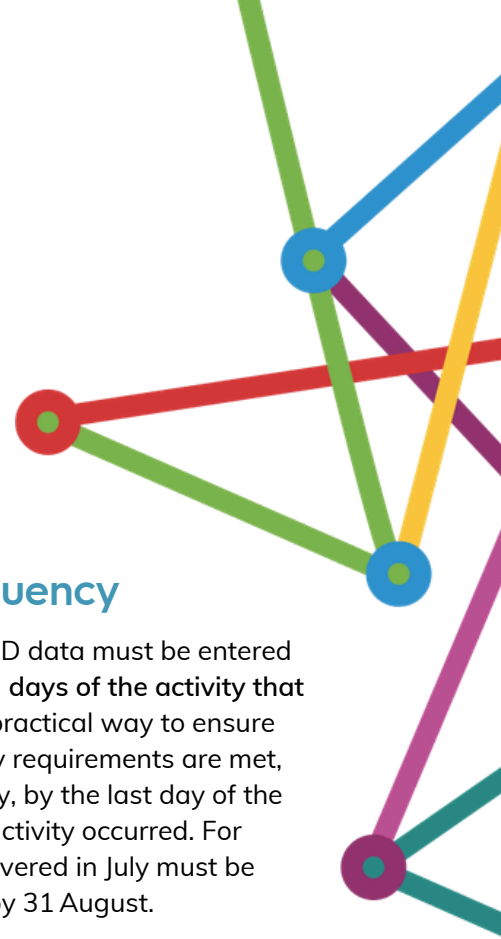
## Data reports

Interactive activity and performance reports are available in the [Reports](#) section of WAPHA's Commissioned Services Reporting Portal

These include:

- **Alcohol and Other Drugs Balanced Scorecard:** a one-page summary of current financial year performance against performance indicator targets
- **AOD Activity Report:** a detailed activity report of the service activity uploaded by commissioned service providers to the CSRP.
- **AOD 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 CSRP.

Data displayed for the current financial year will only include activity up to the last day of the previous month. For example, during August, any data submitted for July will be visible, however, any data entered for August will not be displayed until 1 September.



## Commissioned Services Reporting Portal (CSRP)

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

(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/>

## Support

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

- WAPHA's webpage here: [Performance Management Framework - WAPHA](#)
- Within the CSRP here: <https://portal.wapha.org.au/>

For direct support regarding reporting please contact your WAPHA contract manager.