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| VADC – ‘Go Live’ Checklist |

**If you are not able to tick all the boxes, please ensure that you have submitted a VADC extension form to your Divisional contact and** **aoddatadev@dhhs.vic.gov.au** **mailbox ASAP.**

Agency/Consortium Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **VADC Compliant System Solution** |
| 🞏 | Software solution implemented that meets VADC data capture and data submission requirements, Note - For consortium this includes member agencies.  |
| **System training** |
| 🞏 | Relevant staff are trained in how to input data items into the system, with particular focus on the data that is required for VADC compliance. |
| 🞏 | Staff who are tasked with data submission are trained in how to extract a compliant VADC data file for submission  |
| 🞏 | Relevant staff are aware of VADC data reporting deadlines, as outlined in the VADC compilation and submission manual. Note: the agency must assure the submitted data is an accurate reflection of activity as at the time of extraction. |
| **Managed File Transfer (MFT) access confirmed and tested** |
| 🞏 | MFT registration confirmation received from DHHS  |
| 🞏 | Completed MFT testing to upload data submissions and download data validation reports  |
| **VADC Outlet IDs confirmed** |
| 🞏 | Agency has signed and submitted the “VADC outlet code notification and service provider confirmation” form |
| **System Readiness** |
| 🞏 | All open activity data from last ADIS submission has been migrated to new system for first VADC submission |
| 🞏 | Testing with DHHS has been completed and you have received confirmation from DHHS of VADC data XML logic, naming convention, and structural compliance |

Date Signed: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Please submit this completed checklist to** **VADC\_Data@dhhs.vic.gov.au**

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