Australian Government



**Department of Social Services** 



## Printing the Letter of Introduction

## Disability Case Portal (DCP)

This task card will take you through the process of printing a Letter of Introduction (LoI).

The Letter of Introduction enables Early Intervention Panel Services Providers to verify the client's eligibility for the Autism or Better Start Early Intervention Program, and access the client's information in DCP.

## Portal Access:

• Access the internet and log in to DCP at https://portal.dss.gov.au/fofmsportal

Steps	Actions							
1	Navigate to the <b>Cases</b> screen by clicking on the Cases tab.							
	CRACLE       File       Edit       View       Navigate       Query       Tools       Help       Find       V       P0       A         Q       Image: Prome       Image: Prom       Imag							
	Home Welcome Back     Today is Wednesday, January 25, 2017.       Image: State							
	Alerts       Quick Links         Image: DMI Assessment Requiring Authorisation       View Actions         Image: Overdue DMI Assessment       View Cases         Image: Upcoming DMI Reassessment       View Cases							
2	Click the Q button to query for the Client's Case record.							
	Home Actions Activities Cases Clients Literature Cases By Status Case List My Organisation's Cases  +							
	Case Id CRN Display Id Reference Id Last Name First Name Organisation Name Activity Id Activity/Program Na Service Type Case Ty							

3	Enter the Client's <b>Case Id</b> and then click the 🖸 icon to execute your query.							
	Home Actions Activities Cases Clients Literature							
	Cases By Status Case List							
	Case Id CRN Display Id Reference Id Last Name First Name Organisation Name Activity Id Activity/Program Na Service Type							
	<u>۲</u>							
4	The results will return the case highlighted in yellow.							
	Please Note: You are only able to generate a Letter of Introduction from the Case List View.							
	Home Actions Activities Cases Clients Literature							
	Cases By Status Case List							
	My Organisation's Cases V							
	Case Id     CRN     Display Id     Reference Id     Last Name     First Name     Organisation Name     Activity Id       4-3PT15KU     497139862V     AUTOMATION1407     TEST36     Organisation Name     4-3PQ5H38							
5								
	Home Actions Activities Cases Clients Literature							
	Cases By Status Case List							
	Case Id CPN Display Id Reference Id Last Name Sirst Name Organisation Name Activity Id							
6	The Generate Report window will display on the left hand side of the screen. Select the <b>Submit</b> button.							
	Home Actions Activities Cases Clients Literature							
	Cases By Status Case List							
	Report Name Early Intervention Letter							
	Custom Name     Case id     CHN     Display id     Herence id     Last Name     First Name     Organisation Name       4-3PVAESZ     548466849S     TEST8859     TEST98     Autism Spectrum A							
	Output Type PDF Report Locale English - United States							
	My Reports Submit TEST98 TEST8859 - Autism Spectrum Australia							
1								

Select <b>My Reports</b> from the Generate Report window.							
CRACLE File Edit View Navigate Query Tools Help							
ase: Home Actions Activities Cases Clients Literature Cases By Status Case List Generate Report × My Organisation's Cases ▼							
Report Locale English - United States	<				H Previous Page 애 P	revious Record Next Record	d ₩ Next Page ₩
My Reports Submit TEST98 TEST8859 - Autism Spectrum Australia							
8 Select the relevant report from the list and click on the <b>Report Name hyperlink</b> .							
Reports Scheduled Reports							
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Early Intervention Letter of Introduction	21/04/2017 11: Suco	ess 83.561	PDF	(lid) = '1-112NL')			
Early Intervention Letter of Introduction	20/04/2017 12Succ	ess 83,557	PDF	([Id] = '1-112NL')			
Early Intervention Letter of Introduction	20/04/2017 12 Succ	ess 83,557	PDF	([Id] = '1-112NL')			
Early Intervention Letter of Introduction	24/03/2017 10: Succ	ess 83,555	PDF	([Id] = '1-112NL')			
Early Intervention Letter of Introduction	06/03/2017 04: Succ	ess 23,494	PDF	([Id] = '4-4LLXBZX')			
Early Intervention Letter of Introduction	06/03/2017 03Error			([Id] = '4-4LLXBZX')	down Tradition	- Malue CEARS ALSO THE	CT PROJECT TO
Cases	06/03/2017 03Suco	ess 726,353	XLS	(III) IS NOT NULL) AND	([Case Type] = Looku	IPValue (FACS_CASE_TYP	E", "BSWAT"))
Legal and Financial Advisors	06/03/2017 03Suco	ess 4,973,396	PDF	(IIII) IS NOT NOLL) AND	(case type) = cooku	pvalue ( FAUS_UASE_ITP	E, BSWAT ))
Early Intervention Letter of Introduction	06/03/2017 03:Error			([Id] = '4-4LLXBZX')			
In the File Download	window se	elect <b>Dow</b>	nload.				
File Download		Х					
You are downloading the file	Early Intervent	ion Letter of					
Introduction.PDF. This file is	not editable. A	ny					
modifications made to this fi	le will not be up	oloaded.					
Would you like to open the fil	le or save it to y	our					
computer?							
Edit	Download	Cancel					
Select <b>Open</b> from the	e action ba	ar at the bo	ottom of	the screer	n or selec	t <b>Save</b> to s	ave the file to
a location on your ha	rd drive ar	nd open it	from the	ere.			
Do you want to open or save <b>Early Ir</b>	ntervention Letter	of Introduction.PD	F (83.8 KB) from	n dssgrants.gateway	y.internal?	Open Sav	re 🔻 Cancel 🗙
The Letter of Introdue	ction will o	pen.					
The Letter of Introduc	ction is add	dressed to	the per	son identif	ied as the	e client's pi	rimary contact
The letter contains th	e client's (	Centrelink	Custom	er Referer	nce Numł	per and the	ir date of birth
Early Intervention Panel Service Providers will use this information to search for the client's record on DCP and to attach their own unique case records.							
	Select My Reports for Select My Reports for Second Second Secon	Select My Reports from the Get Select My Reports from the Get Select Select View Noviget Query To Select the relevant report from TEST98 T Select the relevant report from Select Open from the selection Select Open from the file of save it to y computer? Edit Download Select Open from the action bas a location on your hard drive ar Do you want to open or save Early Intervention Letter The Letter of Introduction will o The Letter of Introduction is add on the client record in DCP. The letter contains the client's O Early Intervention Panel Servic record on DCP and to attach the	Select My Reports from the Generate Report File Download window select Down Select Open from the action bar at the boa a location on your hard drive and open it Do you want to open or save Early Intervention Letter of Introduction.PDF The Letter of Introduction will open. The Letter of Introduction will open. The Letter of Introduction will open. The Letter of Introduction is addressed to on the Client record in DCP. The letter contains the client's Centrelink Early Intervention Panel Service Provider record on DCP and to attach their own ur	Select My Reports from the Generate Report wir <b>Select My Reports</b> from the Generate Report wir <b>Select My Reports</b> from the list and click of <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select the relevant report from the list and click of</b> <b>Select and Provide and Select Download</b> . <b>In the File Download window select Download</b> . <b>File Download</b> <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select Open</b> from the action bar at the bottom of a location on your hard drive and open it from the <b>Select of Introduction will open</b> . The Letter of Introduction will open. The Letter of Introduction is addressed to the per on the client record in DCP. The letter contains the client's Centrelink Custom <b>Service Providers will us</b> <b>Second on DCP</b> and to attach their own unique can	Select My Reports from the Generate Report window.	Select My Reports from the Generate Report window.	Select My Reports from the Generate Report window.

	Acacia Dr COBAR NSW 2835 IS May 2011 Is Introduction to Early Intervention Services Ataism Spectrum Disorder Early Intervention Services Ataism Spectrum Disorder Early Intervention services under the Autism Spectrum Disorder Early Intervention services under the Autism Spectrum Disorder Early Intervention services under the Autism Spectrum Disorder Early Intervention services delivered to your child, FaHCSIA will make payments to providers (in arrears) on your behalf. Vour child's details are as follows: JOHN SMITH Acacia Dr COBAR NSW 2835 CRN: 927079266V Date of Birth: 22 April 2005 Eligbility Start Date: 18 May 2008 Eligbility Start Date: 18 May 2008 Eligbility Start Date: 18 May 2008 Eligbility Start Date: 22 April 2013 Maximum Funding Available: 512,000.00							
12	2 You must print a copy of this letter for the client by selecting the printer icon, and retain a copy for your own records. Please note that you can reprint this letter at any time by following the steps outlined in this task card. Image 1 of 3 100% M M M M M M M M M M M M M M M M M M							
13	If applicable, you will now be required to create an Outer Regional an For instructions on how to create a new OR&R claim, follow the task o <b>Outer Regional and Remote (OR&amp;R) Claim Record.</b>	d Remote (OR&R) claim. card for <b>Creating a New</b>						

## **Need Help?**

For further assistance please contact the GPS Helpdesk on 1800 020 283 or email **GPS.Helpdesk@communitygrants.gov.au**