

TCSI Provider Transition

Checklist

Questions?

TCSI.Support@humanservices.gov.au

Looking for TCSI documentation?

heimshelp.education.gov.au/resources/TCSI

What is the purpose of this checklist?

This checklist is aimed at all education providers transitioning to TCSI, and has been created to help you make sure you've understood the upcoming changes and are prepared to commence reporting with TCSI.

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Engage and Prepare

These tasks can commence immediately, and should be completed as soon as practical in order to facilitate a smooth transition to TCSI

1.1 Understand the TCSI project:

- Review the 2020 Higher Education Data Collection Ministerial Notice **and/or** 2020 VET Student Loans Secretary's Notice
- Understand the legislative and regulatory changes affecting data you require to report and how your reporting will change. Key information is contained in the following documents:
 - 2020 Data Element Specifications
 - Higher Education **and/or** VET Student Loans 2020 Reporting Requirements
 - Draft HE Data Migration Guide **and/or** Draft VSL Data Migration Guide
- Review the [HEIMS website](http://heimshelp.education.gov.au) for more information, including the Frequently Asked Questions (FAQs)

1.2 Plan your Approach:

- Define how you will report 2019 data (whether using TCSI or HEPCAT)
- Define how you will primarily report 2020 data via TCSI – through your SMS via B2G APIs or through TCSI Data Entry. For VSL providers, HEPCAT can be used for 2020 data in the first quarter of 2020.
- Understand how you will perform data verification and whether you will need to request an extract of your historical data

1.3 Commence initial PRODA set-up (PRODA set-up Phases 1 and 2):

- Phase 1 - Identify your organisation's key contacts (HITS user, ABR associate) and have your key staff [register their accounts for authentication through PRODA](#)
- Phase 2 – Log in to PRODA using your account registered in Phase 1 to register your organisation and delegate access to the accounts registered by your staff

1.4 Review your business readiness for TCSI:

- Prepare/update your business processes as required to align with TCSI data collection requirements
- Implement required process changes
- Identify and train your staff for the TCSI transition

1.5 Let us know:

- Send details of your reporting approach, including planned on-boarding and reporting timeframes to the [TCSI Support team](#)

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On-board

These tasks can be completed once TCSI is live, and will help facilitate your transition into live reporting

2.1 Complete PRODA set-up:

- PRODA Phase 3 - Link your organisation to TCSI through PRODA and if using an SMS, activate your Software Instance. After this is complete, you will have access to TCSI in “read only” mode, meaning you can view but not submit new records or revise existing records in TCSI. Data can still be entered or updated through HEPCAT as required.

2.2 Data Verification:

- If you require a one-off extract of your historical data, request it through the [TCSI Support team](#)
- Match and verify your existing data with the historical data extract, or directly with TCSI using the solution developed by your SMS developer

2.3 Entitlements and Reports:

- Use TCSI Analytics to view the most up to date entitlement information and reports. This is also where you will now verify your data

2.4 Implementation:

- If using an SMS, complete your implementation in partnership with your SMS vendor or in-house development team

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Go-Live

Once you have finished on-boarding, you are then ready to “go-live” with TCSI reporting

3.1 Transition to live reporting:

- Let us know you would like to commence “safe-mode”. Once we confirm you are in “safe-mode”, you can start reporting data (HEP and VET can be done separately). Connections to external systems such as ATO and VPAY will be turned off. You can no longer use HEPCAT at this point.
- Inform us when you have completed on-boarding through the [TCSI Support team](#). At this point we will activate connections to external systems such as ATO and VPAY (HEP and VET can be done separately).
- Commence live reporting via TCSI

