This document guides users wishing to access and use data held by the Victorian Government to prepare responses to the Request for Proposals and for the Joint Development and implementation phases of the Partnerships Addressing Disadvantage initiative.

# Accurate and detailed data is necessary for the success of the Partnerships Addressing Disadvantage. Such data are required to:

* define the target cohort (who and where they are) and the cohort’s risk factors in the Joint Development Phase
* identify the outcome measures to form the basis of payments in the Joint Development Phase
* confirm the eligibility of individuals for inclusion in the target cohort in the implementation phase
* monitor progress of the program against the performance indicators throughout the duration of the program and beyond.

Many service providers would have knowledge of their children and youth clients, including where they are located and their needs. This knowledge is expected to be valuable in preparing a successful submission. This is particularly important for these cohorts of clients, where locating and contacting eligible clients could be challenging.

# VICTORIAN GOVERNMENT DATA

Data are also available from Victorian Government agencies and other bodies.

Data from a number of the administrative and survey data collections held by the Department of Health and Human Services (DHHS), the Victorian Crime Statistics Agency (VCSA), and the Department of Education and Training (DET) are potentially available for this round of the initiative. The Request for Proposal released on the 16 July 2018 summarises some of the key administrative collections held by these agencies.

# OTHER DATA

In addition, there are other datasets that can provide useful information about the target cohorts. These include:

• Growing Up in Australia: Longitudinal Study of Australian Children

• Longitudinal Study of Australian Youth

• Melbourne Institute’s Household Income and Labour Dynamics in Australia (HILDA) Survey

• Australian Bureau of Statistics Census of Population and Housing.

# DATA FOR THE REQUEST FOR PROPOSAL PHASE

Due to the timeframes of the project, the Victorian Government cannot respond to individual data requests during the request for proposal stage.

Prospective proponents are encouraged to prepare their submissions using: (a) their own (internal) data; (b) data included in the Statement of Intent and Request for Proposal; (c) publicly available online data or data contained in published reports; and (d) data held by other parties. Publicly available online data held by the Victorian Government include the Victorian Child and Adolescent Monitoring System (VCAMS) and Data.Vic, both of which contain summary statistics from many of the Victorian Government administrative and survey collections.

# DATA FOR THE JOINT DEVELOPMENT PHASE

Proponents selected for the Joint Development Phase can request data through the Government negotiation team. These data requests can be for summary statistics, pivot tables and aggregate-level data based on de-identified unit record data.

Proponents will need to apply for access to data held by Victorian Government agencies. Personal and health data collected by Victorian Government agencies are subject to the ‘Information Privacy Principles’ contained in the Privacy and Data Protection Act (*Vic*) 2014 to protect the identity of the individual. Similarly, data collected by Commonwealth Government agencies are covered by the ‘Australian Privacy Principles’ contained in the Privacy Act (*Cwth*) 1988.

The approval processes are to ensure compliance with the information privacy principles as well as other requirements. Applications are to be placed with the data custodians of each department and the Government negotiating team can assist with the preparation of applications.

The Victorian Government will work with proponents to develop a proposal to help the data owner understand the purpose for which the data are sought and in some cases, to assist applicants by suggesting better or more appropriate sources. Sufficient time should also be allowed for permissions to be obtained from the data owner. Apart from the Australian Early Development Census, the Victorian Government will not be able to provide detailed data of services delivered or funded by Commonwealth agencies.

The Victorian Government will work with proponents to help facilitate Commonwealth data requests, where possible within the Joint Development Phase timelines.

Approval for access to data is not guaranteed and requires the approval of the relevant data owner, for example the Australian Government (Australian Early Development Census, Medicare Benefits Scheduled data), the Victorian Curriculum and Assessment Authority (NAPLAN and the Senior Secondary Qualifications).

# DATA LINKAGE

Some datasets can be linked. Linking unit-record data involves merging two or more datasets to provide a longitudinal time series of a person’s journey through government service systems and beyond. Proponents can request summary reports based on linked data or for extracts from linked de-identified unit record datasets. The Victorian Government will seek to facilitate data requests within the expected time frames of the Joint Development Phase.

# DATA COMPLETENESS

Although the administrative and survey collections held by Victorian Government agencies can potentially provide a rich information base of Victorian children and youth, there are fewer data observations for the most vulnerable children and disengaged youth. This is because the most vulnerable children are less likely to attend school and their families more likely to change address. Similarly, disengaged youth are those who have stopped attending education and training and are not in the labour force. They also may be less likely to access health and human services. Since both cohorts are unlikely to be fully captured in Victorian Government administrative collections, it will be important that prospective proponents consider other avenues to identifying information relating to these cohorts.

# WHO TO CONTACT

Questions about data should, in the first instance, be directed to the Primary Contact for the RFP process: pads@dtf.vic.gov.au