

ESIS Late Data Exemption Request

Please complete this form to request an exemption from the ESIS Data Quality and Timeliness penalties set out in the *Victorian Health Services Policy and Funding Guidelines, Conditions of Funding*.

Late submissions are assessed both periodically and after each deadline to determine whether a penalty or funding reduction should apply.

Please ensure this form is completed as soon as your health service is aware of the circumstances causing the submission of late record level ESIS data.

Aggregate ESIS data is expected to be submitted within the reporting timeframes if record level data is unable to be submitted.

Special circumstances, past record of timely submission and the written request for exemption are considered as part of the assessment process and the outcome is advised in due course.

Site details

Health Service/Site name:	Telephone:
Requestor's name:	Position:
Email address:	
Date of request:	
Has aggregate data been submitted?	
<input type="checkbox"/>	Yes date provided _____
<input type="checkbox"/>	No date expected _____

Details of late data

ESIS data month & due date applicable to this request:

Reporting Period: _____ Due Date: _____

Please provide below relevant details of the circumstances resulting in late data submission.

Please include when the problem was first identified, the steps taken to resolve the issue, estimated date of resolution and processes put in place to prevent the issue from re-occurring.

Please email or fax the completed form to:

Email HDSS.Helpdesk@dhs.vic.gov.au

Fax (03) 9096 7743

Office use only	Aggregate data received? <input type="checkbox"/> (Please tick)
	Date aggregate data received: _____