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| VADC Implementation checklist |
| Client management system upgrade or replacement |

Service providers must establish their own implementation and change management processes when transitioning to the submission of Victorian Alcohol and Drug Collection (VADC) data. While each service provider’s process will be unique, this is a checklist of the likely steps that will need to be undertaken by all service providers.

| Action | Mark with X |
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| Review or establish appropriate information system governance bodies and processes. |  |
| Review current client management system (CMS) capability and associated data-capture business processes. |  |
| Assess current system capability against VADC requirements. |  |
| Determine whether to upgrade an existing system or procure a new system. |  |
| Contact the VADC project team regarding implementation plan and schedule. |  |
| Determine how data will be collected, validated, processed, checked and submitted. |  |
| Gather and document system upgrade or new system requirements. |  |
| Identify and secure budget to implement changes. |  |
| Engage existing software vendor or approach market to procure a new system. |  |
| Document changes to data capture and submission business processes. |  |
| Develop change-management and system-implementation plans. |  |
| Work with software vendor to implement system changes or configure new system. |  |
| Perform user acceptance testing of system changes or new system. |  |
| Develop training materials and carry out targeted training of staff. |  |
| Update work practice documentation including user guides. |  |
| Deploy system changes or new system. |  |

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