Information Sharing Entity List

User guide

What is the ISE List?
The Information Sharing Entity (ISE) List is a searchable database that can be used to identify organisations and services prescribed under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS).

Where can I access the ISE List?
ISEs can access the list via the Victorian Government website—just navigate to the ‘About the information sharing and MARAM reforms’ webpage and select the ‘Access the ISE list’ button.

ISEs do not have to request access in advance to view the ISE List.

What are the search fields?
When you navigate to the ISE List, you will find search fields. It is not necessary to complete every search field in order to search for an ISE. Search fields include:

- **Organisation Name**
  - ‘Organisation Name’ is an open text field. It can be used to type the name of the organisation or service you wish to search for. If you know the name of the organisation, it is recommended that you type their name into the ‘Organisation Name’ field and click search.

- **Funded For**
  - ‘Funded For’ is a drop down box. It can be used to select a type of service that can share information under CISS and FVISS. Types of services include Alcohol and Other Drug Services, Child FIRST Services and Specialist Family Violence Services.

- **FVISS/CISS**
  - ‘FVISS/CISS’ is a drop down box. It can be used to select the scheme the organisation is prescribed under. Options include: ‘FVISS’, ‘CISS’ or ‘Both’ schemes.

- **Risk Assessment Entity**
  - ‘Risk Assessment Entity’ is a radio button. It can be used to see if an organisation is prescribed as a Risk Assessment Entity (RAE) under FVISS. RAEs include all specialist family violence services, Victoria Police and Child Protection.

- **Statewide Service**
  - ‘Statewide Service’ is a radio button. It can be used to see if an ISE is a local or statewide service. Note this is not a mandatory field so results will sometimes appear blank.

How do I use the ISE List?

**How to search for an organisation or service**

To search for an organisation or service, type their name into the ‘Organisation Name’ field and click search:

- **Organisation Name**
  - ‘Organisation Name’ is an open text field. It can be used to type the name of the organisation or service you wish to search for. If you know the name of the organisation, it is recommended that you type their name into the ‘Organisation Name’ field and click search.
For example, to confirm if The Orange Door are an ISE, just type The Orange Door into the ‘Organisation Name’ field and click search:

**Organisation Name**

The Orange Door

**Funded For**

1. Type ‘The Orange Door’

**FVISS/CISS**

**Risk Assessment Entity**

On/No/Yes

**Statewide Service**

On/No/Yes

Search/Clear

2. Click ‘Search’

**Note: You do not have to complete every field in order to search.**

If the organisation you searched for is an ISE, then one or more entries will appear. For example:

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Funded For</th>
<th>FVISS/CISS</th>
<th>RAE</th>
<th>Statewide Service</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Orange Door in Barwon</td>
<td>The Orange Door</td>
<td>Both</td>
<td>yes</td>
<td></td>
<td></td>
<td>1800 392 820</td>
</tr>
<tr>
<td>The Orange Door in Baywide Peninsula</td>
<td>The Orange Door</td>
<td>Both</td>
<td>yes</td>
<td></td>
<td></td>
<td>1800 399 253</td>
</tr>
<tr>
<td>The Orange Door in Inner Clippend</td>
<td>The Orange Door</td>
<td>Both</td>
<td>yes</td>
<td></td>
<td></td>
<td>1800 399 354</td>
</tr>
<tr>
<td>The Orange Door in Hobbs</td>
<td>The Orange Door</td>
<td>Both</td>
<td>yes</td>
<td></td>
<td></td>
<td>1800 399 940</td>
</tr>
<tr>
<td>The Orange Door in North Eastern Melbourne</td>
<td>The Orange Door</td>
<td>Both</td>
<td>yes</td>
<td></td>
<td></td>
<td>1800 399 395</td>
</tr>
</tbody>
</table>

The above results show that The Orange Door is an ISE under both CISS and FVISS. This is shown by the word ‘Both’ in the ‘FVISS/CISS’ column. The results also show that the Orange Door is a RAE. This is shown by the word ‘yes’ in the column ‘RAE’.

**How to search using other search fields**

‘Funded For’, ‘FVISS/CISS’, ‘RAE’ and ‘Statewide Service’ are other search parameters that can be used to identify an ISE.

For example, if you are trying to identify an ISE that is prescribed under FVISS and delivers Specialist Family Violence Services, you can use the ‘Funded For’ drop down to select ‘Specialist Family Violence Services’ and the ‘FVISS/CISS’ drop down to select FVISS:

**Funded For**

1. Select ‘Specialist Family Violence Services’

**FVISS/CISS**

FVISS

**Risk Assessment Entity**

On/No/Yes

**Statewide Service**

On/No/Yes

Search/Clear

3. Click ‘Search’
Note: It is not necessary to complete every field in order to search for an ISE. ‘Organisation Name’ can be left blank if you wish to search for an unknown ISE.

Once you click search, you can scroll down to find your search results:

The above snippet shows the entries found (as at June 2020) when searching for ISEs that deliver Specialist Family Violence Services and are prescribed under FVISS.

If you are trying to identify all organisations that are prescribed as a RAE under FVISS, you can use the ‘RAE’ radio button to select ‘yes’:

1. Select ‘yes’

Once you click search, you can scroll down to find your search results:

The above snippet shows the entries found (as at June 2020) that are Risk Assessment Entities.

Contact details

In addition to an organisation's name and the schemes it is prescribed under, some search results will also show an organisation's email and/or telephone number.

Note: ‘Email’ and ‘Telephone’ are not mandatory fields and will sometimes appear blank.

If your organisation is missing from the ISE List or you want to update your details, please email childinfo@education.vic.gov.au and your request will be actioned in 48 business hours.
How often is the ISE List updated?

The ISE List is updated at regular intervals but is not a live list.

If an organisation is not listed that should be, or if you are uncertain about an ISE’s status, please call the Enquiry Line on 1800 549 646 (operating hours 10.00am – 2.00pm Monday to Friday) or email childinfo.sharing@education.vic.gov.au.