Australian Government
Department of Health and Aged Care

Step 1 – Prepare the IAHP PHC AWP for Review

Once a health service has completed their IAHP PHC AWP in the Data Portal and submitted it to you for review, they should inform you of through an email or phone call as you won't receive an email from the Data Portal notifying you of this.

When you are ready to review the IAHP PHC AWP in the Data Portal, you will need to set its status to *Ready for Processing* so you can review its content and add any comments as/if needed.

To review an IAHP PHC AWP in the Data Portal:

1. Open the Data Portal through Health Data Portal.

2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal home screen will display.
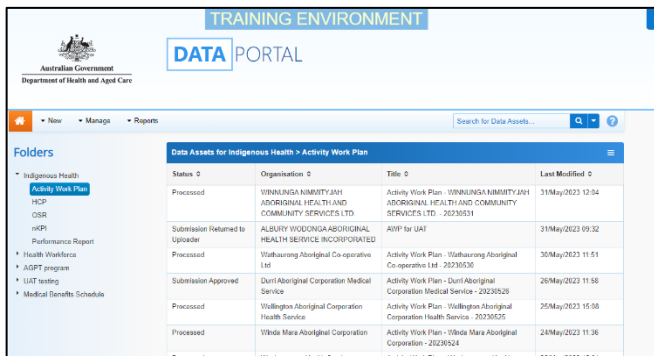
3. From the Data Portal home screen, search for the IAHP PHC AWP you need to review.

⚠ The AWP will have the status of *Submission Approved*.

For more information on how to search for an IAHP PHC AWP, see the *Get Started in the Health Data Portal* QRG.

4. In the **Data Assets for Indigenous Health** table, select the IAHP PHC AWP to be reviewed.

The Data Asset Details screen will display.
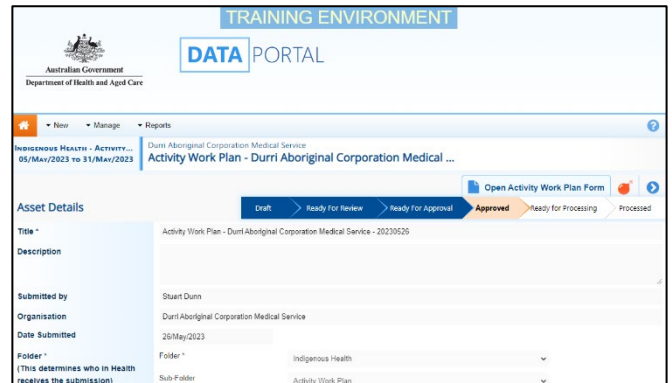
You now need to move the AWP to *Ready for Processing* so you can review its content and progress it as needed.

5. To do this, select either 🔵 or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

6. In the **Action** field, select ▾ and select *Ready for Processing*.

⚠ If the health service has asked you to return the AWP as it has been submitted in error, select *Return to Uploader*.

7. To set the AWP to *Ready for Processing*, select Ready for Processing.

The AWP's status will change to *Ready for Processing* and it is now ready to be reviewed and actioned as needed.

Australian Government
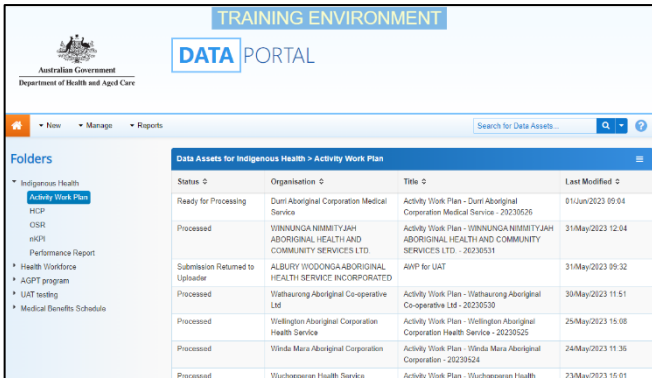**Department of Health and Aged Care**

Step 2 – Review and action the IAHP PHC AWP

Once the IAHP PHC AWP has been set to *Ready for Processing*, you can start reviewing its content to determine whether it can be processed as complete or requires amendment.

To review an IAHP PHC AWP in the Data Portal:

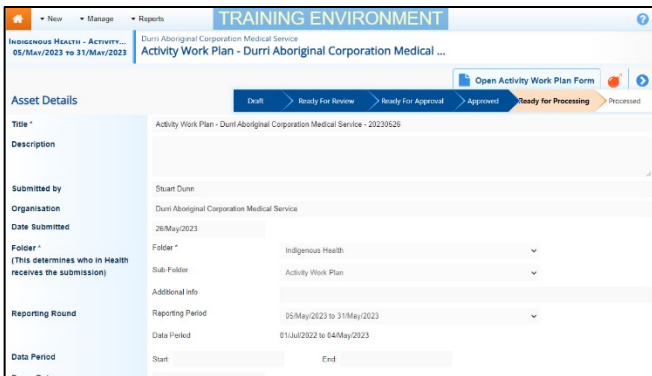1. Ensure the Data Portal home screen is displayed.

2. From the Data Portal home screen, search for the IAHP PHC AWP to be reviewed. The report's status will be *Ready for Processing*.

   For more information on how to search for an AIHP PHC AWP, see the *Get Started in the Health Data Portal* QRG.

3. Select the AWP to be reviewed.

The Data Asset Details screen will display.

Before opening the AWP, you should scroll down the screen to see if the service has uploaded any supporting documentation (such as their budget or assets register) to the AWP, using the *Files* section.
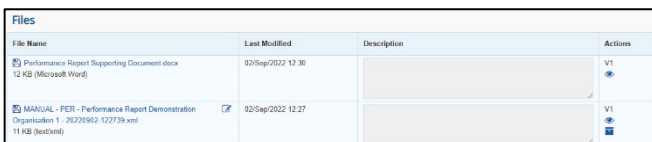
The XML file that displays here is the "backend" of the form and can be ignored. If there are any other documents attached here though (PDFs, Word documents etc) then these are for you and need to be extracted from the Data Portal so they can be reviewed as part of the service's submission.

4. To extract a document from the Data Portal, simply select the applicable **File Name** link. The document can now be opened and saved as needed, from the download tray at the top right of the screen.

5. To review the contents of the service's AWP, select ⬚ Open Activity Work Plan Form at the top of the screen.

The health service's completed AWP will display, broken into tabs on the left-hand side of the screen.
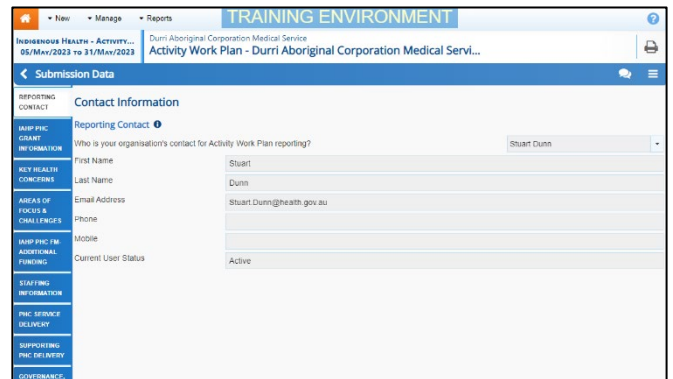
You can now work through each of the sections of the form by selecting the tab you wish to open, assessing the content as you go.

6. If you would like the health service to enter more information in a particular section, or you have questions about the content they have entered, you can add a comment by selecting 💬.

7. In the **Notifications Tray** that displays, select ➕ New .

8. In the Add Comment window, select ▾ in the **Reason** field and select **Other**.

9. In the **Additional Information**, enter your message for the health service, specifying what it is you need them to do in this section of the form.
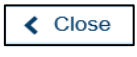
10. To save your comment, select **Save** .

⚠ If you wish to delete your comment or make changes, select ⋯ and select either *Edit Comment* or *Delete Comment*.

If one of the tabs on the form has a ⚠ on it, it means the health service has either added a comment to the section or responded to a data validation flag that has displayed because a cell was left blank in the form.

11. In the **Notifications Tray**, review the comment and:

   a. To respond to the comment, providing instructions to the health service regarding what changes they need to make, select ↩, select **Other** in the **Reason** field and then add your instructions for the health service in the **Additional Information** field and **Save** the comment.

   b. To accept the comment and mark it as "complete", hover your mouse pointer to the right of the comment title, select ✔, select **Completed, all data accepted** in the **Reason** field and **Save** the comment.

12. To exit the IAHP PHC AWP form and return to the Data Asset Details screen, select ‹ Close at the bottom of the form.
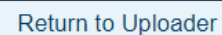
The Data Asset Details screen will display.

13. Once the AWP has been reviewed as needed, select either ➜ or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

If you have added comments or responses to the AWP and need to return it to the health service:

   a. In the **Action** field, select ▼ and select *Return to Uploader*.

   b. In the **Comment** field, enter any comments regarding the action being performed on the AWP.

   c. To return the IAHP PHC AWP to the health service, select Return to Uploader .

The AWP's status will change to *Submission Returned to Uploader* and it has now been returned to the health service for their amendment.

If you are happy with the AWP *and* are ready to process it as complete:

   d. In the **Action** field, select ▼ and select *Process*.

   e. In the **Comment** field, enter any comments regarding the action being performed on the *AWP*.

   f. To process the AWP as complete, select Process .

The AWP's status will change to *Processed* and the processing of the IAHP PHC AWP is now complete.