



Australian Government

**Department of Health
and Aged Care**

NKPI REPORTING IN THE HEALTH DATA PORTAL

17 APRIL 2024

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About This Guide

The *nKPI Reporting in the Health Data Portal* user guide has been developed to assist health service users with performing their required tasks within the Health Data Portal (the Data Portal) as part of the nKPI reporting process.

This user guide contains step-by-step instructions and other important information for health service users.

Health service users will perform the following functions in the Data Portal when submitting their nKPI reports:

- Create/update nKPI submissions and send them on to the next stage of the submission workflow process
- Work with comments in the nKPI form as part of the submission process
- Review nKPI submissions
- Amend nKPI submissions
- Approve nKPI submissions
- Amend nKPI submissions as part of exception reporting
- Participate in Interim Processing
- Extract data validation issue history details from nKPI submissions as needed
- Print/PDF the nKPI form as needed
- Work with nKPI trial submissions as/if needed.

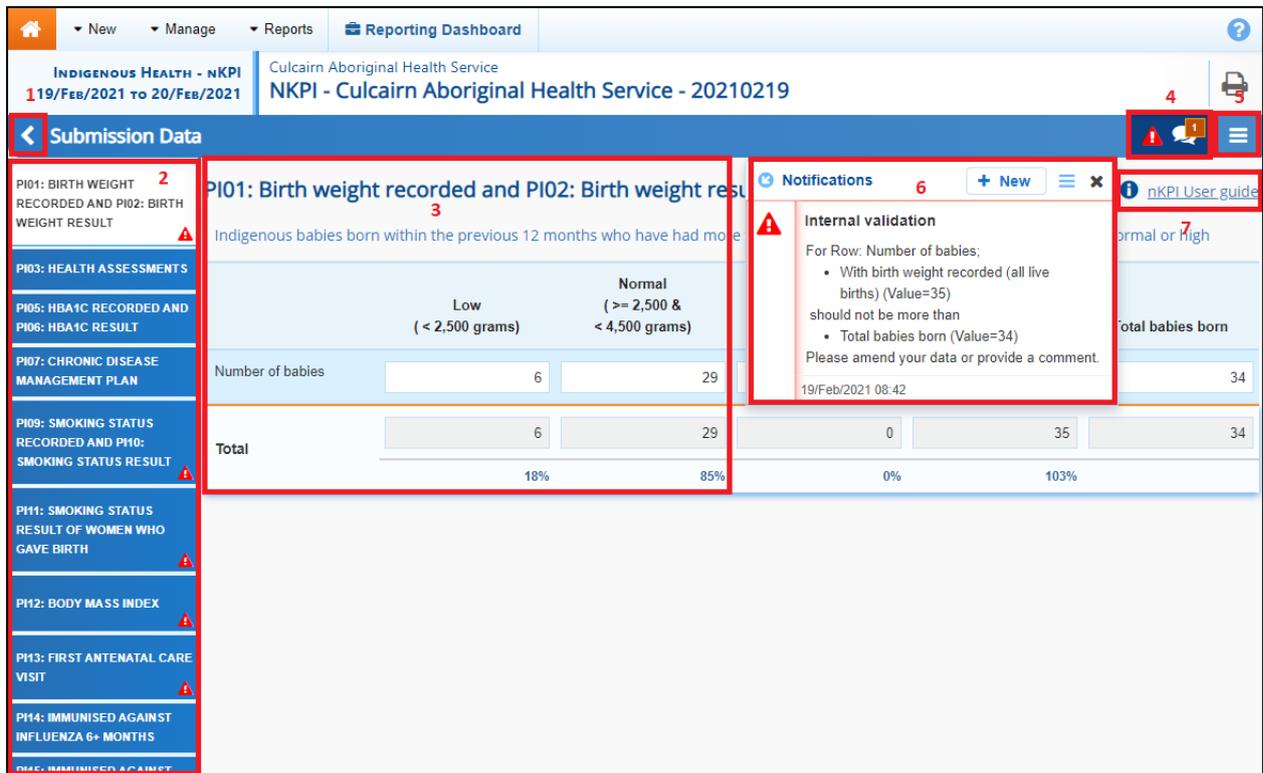
Version History

This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.

Version Number	Date	Change
1.0	17 April 2024	Original version

Introduction to the nKPI form

There are several different tasks available within the nKPI form in the Data Portal that can be used to help you submit your data as quickly and as accurately as possible.

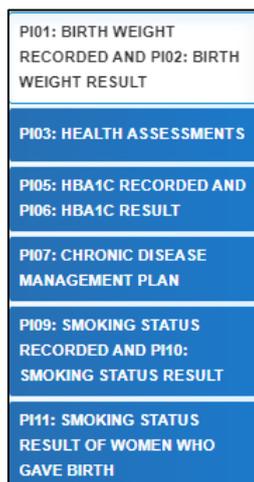


1. Cancel and go back to overview



- Allows you to quickly navigate away from the nKPI form and back to the Data Portal home screen.

2. The Indicators/Tabs List



Allows you to move through the different sections of the nKPI form by selecting the tab/section you wish to view/work on from the left-hand side of the form.



A will display on any tabs containing data validation flags that need to be addressed due to data validation being run on the data contained within the form.

This section can be hidden if needed by selecting  at the bottom of the tabs. The section can then be reopened when needed by selecting , now at the top of the form.

3. Main Form Window

PI01: Birth weight recorded and PI02: Birth weight result nKPI User guide					
Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high					
	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	34
Total	6	29	0	35	34
	18%	85%	0%	103%	

This section of the nKPI form contains the data entry cells for the indicator/tab that has been selected on the left-hand side of the form. This is where all data is entered in the form.

4. Open notifications - Some comments require action buttons



If there are any data validation flags that need to be addressed in a particular section of the form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

If there are any comments that have been added to the section by a user,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

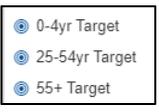
To view a validation flag or user entered comment in the *Notifications Tray*, simply select the applicable button.

5. The Options Menu



The *Options Menu* groups together additional functions that can be completed from within the nKPI form.

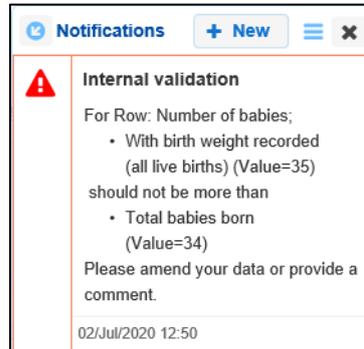
The functions available through the *Options Menu* are:

-  **Summary View** - Displays all indicators/sections of the form in the one view so the whole form can be printed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected indicator/section.
-  **Clear all cells** - Clears all data that has been entered into the cells in the selected indicator/section.
-  **Expand all tabs** - Allows you to open all the indicators when in Summary View.
-  **Collapse all tabs** - Allows you to collapse all the indicators when in Summary View.
-  - Displays on PI03 in the nKPI form and, when selected, highlights the cells used to calculate the applicable *Value in current collection (%)* value on the *nKPI Targets* tab.
 - 0-4yr Target
 - 25-54yr Target
 - 55+ Target
-  **Target** - Displays on P105, 14, 18 and 23 in the nKPI form and, when selected, highlights the cells used to calculate the applicable *Value in current collection (%)* value on the *nKPI Targets* tab.

6. The Notifications Tray

All data validation flags and user comments in the nKPI form are displayed in a *Notifications Tray*.

To open the *Notifications Tray* if it doesn't display by default in the form, select either  or .



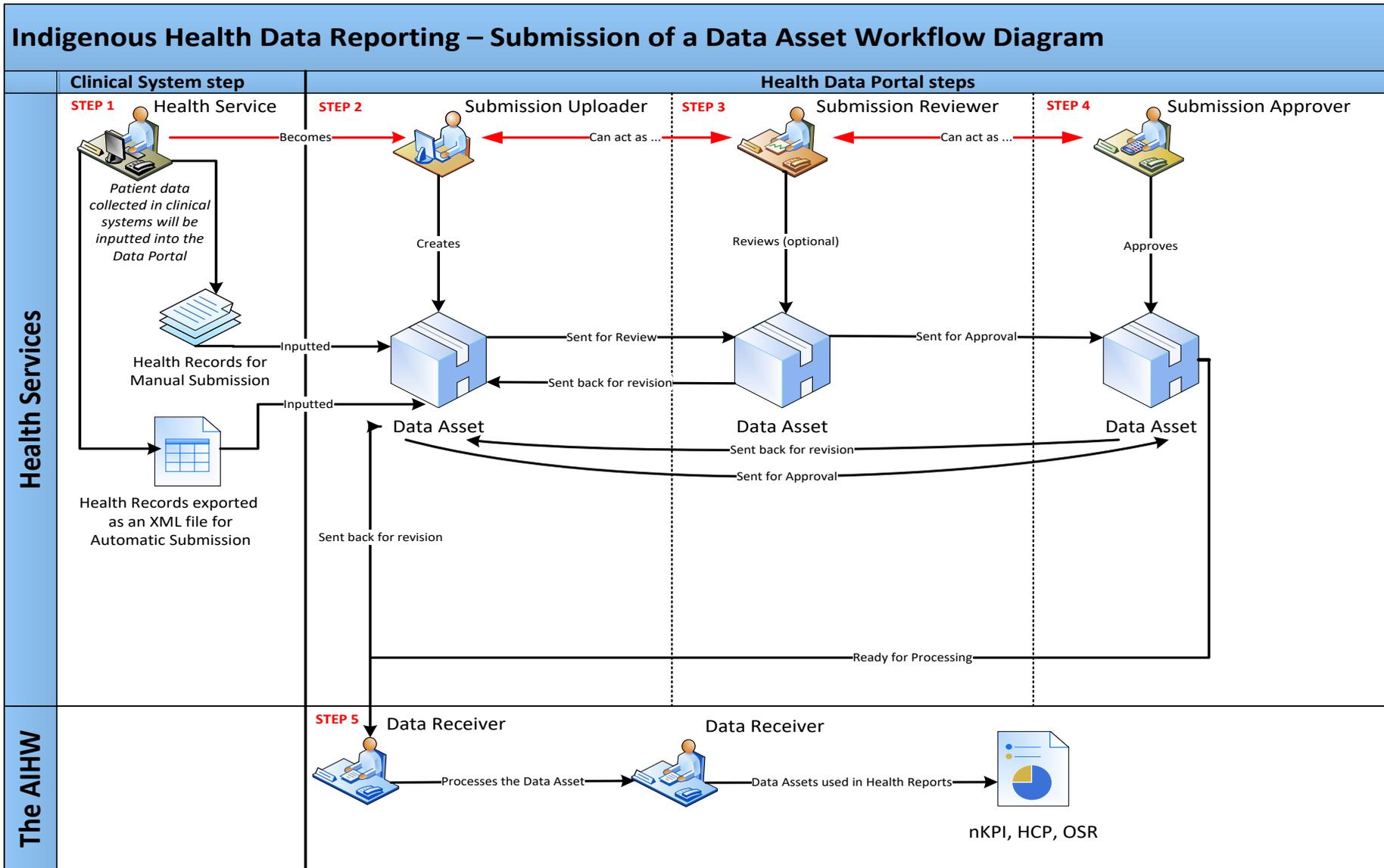
- To dock the tray at the bottom of the indicator (where the *Comments and Validation Flags* section previously was) or undock it so you can move it around the form, select .
- To add a new comment, select .
- To search for a particular validation flag/user comment, or to show completed comments in the tray, select .
- To close the tray, select .
- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .

7. Link to nKPI Definitions (nKPI form only)



The *nKPI User guide* link displays on each indicator in the nKPI form. When clicked on, this link will open the *AIHW nKPI User Guide*, which contains definitions of all indicators contained within the nKPI form.

nKPI Submission Workflow



nKPI Submission

At the commencement of an nKPI reporting round, health services required to report on their nKPI data will be notified via email that the reporting round has commenced.

Each health service will then need to report on their nKPI data through the Health Data Portal. Depending on the Clinical Information System (CIS) they use to collect their data, the health service can submit their nKPI submission in the Data Portal using either of the following two methods:

- **Direct Load** – an automatic data transfer from the health service’s CIS to the Data Portal. The CIS’ capable of facilitating the direct load of data into the Data Portal are *Communicare*, *MME*, *Medical Director* and *Best Practice*.
- **Manual Submission** – the health service will need to manually create the submission in the Data Portal and enter their aggregated clinical data into a blank form within this submission.

Automated Data Validation

As part of the creation and submission of nKPI submissions in the Data Portal, there will be automatic data validation rules run over the data that is either submitted as part of the direct load process or manually entered in the applicable form by the *Submission Uploader* within the health service.



The data validation rules that will be run over the clinical data submitted through the Data Portal will be based on the *AIHW data validation rules 2019* user guide, so this can be referred to if more information is required regarding the rules the AIHW have asked to have implemented through the Data Portal.

The following three data checks will occur in the Data Portal to implement the AIHW’s nKPI data validation rules as part of the automated data validation process:

- **Mathematical check** – the *mathematical check* data validation will ensure there are no mistakes in the data that has been transferred in the submission (for example, there are no “numerator” values higher than the “denominator” value). Any errors identified in an indicator by the mathematical check will need to be resolved by the health service by amending the applicable values.
- **Completeness check** – the *completeness check* data validation will identify any blank cells, either in the direct load data transfer or as part of manual submission and will ask the health service to validate whether there should be values in these cells. Any errors identified in an indicator by the completeness check will need to be resolved by the health service by either entering a value into the applicable cells or adding a comment explaining why the cells in question have been left blank.
- **Year-to-year variance check (time trend validation)** – the year-to-year data validation check will compare the health service’s data with their data from previous years. If there are significant differences in these figures (25% or more) from one year to the next, then this will be flagged as part of the validation process. For example, if a particular health service is reporting that 100 babies were born in their clinics during the current data period but only five were reported as being born in the previous period, this would be picked up by the check as a potential data entry error due to the large discrepancy. Issues identified in an indicator by the year-to-year variance check will need to be addressed by the health service by either amending the value in question or adding a comment explaining the reason for the variance.



For detailed information regarding the specific nKPI data validation flags in the Data Portal and how to address each of these flags as you submit your submission in the Data Portal, see the [Work with nKPI Data Validation Rules in the Health Data Portal](#) user guide.

Data Validation for Direct Load nKPI Submission

For submissions that have been automatically created in the Data Portal via the *direct load* process, if there are any errors/issues identified with the data because of data validation, these errors/issues will be outlined in the email all users with the *Submission Uploader* role within the health service will receive when the data is transferred to the Data Portal. The detail regarding the issues will also be inserted into the form in the Data Portal as a flag against each of the indicators the validation errors/issues relate to (appearing as red triangles on the left-hand side of the form). The *Submission Uploader* can then amend the values in the form as part of updating the submission and submitting it to the next stage of the submission workflow.

For more information, see the [Submit your nKPI Report \(Direct Load\)](#) section later in this guide.

Data Validation for Manual nKPI Submissions

For nKPI submissions created in the Data Portal through the manual submission process, users will be notified of errors/issues with their data as they enter the data into the form they create as part of the submission process.

If there are issues with the data, the *Submission Uploader* will be notified when they select



at the bottom of each indicator as they enter the data into the form. The *Uploader* can then amend the values as required as they complete the form.

For more information, see [Submit your nKPI Report \(Manual Process\)](#) later in this guide.

Rerunning Data Validation

It is important to note the automated data validation process will occur whenever a change is made to data in the form, and the change saved, at any stage of the nKPI submission workflow. For example, if a submission is returned to the *Submission Uploader* for amendment after being reviewed and the *Submission Uploader* changes a value in the form, data validation will run

again when the *Submission Uploader* selects  at the bottom of the form. If there is an issue with the new value that has been entered, this will be identified as per the normal data validation rules described earlier in this section of the guide.

Submit your nKPI Report (Direct Load) Overview

Health services whose CIS' (*Best Practice, Communicare, Medical Director* and *MMEx*) will allow them to, will produce and review the required report in their CIS and then transfer this report (containing aggregated clinical data) directly to the Health Data Portal as an XML file. This is known as *direct load* and automatically creates a draft nKPI submission in the Data Portal.

If there are any issues with the data at the time of the *direct load*, all *Submission Uploaders* within the health service will receive an email informing them of these issues. A health service *Submission Uploader* can then log in to the Data Portal and address the data validation issues in the submission that has been created as part of the *direct load* process, before submitting it for review and/or approval as needed.

Submit your nKPI Report (Direct Load)

IAHP funded health services will need to provide their aggregated nKPI data to the AIHW through the Data Portal, every six months (each *January* and *July*).

nKPIs are a set of selected process-of-care and health-outcome measures reported by Indigenous-specific primary health care organisations and maternal/child health programs funded by the Australian Government under its Indigenous Australians Health Programme (IAHP). The indicators are based on best practice/clinical guidelines in three areas important for Indigenous health:

- Maternal and child health
- Preventative health
- Chronic disease management.

The following procedure is used to submit an nKPI report in the Data Portal, and address data validation issues within the submission, using the *direct load* process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.

A list of the submissions you are expected to submit as part of the current reporting round (including your nKPI submission) will display in the *Reporting Dashboard*.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main content area is divided into two sections:

- OSR | 1 May 2022 Reporting Round:** Status is 'Not Started' (red button) and 'Due in 27 Days' (blue button). A red plus icon is visible in the top right corner.
- nKPI | 1 May 2022 Reporting Round:** Status is 'Draft Submission' (blue button) and 'Unresolved Comments Exist' (orange speech bubble icon). A red box highlights a document icon next to the title, and a blue plus icon is visible in the top right corner.

Under the nKPI section, there is a 'Data Sharing' section with two questions:

- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? (Yes/No radio buttons)
- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? (Yes/No radio buttons)

2. To review/update your nKPI submission that has automatically been created in the Data Portal (currently with the status of *Draft Submission*) as part of the *direct load* process, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

The Submission Data screen will display the populated nKPI form uploaded to the Data Portal as part of the *direct load* process, with each indicator on the form being displayed on a separate tab on the left-hand side of the form. A tab showing indicators *PI01: Birth weight recorded and PI02: Birth weight result* will default as displayed.

The screenshot shows the 'Submission Data' screen for 'INDIGENOUS HEALTH - NKPI' covering the period '22/APR/2021 to 30/JUN/2021'. The selected indicator is 'PI01: Birth weight recorded and PI02: Birth weight result'. The table below shows the distribution of birth weights for indigenous babies born within the previous 12 months.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With	Wit
Number of babies	6	29	0		
Total	6	29	0	35	34
	18%	85%	0%	103%	

The 'Notifications Tray' on the right shows an 'Internal validation' error:

- For Row: Number of babies;
 - With birth weight recorded (all live births) (Value=35) should not be more than
 - Total babies born (Value=34)

Please amend your data or provide a comment. The notification was received on 17/May/2021 at 16:45.

 If your organisation is a Maternal and Child Health service, you will only see tabs for indicators 01, 02, 03, 11 and 13 on the left-hand side of your nKPI form.

Any indicators with data validation issues will display a  on the corresponding tab on the left-hand side of the form for easy identification, and the details of the data validation errors/issues for the displayed indicator will display as flags in the *Notifications Tray* on the right-hand side of the form.

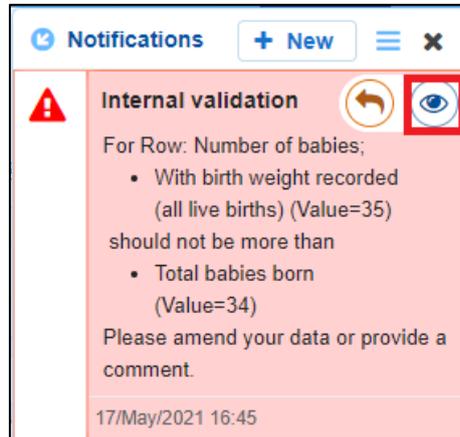
 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form to display it.

- On the left-hand side of the form, select the first indicator with data validation issues that need to be resolved (a  will display).
- Read the data validation flag(s) in the **Notifications Tray** on the right-hand side of the form to determine whether any data values for the indicator are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation.

If data values are incorrect and need to be amended to address data validation flags:

- i. Update the applicable data value(s) in the required cell(s) to address the data validation flags.

 If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the cell(s) with issues will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.



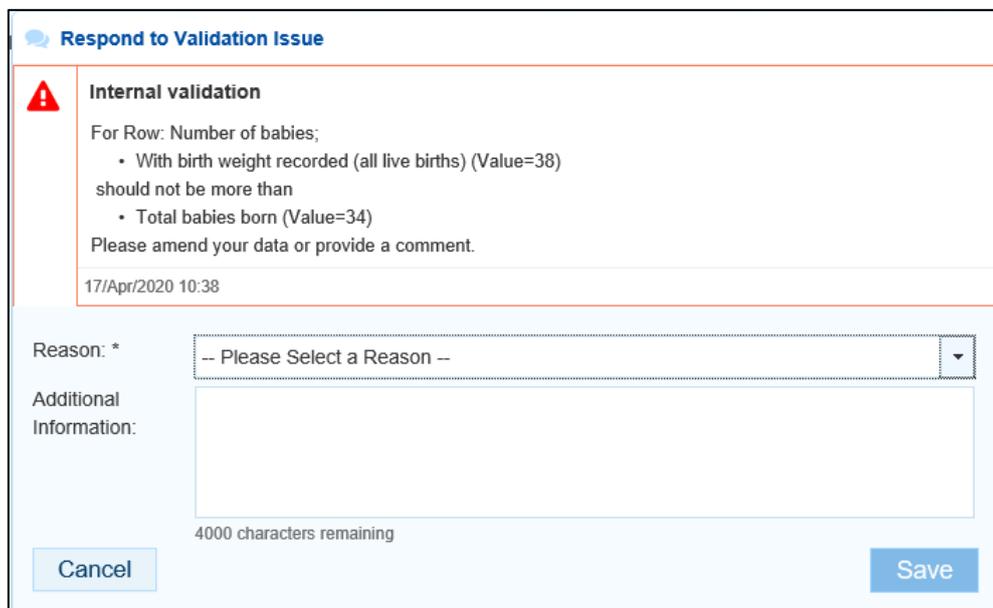
- ii. To save the amendment and run data validation again, select  at the bottom of the form.

The data validation flag relating to the data value you have just amended should now disappear from the *Notifications Tray*.

- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting  until this occurs.

If you aren't changing the data values but wish to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag. The Respond to Validation Issue dialog box will display.



- ii. Select in the **Reason** field and select the reason you are adding a response from the drop-down list. The available categories are **Unexpected results, Zero results/blanks, Internal validation, and General comments**.
- iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.
- iv. To save the response, select .
- v. Repeat this process for any other values/flags in the indicator that need to be explained.

The comment(s) has now been added underneath the data validation flag in the *Notifications Tray* and can be viewed by anyone accessing the submission in the Data Portal.



For a health service to be able to send their nKPI submission to the AIHW for processing, they need to either amend the data values with data validation flags or respond to the data validation flags for these values. If they don't address the flag using one of these two methods, their submission will not be able to be sent to the AIHW for processing.



To add a new comment for a colleague to an indicator separate to the responses added to the data validation flag, at the top of the *Notifications Tray* select and enter your comment (selecting particular cells to highlight if needed) and then save it.

5. Repeat the above steps for all indicators with data validation flags that need to be resolved.
6. Once you have addressed the data validation flags for all the data transferred to your nKPI form as part of the direct load process, you will need to select the **NKPI Targets** tab towards the bottom of the form and enter your target results for the specified indicators.

The nKPI Targets tab will display.

The screenshot shows the 'NKPI Targets' section of the submission form. It includes a table for target percentages and a text area for strategies.

	Value in current collection (%)	Target Dec 2023 (%)	Target Jun 2024 (%)	Target Dec 2024 (%)	Target Jun 2025 (%)
Proportion	28	30	40	50	

Current target (%) 5

Strategies - How will you do this? (Your response could refer to aspects such as linkages/ coordination/ community involvement/ service delivery/ health promotion)

1000 characters remaining.

In the nKPI Targets tab, you will need to enter your proposed targets for PI03 (0-4, 25-54, 55+) 05, 14, 18 and 23. These are the five indicators/seven focus areas for which the AIHW has set trajectories.

7. If you are reporting your nKPIs for the first time, you will need to enter your percentage targets for the next four data collection periods (using your current target percentage as a guide if needed) along with your strategies for achieving these targets.
8. If you are not reporting your nKPIs for the first time, then you will only need to enter your targets into the cell on the far-right hand side of the tab, representing the collection period two years into the future.

 In addition to entering your new target for an indicator, you can adjust your existing targets if your health service's circumstances have changed regarding delivering this service.

 Please ensure your target value percentages are larger than the corresponding values for the current collection period as, if they aren't you will be asked to justify why your target is lower than your current value.

 To see how the applicable *Value in current collection (%)* value has been calculated, select the applicable indicator tab on the left-hand side of the screen, select  and select *Target*. The cells involved in the calculation of the nKPI Targets *Value in current collection (%)* value will be highlighted in green.

9. Once you have entered your targets for each of the applicable indicators and your accompanying strategies for achieving these targets, select  at the bottom of the form.

10. Once all data validation flags in the nKPI form have been addressed, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select



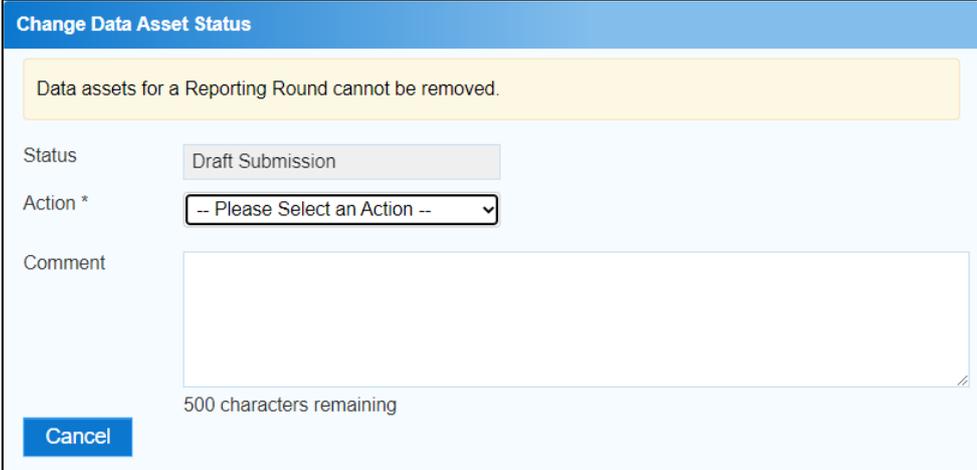
The Data Portal home screen will again display with the *Reporting Dashboard* open.

11. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent question(s) that display under **Data Sharing** in the **Reporting Dashboard**, regarding whether you are happy to share your finalised, processed data with NACCHO and/or your state sector support organisation.

 If your health service is in the ACT, only the NACCHO question will display here.

12. To progress the submission to the next stage of the workflow, select  **Draft Submission** for the nKPI submission in the Reporting Dashboard.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" features a blue header. Below the header is a yellow warning box containing the text: "Data assets for a Reporting Round cannot be removed." The main area of the dialog is light blue and contains the following elements: a "Status" field with a dropdown menu currently set to "Draft Submission"; an "Action *" field with a dropdown menu currently set to "-- Please Select an Action --"; and a "Comment" field with a large text area. At the bottom of the comment field, it says "500 characters remaining". A blue "Cancel" button is located at the bottom left of the dialog.

13. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send your nKPI submission to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send your nKPI submission directly to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress your nKPI submission to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.



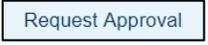
If you have the access to approve your nKPI submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the submission yourself and then submit it directly to the AIHW for processing.

14. In the **Comment** field, enter any additional comments regarding the action being performed on your nKPI submission, if needed.



Any user with access to view your nKPI submission will be able to view any comments entered here.

15. One of the following options can now be selected when submitting your nKPI report, depending on the action that has been selected in the **Action** field:

- To send your nKPI submission for internal review, select . For the next step in the process see [Review your nKPI Submission](#).
- To submit your nKPI submission directly to your CEO or their representative for approval, select . For the next step in the process, see [Approve your nKPI Submission](#).
- To send your nKPI submission to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of your nKPI Submission](#).

Your *direct load* nKPI submission has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the submission has been sent to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your health service can then action the submission as required.

Refresh Your Direct Load nKPI Submission

If updates have been made to your nKPI data for the current reporting round in your Clinical Information System (CIS), you can transfer the data across to the Data Portal again and the values in your nKPI form in the Data Portal will be updated to reflect the new values.

The refreshed submission can then be progressed through the submission workflow as normal.



For this to be possible, the submission in the Data Portal needs to be “with” the *Submission Uploader*. That is, it needs to be at one of the following statuses: *Draft Submission*, *Submission Revision Required* or *Submission Returned to Uploader*.



If you need to complete the Direct Load process again to update your data in the Data Portal, **DO NOT** try to remove your submission, just follow the process above.

Submit your nKPI Report (Manual Process)

A health service using a CIS that will not transfer aggregated nKPI data to the Data Portal will need to manually create an nKPI submission directly in the Data Portal.

The following procedure is used to manually submit an nKPI report in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports you are expected to submit as part of the current reporting round (including your nKPI submission) will display.

2. To commence the submission of your manual nKPI report, select  to the right of the nKPI reporting round text.



Your manual nKPI submission can also be created by selecting *New > Asset for Submission* from the menu bar.

The Submission Data screen will display the blank nKPI form, broken down by indicators on the left-hand side of the form.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies					
Total	0	0	0	0	0
	0%	0%	0%	0%	



If your organisation is a Maternal and Child Health service, you will only see tabs for indicators 01, 02, 03, 11 and 13 on the left-hand side of your nKPI form.

3. Enter data for each of the indicators in the form as described below.

 Once you have entered your data for each of the required indicators, select  at the bottom of the form to save the data and move on to the next indicator for completion.

 If there are no results to report on for a particular indicator in the form, see [Completing nKPIs you don't report on/have data for](#) later in this guide or how to complete these indicators.

IMPORTANT NOTE: For the accurate completion of the nKPI form, a regular client is defined as a client that has attended your service at least three times in the previous two years, regardless of when these three appointments occurred during this period. This definition is used in all indicators except for PI01 and PI02.

Indicator	Description
<p>PI01: Birth weight recorded and PI02: Birth weight result</p>	<p>Enter the number of babies born in your service in the previous 12 months, who have had more than one visit to your service, along with whether their birth weights were <i>Low, Normal</i> or <i>High</i>.</p> <p> A baby doesn't need to be a regular client to be counted in this indicator if he/she has a file at your service.</p>
<p>PI03: Health assessments</p>	<p>Enter the number of Indigenous regular clients within your service who claimed a health assessment in the previous 12 months, either <i>'In Person'</i> or via <i>'Telehealth'</i></p> <p>If your health service provides health assessments to clients but they do not claim/bill health assessments, simply enter zeros in the cells.</p> <p>In addition, you also need to enter in the total number of clients for your service for each of the designated age groups, by gender.</p> <p> Please ensure the total number of clients you enter for each age group on this indicator matches the total number of clients you enter for the corresponding age groups in PI09, 12, 14, 16 and 25.</p> <p> Include a comment in the indicator if your service doesn't claim the included MBS items but provides an equivalent level of care, such as a comprehensive health check that can't be claimed through the MBS.</p>
<p>PI05: HbA1c recorded and PI06: HbA1c result</p>	<p>Enter the number of regular Indigenous clients within your service, with Type 2 diabetes, with an HbA1c test recorded in the last six and 12 months along with the results of these tests. As part of this, ensure your totals match for the six and 12 month entries.</p> <p>In addition, you also need to enter the total number of regular clients for your service with Type 2 diabetes.</p> <p> Please ensure the total number of clients you enter for each age group for these indicators match the total number of clients you enter for the corresponding age groups on PI07, 15, and 23.</p>

Indicator	Description
	<p> On PI06, only record the most recent result from an HBA1c test. If an Indigenous regular client has had several tests, include only the result from the most recent test.</p>
<p>PI07: Chronic disease management plan</p>	<p>Enter the number of regular clients within your service with Type 2 diabetes for whom a Chronic Disease Management Plan was claimed within the last 2 years.</p> <p>In addition, you also need to enter the total number of clients in your service with Type 2 diabetes.</p> <p> Please ensure your total number of clients for each age group for this indicator matches the total number of clients you enter for the corresponding age groups on PI05, 15, and 23.</p> <p> Include a comment in the indicator if your service doesn't claim the included MBS items but provides an equivalent level of care, such as a comprehensive health check that can't be claimed through the MBS.</p>
<p>PI09: Smoking status recorded and PI10: Smoking status result</p>	<p>Enter the number of regular clients for your service with their smoking status (<i>current smoker, ex-smoker, never smoked</i>) recorded and for whom you have results. In addition, you need to enter your total number of clients.</p> <p> Please ensure the total number of clients you enter for each age group for this indicator matches the total number of clients you enter for the corresponding age groups on PI03, 12, 14, 16 and 25.</p> <p> Where an Indigenous regular client's tobacco smoking status does not have an assessment date assigned in the CIS, smoking status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).</p> <p> PI10 – For <i>Current smoker</i>, add together <i>Daily smoker, Weekly smoker, and Irregular smoker</i>.</p>
<p>PI11: Smoking status result of women who gave birth</p>	<p>Enter the total number of regular Indigenous clients within your service who gave birth in the last twelve months and had their smoking status (<i>current smoker, ex-smoker, never smoked</i>) recorded during their pregnancy.</p> <p> Include both live and still births here if the birth weight was at least 400 grams or the gestational age was 20 weeks or more.</p> <p> For <i>Current smoker</i>, add together <i>Daily smoker, Weekly smoker, and Irregular smoker</i>.</p> <p> Where an Indigenous regular client's tobacco smoking status does not have an assessment date assigned in the CIS, smoking status as recorded in the CIS should be</p>

Indicator	Description
	treated as being up to date (that is, as having been updated in the 24 months up to the census date).
PI12: Body mass index	<p>Enter the total number of Indigenous regular clients for your service who have had their BMI recorded in the last two years, in the following categories: <i>Underweight, Normal Weight, Overweight, Obese</i> or <i>Not Calculated</i>. In addition, you need to enter your total number of clients.</p> <p> Please ensure the total number of clients you enter for each age group for this indicator matches the total number of clients you enter for the corresponding age groups on PI03, 09, 14, 16 and 25.</p> <p> Only include the most recently recorded BMI measurement. This means that if a client has had their BMI measured several times, include only the results from the most recent measurement.</p> <p> Add an explanatory note to the indicator if BMI is substantially more likely to be recorded for certain groups of clients than others, such as those with diabetes. Also add a note if BMI is more likely to be recorded if a client looks underweight, overweight, or obese, as this could result in the proportion of overweight or obese clients being higher than it is).</p>
PI13: First antenatal care visit	<p>Enter the total number of Indigenous regular clients within your service who gave birth within the previous 12 months, who had their first antenatal care visits, and the periods during which these visits occurred.</p> <p>In addition, enter those clients who didn't attend an antenatal care visit along with the total number of clients who gave birth.</p> <p>An antenatal care visit is when a pregnant woman visits a midwife or doctor to look after their own health or wellbeing, and that of their baby, before the baby is born.</p> <p> Include both live and still births here if the birthweight was at least 400 grams or the gestational age was 20 weeks or more.</p>
PI14: Immunised against influenza 6 + months	<p>Enter the number of your Indigenous regular clients aged six months and over who are immunised against influenza. Also enter the total number of your clients for each age group.</p> <p> Please ensure the total number of clients you enter for each age group for this indicator matches the total number of clients you enter for the corresponding age groups on PI03, 09, 12, 16 and 25.</p>
PI16: Alcohol consumption recorded	Enter the number of your Indigenous regular clients whose alcohol consumption status has been recorded in the last 2 years.

Indicator	Description
	<p>In addition, you also need to enter your total number of clients.</p> <ul style="list-style-type: none">  Please ensure the total number of clients you enter for each age group for this indicator matches the total number of clients you enter for the corresponding age groups on PI03, 09, 12, 14, and 25.  Include any record of alcohol consumption, including whether the client consumes alcohol, the amount and frequency of the client's alcohol consumption and the results of tests such as the AUDIT or AUDIT-C.  Where an Indigenous regular client's alcohol consumption status does not have an assessment date assigned in the CIS, alcohol consumption status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).
PI18: Kidney function test recorded	<p>Enter the number of your Indigenous regular clients with Type 2 diabetes or cardiovascular disease (CVD) who have had a kidney function test in the last twelve months.</p> <p>In addition, you also need to enter your total number of clients with both Type 2 diabetes and cardiovascular disease.</p> <ul style="list-style-type: none">  When entering data regarding the number of your clients who have had eGFR and ACR tests recorded, please ensure the numbers match the corresponding cells on PI19.  Please include results from all relevant pathology tests. If your service doesn't have a good system for adding pathology results to client records, you will need to make sure they have been included in the correct cell.  Please include regular clients aged 18 and over with CVD regardless of whether they have had an ACR. For this indicator, all that matters is whether they have had an eGFR.
PI19: Kidney function result categories	<p>Enter the number of your Indigenous clients regular with Type 2 diabetes and/or CVD who have had both an eGFR and an ACR result recorded in the last 12 months.</p> <ul style="list-style-type: none">  When entering data regarding the number of your clients who have had eGFR tests recorded, please ensure the numbers match the corresponding cells on PI18.  Please include only the most recently recorded result from an eGFR test. This means that if a client has had several tests, include only the results from the most recent test.

Indicator	Description
	<p> Please include the results from all relevant pathology tests. If your service doesn't have a good system for adding pathology results to client records, you will need to make sure they have been included in the correct cell.</p>
<p>PI20: CVD risk assessment factors</p>	<p>Enter the number of your Indigenous regular clients with the required measurements recorded to allow assessment for CVD.</p> <p>As part of this, also enter the total number of your clients without cardiovascular disease.</p> <p> Please include information on diabetes status from the most recent record for the client, regardless of how old that record is.</p> <p> Where an Indigenous regular client's tobacco smoking status and/or sex does not have an assessment date assigned in the CIS, smoking status and/or sex recorded in the CIS should be treated as current (that is, as having been updated in the 24 months up to the census date).</p>
<p>PI21: CVD risk assessment result</p>	<p>Enter the number of your Indigenous regular clients with CVD risk assessments results within specific levels.</p> <p>As part of this, also enter the total number of your clients without cardiovascular disease with a risk assessment result recorded in the last two years.</p> <p> Only include the most recent recorded result from an absolute CVD risk assessment. This means that if a client has had several assessments, include only the results from the most recent assessment.</p>
<p>PI22: Cervical screening</p>	<p>Enter the number of your Indigenous regular clients who have had a HPV test in the last five years. The HPV test is used to detect cancer and pre-cancerous abnormalities of the cervix.</p> <p> Include HPV tests where the sample is either collected by a health practitioner or is self-collected.</p>
<p>PI23: Blood pressure recorded and PI24: Blood pressure less than or equal to 140/90 mmHg</p>	<p>Enter the number of your Indigenous regular clients with Type 2 diabetes whose blood pressure was less than or equal to 140/90 mmHg who had a BP test within the last six months.</p> <p> Please ensure your total number of clients for each age group for this indicator matches the total number of clients for each corresponding age group on PI05, 07, and 18.</p>
<p>PI25: STI Tests</p>	<p>Number of Indigenous regular clients between 15 and 34 years of age, who tested for one or more sexually transmitted infections within the previous 12 months.</p> <p> This indicator is currently in pilot so, if your health service is unable to provide data for this indicator, please just let us know before the reporting round by sending an</p>

Indicator	Description
	email to indigenousreporting@health.gov.au and you will be removed from the pilot.
TNATSIRC: Indigenous regular clients	Enter the number of your Indigenous regular clients without a sex or age recorded, with a sex recorded but not an age, with an age recorded but not a sex and with both a sex and age recorded.
nKPI Targets	Enter your six-monthly targets (for the next four collection periods) for the five indicators/seven focus areas for which the AIHW has set trajectories (PI03, 05, 14, 18 and 23).

4. Once the required data has been entered into the last section, select  at the bottom of the form.

At this stage, automated data validation will run on the data that has been entered, and if there are any issues with the data, a data validation flag will display in the *Notifications Tray* on the right-hand side of each indicator containing an issue.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

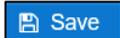
5. Read the data validation flag message in the **Notifications Tray** to determine whether any data values for the indicator are incorrect and need to be amended, or whether the data values in question are correct in but may require explanation.

If data values are incorrect and need to be amended to address the data validation flags:

- i. Update the applicable data value(s) in the required cell(s).



If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the applicable cell(s) will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.

- ii. To save the amendment and run data validation again, select  at the bottom of the form.

The data validation flag relating to the data value you have just amended should now have disappeared.

- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data and selecting  until this occurs.

If you aren't changing the data values and need to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag.

The Respond to Validation Issue dialog box will display.

- i. Select  in the **Reason** field and select the reason you are adding a comment from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**.
- ii. Enter an explanatory comment in the **Additional Information** field.
- iii. To save the response, select .
- iv. Repeat this process for any other values that need to be explained for the indicator.

The comment has been added and can be viewed by anyone accessing the submission in the Data Portal.



To add a new comment for a colleague to an indicator, separate to the responses added to the data validation flag, select  at the top of the *Notifications Tray*, enter your comment (linking the applicable cells if needed) and then save it. For more information, see [Work With Comments in the nKPI Form](#) later in this guide.

6. Once you have finished entering your nKPI data into the different indicators on the form and saved the data, select  at the bottom of the form.

The Data Portal home screen will display with the *Reporting Dashboard* open.

7. Before progressing your nKPI submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent question(s) that display, regarding whether you are happy to share your finalised, processed data with NACCHO and/or your state sector support organisation.



If your health service is in the ACT, only the NACCHO question will display here.

8. To progress your nKPI submission to the next stage of the submission workflow, select  for the nKPI submission in the Reporting Dashboard.

The Change Data Asset Status dialog box will display.

9. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send your nKPI submission to your *Submission Reviewer* for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the submission to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress your submission to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.



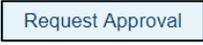
If you have the access to approve nKPI submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the submission and submit it directly to the AIHW for processing.

10. In the *Comment* field, enter any comments regarding the action being performed on the submission, if needed.



Any user with access to view the submission will be able to view any comments entered here.

11. One of the following options can now be selected when submitting your nKPI report, depending on the action that has been selected in the **Action** field:

- i. To send your submission for internal review, select . For the next step in the process, see [Review your nKPI Submission](#).
- ii. To send your submission to your CEO or their representative for approval, select . For the next step in the process, see [Approve your nKPI Submission](#).
- iii. To send your submission to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an nKPI Submission](#).



To save your submission as a draft without sending it on to the next stage of the submission process, select .

Your nKPI submission has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the submission has been sent to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your health service can now action your submission as required.

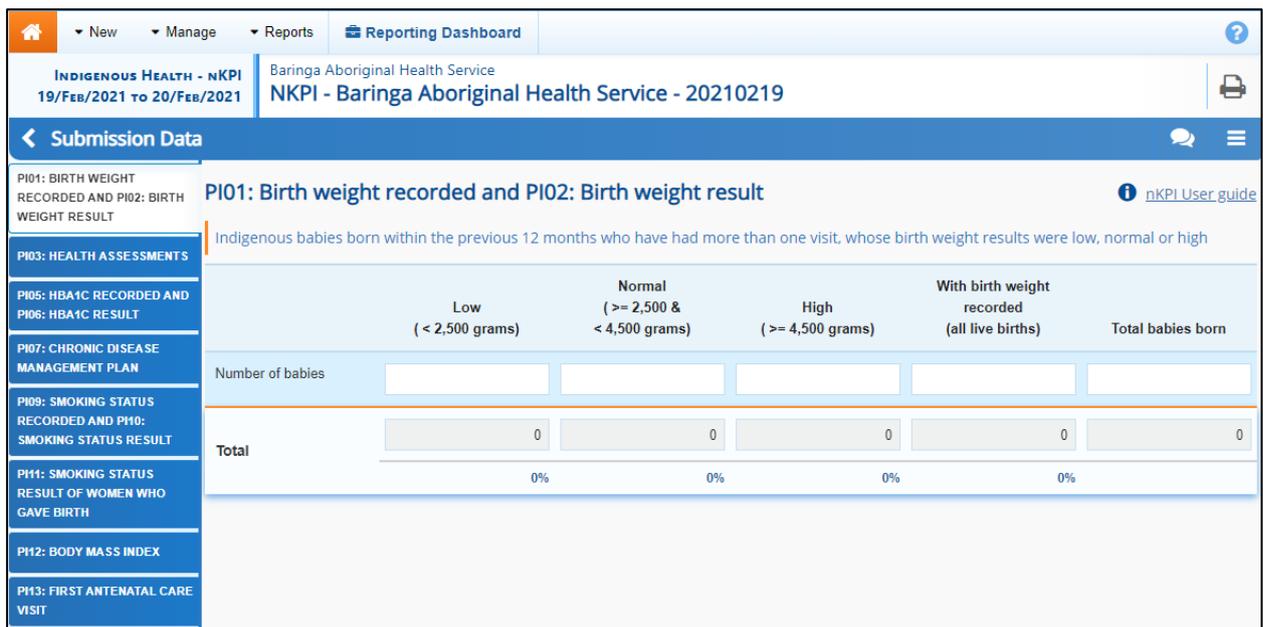
Completing nKPIs you don't report on/have data for

When completing your nKPI reporting, only those indicators you are funded for as a health service should appear in your form when submitting an nKPI submission in the Data Portal. Specifically, Maternal and Child Health services will only see indicators 01, 02, 03, 11 and 13 in their form. This means services won't need to enter information for clinical services they don't provide. There still may be times however, where you need to complete an indicator in the form that you either don't report on or don't have any data for.

The following procedure is used to complete an indicator in the nKPI form you don't report on/have data for:

- From the open Reporting Dashboard on the Data Portal home screen, open your nKPI form by selecting either  (for a new manual submission) or  (for a direct load or existing manual submission) to the right of the nKPI reporting round text.

The nKPI form will display.



	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0	0	0
	0%	0%	0%	0%	

To complete an indicator you don't have values for, you will need to either leave the cells on the indicator blank or enter zeros in the cells, depending on your situation.

If you are not funded to report on an indicator:

- If the indicator is blank, enter a value in any cell on the indicator to bring  up at the bottom of the form and then remove the value.



If the indicator already has zeros in the cells, remove these by selecting  in the top right-hand corner of the form and then selecting *Clear all cells*.

- To save the indicator as blank, select  at the bottom of the form.

- In the **Notifications Tray**, next to the flag that displays, select .

The Respond to Validation Issue dialog box will display.

- iv. In the Respond to Validation Issue dialog box, in the **Reason** field, select  and select **Zero results/blanks - Not funded to provide this service, indicator not applicable**.
- v. Enter any **Additional Information** if needed.
- vi. To continue, select .

If you are funded to report on only part of the indicator (PI03 only, for M&CH services):

- i. Enter your data into the applicable cells of PI03 and leave the rest of the cells blank.
 -  If the rest of the cells in the indicator already have zeros in them, remove these by selecting  in the top right-hand corner of the screen and then selecting *Clear all cells*.
- ii. Select  at the bottom of the form.
- iii. In the **Notifications Tray**, next to the flag that displays, select .

The Respond to Validation Issue dialog box will display.

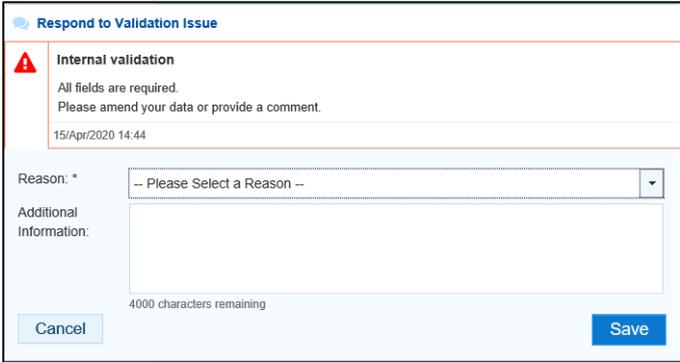
- iv. In the Respond to Validation Issue dialog box, in the Reason field, select  and select **Zero results/blank - Not funded to provide this service, indicator not applicable**.
- v. In the **Additional Information** field, note that your service is only funded for part of the indicator.
- vi. To continue, select .

If you are funded to report on the indicator but didn't see/didn't have any clients for the collection period:

- i. Enter zeroes into the indicator's cells by selecting  in the top right-hand corner of the screen and then selecting **Populate empty cells with zeros**.
- ii. If the indicator has a *Total Clients* column (or similar) replace the zeros in this column with your total client values.
- iii. If you wish to add an explanation of why the service wasn't provided for the collection period, select  at the top of the **Notifications Tray** and select **Zero results - Service provided, but no applicable clients seen in the period** from the list.
- iv. Enter any **Additional Information** if needed.
- v. To continue, select .

If you have provided the service but do not have the values for some reason:

- i. If the indicator is blank, enter a value in any cell on the indicator to bring  up on the bottom of the form and then remove the value.
-  If the indicator already has zeros in the cells, remove these by selecting  in the top right-hand corner of the screen and then selecting *Clear all cells*.
- ii. To save the indicator as blank, select  at the bottom of the form.
- iii. In the **Notifications Tray**, next to the flag that displays, select . The Respond to Validation Issue dialog box will display.



The dialog box titled "Respond to Validation Issue" contains the following elements:

- A red warning triangle icon next to the text "Internal validation".
- The text "All fields are required. Please amend your data or provide a comment." followed by a timestamp "15/Apr/2020 14:44".
- A "Reason:" label next to a dropdown menu currently showing "-- Please Select a Reason --".
- An "Additional Information:" label next to a large text input area.
- A "4000 characters remaining" indicator below the text input area.
- "Cancel" and "Save" buttons at the bottom.

- iv. In the Respond to comment dialog box, in the **Reason** field, select  and select **Zero results/blanks - Data could not be extracted**.
 - v. Enter any **Additional Information** if needed.
 - vi. To continue, select .
2. To save any other changes to the indicator, select  at the bottom of the form.
 3. To exit your nKPI form, scroll to the bottom of the form and select .

Retrieve your nKPI Submission (Submission Uploader)

If a health service *Submission Uploader* has submitted an nKPI submission for either review or approval in error, they can recall the submission so the required amendments can be made before resubmitting the submission.

The following procedure is used to retrieve an nKPI submission the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there's a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard' tabs. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. Below the nKPI section, there's a 'Data Sharing' section with two questions about data sharing with AH&MRC and NACCHO, both with 'Yes' selected. The right sidebar shows reporting round details for OSR, nKPI, and HCP.

1. In the **Reporting Dashboard**, to retrieve the nKPI submission, select the nKPI status link (**Submission Ready For Review** or **Submission Ready For Approval**).
2. In the Change Data Asset Status dialog box, in the **Action** field, select and select **Revision Required**.
3. To continue, select .

Your nKPI submission has now been retrieved from the next step of the submission workflow process and can be amended as required prior to being resubmitted for review or approval.

Review your nKPI Submission (Submission Reviewer)

When an nKPI submission has been sent for review by the health service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role.



Even though any user in the health service with the *Submission Reviewer* role can review the details of a submission, only one user can make changes to the submission at a time.

The following procedure is used to review an nKPI submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard in a TRAINING ENVIRONMENT. The dashboard is divided into sections for different reporting rounds. The OSR Reporting Round (1 May 2022) is due in 27 days and has a draft submission and unresolved comments. The nKPI Reporting Round (1 May 2022) is due in 13 days and has a submission revision required and unresolved comments. The HCP Reporting Round (1 May 2022) is also due in 13 days and has a submission revision required and unresolved comments. The nKPI section is expanded to show data sharing consent questions for AH&MRC and NACCHO, both with 'Yes' selected.



To be eligible for review, your nKPI submission's status will need to be *Submission Ready for Review*.

2. To review the nKPI submission that has been sent to you by the *Submission Uploader*, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

The nKPI form will display, with each indicator on the form being displayed as a separate tab on the left-hand side of the screen.

The screenshot shows the 'Submission Data' page for 'INDIGENOUS HEALTH - nKPI' (09/Nov/2021 to 30/Nov/2021) for 'Culcairn Health Service' (NKPI - Culcairn Health Service - 20211109). The left-hand side has a navigation menu with tabs for various indicators. The main content area displays 'PI01: Birth weight recorded and PI02: Birth weight result' with a description: 'Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high'. A table below shows the distribution of birth weights:

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	38
Total	6	29	0	35	38
	17%	83%	0%	92%	

Any nKPIs that still have data validation errors will display a on the applicable tab for easy identification. Any indicators with data validation flags that have been addressed through the addition of a response by your *Submission Uploader*, will contain a .

- Review the data in each indicator as required and, if needed, update any data values that need to be amended so the data validation flag disappears.



If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the form.

- To respond to the data validation flag instead of amending a value, select in the **Notifications Tray** next to the most recent response attached to the applicable flag.



To add a new internal comment for the *Submission Uploader* or *Approver*, select **New** in the *Notifications Tray*.

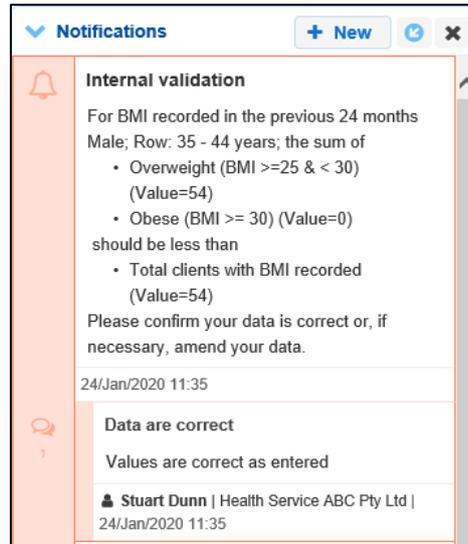
The Respond to Validation Issue dialog box will display.

The dialog box is titled 'Respond to Validation Issue' and contains the following information:

- Internal validation** (with a red triangle warning icon): All fields are required. Please amend your data or provide a comment.
- Date and time: 15/Apr/2020 14:44
- Reason:** * (with a dropdown menu showing '-- Please Select a Reason --')
- Additional information:** (with a text area for comments)
- Character count: 4000 characters remaining
- Buttons: **Cancel** and **Save**

- Select in the **Reason** field and select the reason the comment is being added from the drop-down list.
- Enter an explanatory comment in the **Additional Information** field.
- To save the response, select

The comment has now been saved and added to the *Notifications Tray* and the data validation flag on the left-hand side of the form will now change from to .



 A comment you enter can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

8. Repeat this process for any other values in the nKPI form that need to be changed or have comments added to them.

The comment(s) has been added and can be viewed by anyone accessing the submission in the Data Portal.

9. To exit your nKPI form, scroll to the bottom of the form and select .

The Data Portal home screen will display with the *Reporting Dashboard* open.

10. Before progressing your nKPI submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

11. Once the nKPI submission has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your nKPI submission to your CEO or their representative for approval.
 - **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving your nKPI submission as well as reviewing it.
 - **Request Interim Processing** – Select this action to progress your nKPI submission to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
 - **Revision Required** – Select this action to return your nKPI submission to your *Submission Uploader(s)* for amendment.
12. In the **Comment** field, enter any comments regarding the action being performed on the submission.

 Any user with access to view your nKPI submission will be able to view any comments entered here.

13. One of the following options can now be selected when submitting your nKPI report, depending on the action that has been selected in the **Action** field:

- i. To send your nKPI submission to your CEO or their representative for approval, select . For the next step in the process, see [Approve your nKPI Submission](#).
- ii. To approve your nKPI submission and send it directly to the AIHW for processing, select . For the next step in the process, see [Process an nKPI Submission](#).
- iii. To send your nKPI submission to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an nKPI Submission](#).
- iv. To send your nKPI submission back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend your nKPI Submission](#).

Your nKPI submission has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

Amend your nKPI Submission (Submission Uploader)

There may be times when your nKPI submission is returned to your *Submission Uploader* for amendment by the representative in your health service the submission has been sent to for review or approval in the Data Portal.

When it is returned for amendment, your submission will have a status of *Submission Revision Required*.

The following procedure is used to amend your nKPI submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' menus, and a 'Reporting Dashboard' button. The main content area is titled 'Reporting Dashboard' and features two reporting rounds:

- OSR | 1 May 2022 Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022. It shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'.
- nKPI | 1 May 2022 Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 17/May/2022. It shows 'Due in 13 Days', 'Submission Revision Required', and 'Unresolved Comments Exist'.

The nKPI round's 'Data Sharing' section is expanded, showing two questions:

- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No
- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

On the right side, there is a sidebar with a 'TRAINING ENVIRONMENT' banner and a help icon. It lists the reporting rounds and their details:

- OSR Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022
- nKPI Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 17/May/2022
- HCP Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022

2. To amend your nKPI submission that has been returned by your *Submission Reviewer* or *Approver*, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

The nKPI form will display, with each indicator being displayed as a separate tab on the left-hand side.

The screenshot shows the 'Submission Data' interface for 'INDIGENOUS HEALTH - nKPI' (09/Nov/2021 to 30/Nov/2021) for 'Culcairn Health Service' (NKPI - Culcairn Health Service - 20211109). The main indicator is 'PI01: Birth weight recorded and PI02: Birth weight result'. A description states: 'Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high'. A table displays the following data:

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	38
Total	6	29	0	35	38
	17%	83%	0%	92%	

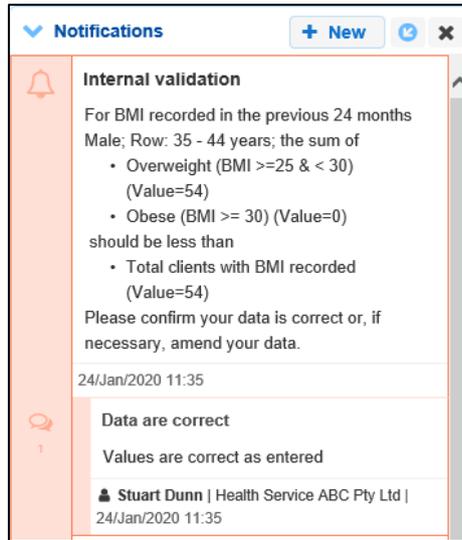
Any indicators that still have data validation errors/issues will contain a for easy identification. Any indicators with data validation flags that have been addressed through the addition of a response by your *Submission Reviewer or Approver*, will contain a .

- Review the data in each indicator as required, focussing on any comments made by your *Submission Reviewer or Submission Approver* asking you to amend data values.
- If required, update the value(s) in the required cell(s) based on the *Submission Reviewer/Submission Approver's* comments.
- If you are not amending the value but wish to respond to a particular comment made by your *Submission Reviewer/Submission Approver*, select next to the comment in the **Notifications Tray**.

If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the form.

- Select in the **Reason** field that displays and select the reason the comment is being added from the drop-down list.
- Enter an explanatory comment in the **Additional Information** field.
- To save the response, select .

The comment has now been saved and added to the *Notifications Tray* and the applicable validation icon on the applicable tab on the left-hand side of the screen will now change from to .



 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

9. Repeat this process for any other values in the form that need to be addressed. The comment(s) has been added and can be viewed by anyone accessing the submission.

10. To exit the nKPI form, scroll to the bottom of the form and select .

The Data Portal home screen will display with the *Reporting Dashboard* open.

11. Before progressing your nKPI submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

12. Once your submission has been reviewed and updated as required, select  **Submission Revision Required** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The screenshot shows a 'Change Data Asset Status' dialog box. At the top, it says 'Data assets for a Reporting Round cannot be removed.' Below this, there are three fields: 'Status' with a dropdown menu showing 'Submission Revision Required', 'Action *' with a dropdown menu showing '-- Please Select an Action --', and 'Comment' with a large text area. At the bottom left is a 'Cancel' button. At the bottom right, it says '500 characters remaining'.

The available actions are:

- **Request Review** – Select this action to send your nKPI submission back to your *Submission Reviewer* for review.
- **Request Approval** – Select this action to send your nKPI submission directly to your CEO or their representative for approval.



If you have access to approve your nKPI submission, you will also see the *Approve for Submission* option in the action list. This allows you to approve your submission and submit it directly to the AIHW for processing.

13. In the **Comment** field, enter any comments regarding the action being performed on your submission, if needed.



Any user with access to view your nKPI submission will be able to view any comments entered here.

14. One of the following options can now be selected when submitting your nKPI report, depending on the action that has been selected in the **Action** field:

- To send your nKPI submission to your *Submission Reviewer* for review again, select . For the next step in the process, see [Review your nKPI Submission](#).
- To send your nKPI submission to your CEO or their representative for approval, select . For the next step in the process, see [Approve your nKPI Submission](#).

Your nKPI submission has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the submission has been submitted to them for action. One of your *Submission Reviewers* or *Submission Approvers* can now action your submission again as required.

Approve your nKPI Submission (Submission Approver)

Your nKPI submission can be approved by anyone within your health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for your CEO or their representative. In smaller health services, the person approving the submission may also be the person who has reviewed and/or submitted the submission.

The following procedure is used to approve your nKPI submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section has a 'Due in 27 Days' badge and 'Draft Submission' and 'Unresolved Comments Exist' indicators. The nKPI section has a 'Due in 13 Days' badge and 'Submission Ready For Approval' and 'Unresolved Comments Exist' indicators. Below the nKPI section is a 'Data Sharing' section with two questions and radio button options for 'Yes' and 'No'. The right sidebar contains a summary of reporting rounds: OSR (Open, 03/May/2022 to 31/May/2022), nKPI (Open, 03/May/2022 to 17/May/2022), and HCP (Open, 03/May/2022 to 31/May/2022).

2. To approve your nKPI submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

Your nKPI form will display, with each indicator on the form being displayed as a separate tab on the left-hand side of the form.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	38
Total	6	29	0	35	38
	17%	83%	0%	92%	

- Review the data in your nKPI form, focussing on any indicators displaying a  on the corresponding tab, if there are any.



If any sections/indicators in the form contain a , you should send the nKPI submission back to your *Submission Uploader* and ask them to address the issue before returning the submission to you for approval.

- In the first section/indicator of the form displaying a , read the comment that has been left for you in the Notifications Tray.



If the Notifications Tray doesn't display by default, select  or  in the top right-hand corner of the form to open it.

- If the comment is just for your information, or you're happy it has been addressed as needed through the data that has been entered into the section, select  at the top of the comment in the Notifications Tray.

- In the Notifications window that displays, select .

The comment has now been removed from the nKPI form.

- Repeat steps 3 to 6 as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.



If you need to respond to one of the comments that has been left by your *Submission Uploader* or *Reviewer*, select  in the comment in the Notifications Tray. In the window that displays, select a reason and enter your response in the *Additional Information* field and select . Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the nKPI submission back to them for amendment.

- To exit the nKPI form, scroll to the bottom of the form and select .

The Data Portal home screen will display with the Reporting Dashboard open.

- Before progressing your nKPI submission through the workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

10. To save the changes, select .

 If your health service is in the ACT only the NACCHO question will display here.

11. Once your nKPI submission has been reviewed and updated as required, select  **Submission Ready For Approval** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select **Approve for Submission**.

 If you responded to one of the comments in the form and need to send the nKPI report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then select .

12. In the **Comment** field, enter any comments about the action being performed on the nKPI submission.

13. To approve the nKPI submission and send it for processing by the AIHW, select . See the *Process an nKPI Submission QRG* for the next step in the process.

The nKPI submission has now been approved and sent to the AIHW for processing in the Data Portal.

Process an nKPI Submission (the AIHW)

Once your nKPI submission has been approved by your CEO or their representative, it will be sent to the AIHW for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the submission in the Data Portal is for the AIHW to review your submission to ensure the information contained within, particularly the clinical data in the attached form, is complete and correct.

Once the AIHW has reviewed your submission and the attached form and is comfortable with the content, your submission can be processed as complete in the Data Portal ready to be used in any reports and publications produced by the AIHW as required.

Step 1 – Review the nKPI Submission

Once the AIHW has received your approved submission, they will need to review the submission in the Data Portal to ensure it is ready to go to the next stage of the process. For the submission to be processed by the AIHW, it will need to have the status of *Submission Approved*.

Once the AIHW has reviewed your submission in the Data Portal and actioned it as ready to be processed, your submission's status will change to *Ready for Processing*.

All *Submission Uploaders* from your health service will then receive an email informing them the status of your submission has been changed to *Ready for Processing*. This tells you the AIHW has taken your submission from their backlog and are now working on it.

Step 2 – Process the nKPI Submission

Once your nKPI submission has the status of *Ready for Processing* in the Data Portal, the AIHW will process it. Once the AIHW has your submission in the Data Portal, the submission's status will change to *Processed* and the processing of the submission is now complete, including the exclusion of any nKPI data the AIHW felt needed to be excluded from reports.

If the AIHW excluded any data from your submission as part of their processing of the data, each of your *Submission Uploaders* will receive an email informing them some of your data was excluded and will be flagged as such in your *QLIK Health Service nKPI and OSR Report*.

The information within the form attached to your submission can now be used by the AIHW and/or Health and Aged Care in any publications that need to be produced and made available to users of the Data Portal with the required file permissions.

Exception Reporting

Once your nKPI submission has been approved by your CEO or their representative, it will be sent to the AIHW for processing. To action your submission in the Data Portal, an AIHW officer needs to have the *Data Receiver* role.

If, upon review of your submission, the AIHW identifies anomalies in the data being reported on, they will initiate the exception reporting process to add comments regarding the anomalies in the attached form and send your submission back to you for amendment.



If the information in your submission is correct and no data needs amendment, the AIHW can process the submission to complete the process. For more information, see [Process an nKPI Submission \(the AIHW\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for the AIHW to update the status of your submission to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant indicators/sections of the form to assist you when you amend the data.

The *second* step of the process is for the AIHW to go into the attached form and add the required comments, so your *Submission Uploader(s)* can easily see the changes they need to make to the data in the form before your submission can be processed as complete by the AIHW.

Once the AIHW has reviewed your nKPI form and made any comments against the indicators within the form, they will send it back to your health service. One of the *Submission Uploaders* in your health service should then amend your submission and the required information in the form and send it back through the workflow process as required.

Step 1 – Set the submission status to *Ready for Processing (the AIHW)*

Once it has been confirmed by the AIHW that there is data in your submission that will need to be amended, the AIHW will need to change the status of the submission to *Ready for Processing* so they can add explanatory comments for the you to the relevant sections of the form.

Step 2 – Add comments to the nKPI Form and return it to the health service for amendment (the AIHW)

Once your submission has the status of *Ready for Processing*, the AIHW can add comments to any data values they feel need to be amended and can then return it to your *Submission Uploaders* for amendment.

Once this is done, your submission's status will change to *Submission Returned to Uploader* and one of your *Submission Uploaders* now needs to address the comments the AIHW has made in the form before sending your submission back through the submission approval process.



Even though the AIHW has sent your submission back to you, they will still be able to access it in "read only" mode so they can provide you with support in amending any data within your submission as required.

Step 3 – Amend your nKPI submission based on AIHW feedback (Submission Uploader)

There may be times when an approved nKPI submission is returned to you for amendment by the AIHW due to issues they have identified in the data contained in the nKPI form.

When your nKPI submission is returned by the AIHW, all *Submission Uploaders* in your health service will receive an email detailing the comments the AIHW has made regarding the data contained within your form that needs to be amended.

A *Submission Uploader* within your health service will then need to amend the applicable values in the nKPI form in the Data Portal, directly addressing the comments made by the AIHW



When your nKPI submission is returned to you by the AIHW, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend your nKPI submission based on AIHW feedback.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there is a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard' (highlighted). A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days', 'Submission Returned to Uploader', and 'Unresolved Comments Exist'. Below the nKPI section, there are two data sharing consent questions, both with 'Yes' selected. A right-hand sidebar displays reporting round details for OSR, nKPI, and HCP rounds.

2. To amend your nKPI submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

Your nKPI form will display.

The screenshot shows the 'Submission Data' tab for 'INDIGENOUS HEALTH - nKPI' (30/Oct/2023 to 31/Dec/2023) for 'Culcairn Health Service' (nKPI - Culcairn Health Service - 20231110). The main content is a table titled 'PI01: Birth weight recorded and PI02: Birth weight result'. The table has columns for birth weight categories and a total. Below the table, there are percentage values for each category.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	12	54	0	66	86
Total	12	54	0	66	86
	18%	82%	0%	77%	

The *Notifications Tray* for each indicator a displaying on the corresponding tab will show any comments the AIHW has added to your form or made against existing data validation flags that you responded to before sending your nKPI submission to them for processing.

The notification message is titled 'Other' and contains the following text: 'These numbers seem quite high in comparison to those provided by other services. Are you able to please confirm the values are correct. Thanks.' It is signed by Stuart Dunn, Departmental Internal Staff, dated 17/Apr/2024 12:40.

If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the screen.

3. Navigate to each section of your form containing a on the corresponding tab and review the comment(s) made by the AIHW.
4. Update the value(s) in the required cell(s), if needed, addressing the AIHW's comments.

Any changes made to values in the nKPI form at this point will appear as an extra line with *Current* next to the updated cell highlighted by an orange border. This allows all users viewing the form, including the AIHW, to easily identify the original data value you submitted and the updated value resulting from the AIHW feedback.

If you have read the AIHW's comment and decide that the values in question are correct and don't need to be amended, select and enter in a response, explaining as such to the AIHW. Select to save your response. The for the section will now be replaced by a .

5. To save any changes you have made to your data, select  at the bottom of the nKPI form.

The applicable data validation flag should now disappear due to the changes you have made to your data.

6. Repeat this process for any other changes that need to be made to the data in response to the comments made by the AIHW.

 If you have amended the required data and would like to add an explanatory comment for the AIHW, select  at the top of the *Notifications Tray*, select a *Reason* and add your comment in the *Additional Information* field. The comment have now been added and can be viewed by anyone accessing your nKPI submission in the future.

7. To exit the nKPI form, scroll to the bottom of the form and select .

The Data Portal home screen will display with the Reporting Dashboard open.

8. Before progressing your nKPI submission through the submission workflow, select ► next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

9. Once your nKPI submission has been amended as required, select  **Submission Returned to Uploader** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Review** – Select this action to send your nKPI submission to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send your nKPI submission back to your CEO or their representative for approval.

 If you can also approve the nKPI submission, you will see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to the AIHW for processing again.

10. In the **Comment** field, enter any comments regarding the action being performed on your submission, if needed.

 Any user with access to view your nKPI submission will be able to view any comments entered here.

11. One of the following options can now be selected when submitting your nKPI report, depending on the action that was selected in the **Action** field:
- To send your nKPI submission to your *Submission Reviewer* for review again, select . For the next step in the process, see [Step 4 - Review your nKPI submission based on AIHW feedback](#).
 - To send your nKPI submission back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve your nKPI submission based on AIHW feedback](#).

Your nKPI submission has now been amended and either sent on to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval again.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them your nKPI submission has been sent to them for action.

Step 4 – Review your nKPI submission based on AIHW feedback (Submission Reviewer)

If the AIHW has identified anomalies in your nKPI data in the form provided as part of a submission sent to them for processing, they will add comments to the data and send the submission back to your health service for amendment. Once the *Submission Uploader* in your health service has amended the anomalies identified, they may send the amended submission on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review your nKPI submission in the Health Data Portal based on AIHW feedback.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the submissions your health service is expected to submit as part of the current reporting round will display.

The screenshot displays the Reporting Dashboard interface. At the top, there is a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard' (highlighted). A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. Below the nKPI section is a 'Data Sharing' section with two questions and radio button options for 'Yes' and 'No'. The right sidebar contains a list of reporting rounds with their respective statuses and dates.

2. To review your health service's nKPI submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

Your nKPI form will display.

Submission Data

INDIGENOUS HEALTH - nKPI
04/Nov/2020 to 30/Nov/2020

Culcairn Health Service
NKPI - Culcairn Health Service - 20201104

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI03: HEALTH ASSESSMENTS

PI05: HBA1C RECORDED AND PI06: HBA1C RESULT

PI07: CHRONIC DISEASE MANAGEMENT PLAN

PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT

PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH

PI12: BODY MASS INDEX

PI13: FIRST ANTENATAL CARE VISIT

PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS

PI16: ALCOHOL CONSUMPTION RECORDED

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
(Previous)	6	29	0	35	35
(Current)	6	29	0	35	38
Total	6	29	0	35	38
	17%	83%	0%	92%	

Any changes made to the values in your form by your *Submission Uploader* in response to the comments made by the AIHW, will display in an additional row called *Current*. In addition, the cell(s) that has had its value changed will be highlighted with an orange border so anyone viewing the form can easily see the changes that have been made by your *Submission Uploader* based on the AIHW feedback.

If your *Submission Uploader* responded to an AIHW comment in a particular section of the form rather than amending the values as requested, a will display on the corresponding tab.

- Review the data in each section of the form, focusing where applicable on any sections containing comments left by the AIHW and your *Submission Uploader*.
- If needed, you can update any values in the cells as you review the form, if any of the values need amending.
- To save any changes you make, select at the bottom of the form.



If you have made changes to any values in the form and would like to add an explanatory comment, select at the top of the Notifications Tray, select a *Reason*, add your comment in the *Additional Information* field and then select . The comment have now been added and can be viewed by anyone accessing your nKPI submission in the future. Your comment can be edited by selecting and selecting *Edit Comment* or deleted by selecting and selecting *Delete Comment*.

- To exit the nKPI form, scroll to the bottom of the form and select .

The Data Portal home screen will display with the Reporting Dashboard open.

- Before progressing your nKPI submission through the submission workflow, select next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the **Data Sharing Consent** questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

8. Once the submission has been reviewed and updated as required, select  **Submission Ready For Review** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your nKPI submission to your CEO or their representative again for re-approval.
 - **Approve for Submission** – You can select this action if you have the ability to approve your submission as well as review it.
 - **Request Interim Processing** – Select this action to progress your nKPI submission to AIHW for review prior to it going to your CEO or their representative for approval. This process is known as Interim Processing.
 - **Revision Required** – Select this action to return your nKPI submission to your *Submission Uploader* again for further amendment.
9. In the **Comment** field, enter any comments regarding the action being performed on your nKPI submission.



Any user with access to view your nKPI submission will be able to view any comments entered here.

10. One of the following options can now be selected when submitting your nKPI report, depending on the action that has been selected in the **Action** field:
- To send your nKPI submission back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve your nKPI submission based on AIHW feedback](#).
 - To approve your nKPI submission and send it back to the AIHW for processing again, select . For the next step in the process, see [Process an nKPI Submission](#).
 - To send your submission to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an nKPI Submission](#).
 - To send your submission back to your *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend your nKPI submission based on AIHW feedback](#).

Your nKPI submission has now been reviewed and either sent for approval again or sent back to your Submission Uploader for further revision.

Step 5 – Approve your nKPI submission based on AIHW feedback (Submission Approver)

Once your nKPI submission has been returned to your health service by the AIHW due to anomalies in the data, one of your *Submission Uploaders* will need to make the required changes to the data and then send the submission back through the internal review and approval process prior to the amended submission being sent back to the AIHW for processing.

The following procedure is used to approve your service's nKPI submission in the Data Portal based on AIHW feedback.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. It features a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days', 'Submission Ready For Approval', and 'Unresolved Comments Exist'. Below the nKPI section is a 'Data Sharing' section with two questions and radio button options for 'Yes' and 'No'. The right-hand sidebar displays details for three reporting rounds: OSR, nKPI, and HCP, including their status, start dates, and end dates.

2. To approve your nKPI submission again, hover your mouse pointer to the right of the nKPI reporting round text in the **Reporting Dashboard** and select .

 To be eligible for approval, your nKPI's status will need to be *Submission Ready for Approval*.

Your nKPI form will display.

Submission Data

INDIGENOUS HEALTH - nKPI
04/Nov/2020 to 30/Nov/2020

Culcairn Health Service
NKPI - Culcairn Health Service - 20201104

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT
PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
(Previous)	6	29	0	35	35
(Current)	6	29	0	35	38
Total	6	29	0	35	38
	17%	83%	0%	92%	

Any changes made by your *Submission Uploader* and/or *Submission Reviewer* to the data values in the nKPI form, in response to the comments made by the AIHW, will display in an additional row called *Current*. In addition, the cell(s) that has had its value changed will be highlighted with an orange border so you can easily see the changes that have been made by your health service in response to AIHW feedback.

- You can now perform a final review of the nKPI form, focussing primarily on the sections of the form with a displaying on the corresponding tab.

In these sections, the Notifications Tray will display any comments added by the AIHW, along with the responses added by your *Submission Uploader* and/or *Reviewer*.



If the *Notifications Tray* doesn't display by default, select on the blue *Submission Data* bar.

- To see the cell(s) each AIHW comment and the associated response refers to, select in the Notifications Tray.
- Review any comments left in the form and any changes made to the values in the form by your *Submission Uploader* or *Reviewer*, to ensure you are happy with them.
- If needed, make any final changes to values in the form and select at the bottom of the form.



If you would like to leave your own comment for your *Submission Uploader*, should you need to return the form to them, select at the top of the Notifications Tray, select a Reason, add your comment in the *Additional Information* field and then select . The comment have now been added and can be viewed by anyone accessing your nKPI submission in the future. Your comment can be edited by selecting and selecting *Edit Comment* or deleted by selecting and selecting *Delete Comment*.

- To exit your nKPI form, scroll to the bottom and select .

The Data Portal home screen will display with the Reporting Dashboard open.

8. Once the submission has been reviewed and updated as required, select  **Submission Ready For Approval** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select **Approve for Submission**.

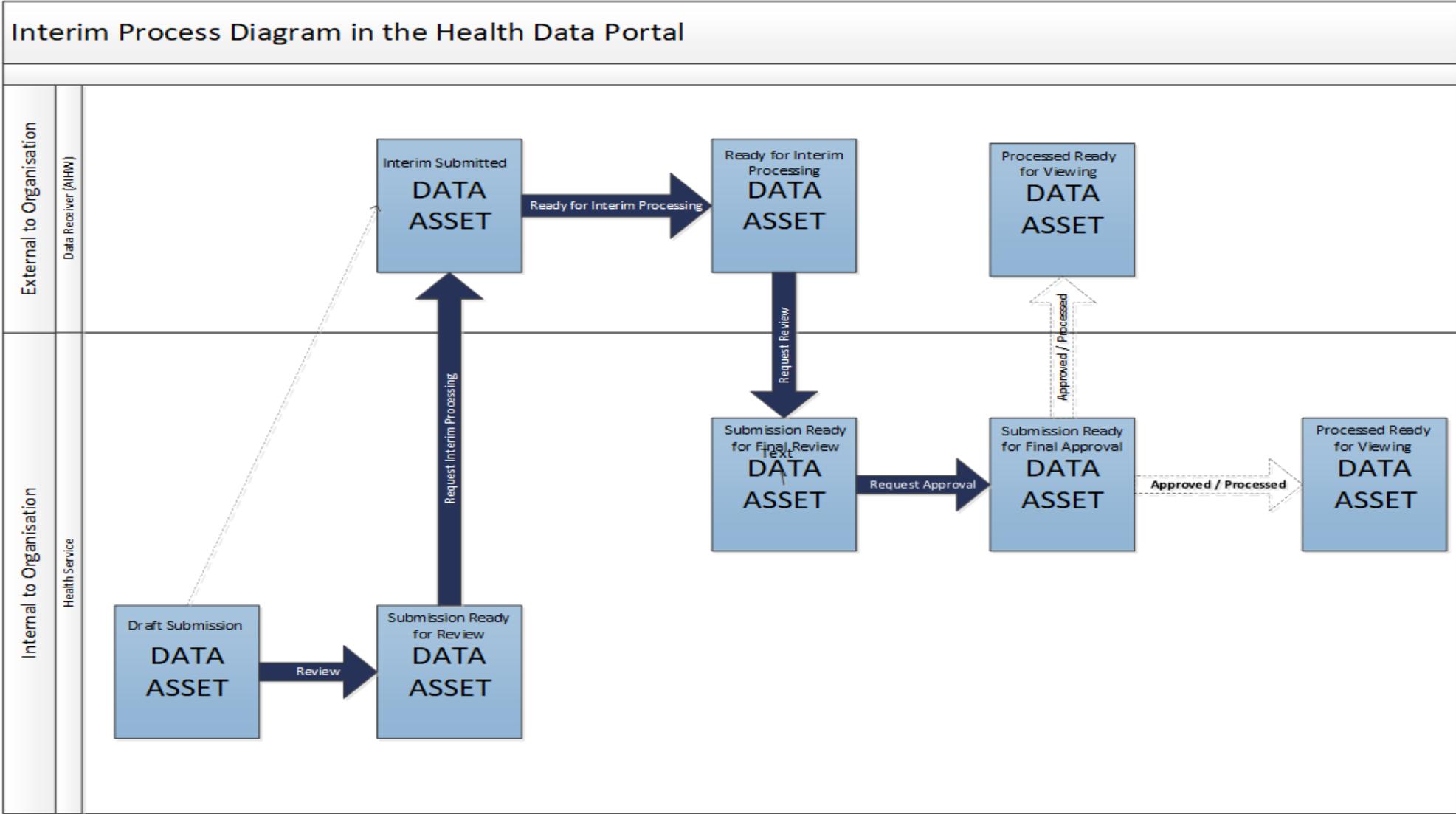
 If you responded to a comment in your nKPI form and need to send your nKPI report back to your *Submission Uploader* so they can address your response, select *Revision Required*, and then select 

9. In the **Comment** field, enter any comments regarding the action being performed on the nKPI submission.

10. To approve the submission and send it to the AIHW for processing, select . For the next step in the process, see [Process an nKPI Submission](#).

The submission has now been approved and sent back to the AIHW for processing. For more information, see [Process an nKPI Submission](#).

nKPI Interim Processing Workflow



Interim Processing of an nKPI Submission

Interim Processing of an nKPI submission will be available to health services during a reporting round to allow them to send their nKPI submission on to the AIHW for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

Doing this avoids the situation of a CEO approving a submission only to have the AIHW send it back to the health service for amendment, so it needs to be approved again. Some health service CEOs may prefer to be the last person to see the submission and give formal approval once all other parties have reviewed and approved the submission as required. In these cases, Interim Processing will be the most suitable procedure for the health service to follow.



To send the submission for interim processing, the health service user must have the role of *Submission Reviewer* in the Data Portal.

Step 1 - Initiate Interim Processing (Submission Reviewer)

When your nKPI submission has been updated (direct load) or created (manual submission) by a *Submission Uploader* in your health service and sent to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send the submission to the AIHW for review and approval prior to it going to your CEO or their representative for approval. This is known as *Interim Processing*.



This section of the user guide shows the process of initiating interim processing with the submission at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the submission is at the status of *Draft Submission* if the user has the *Submission Reviewer* role. This means the user doesn't have to set the submission to *Submission Ready for Review* before instigating interim processing.

The following procedure is used to initiate Interim Processing of your nKPI submission in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there are navigation tabs for 'New', 'Manage', and 'Reports', and a 'Reporting Dashboard' button. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. Below the nKPI section, there are two data sharing consent questions, each with 'Yes' selected. On the right side, there is a sidebar with reporting round details for OSR, nKPI, and HCP, including status, start date, and end date.

2. Before progressing your nKPI submission through the submission workflow, select the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to

the data sharing consent questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

3. To initiate interim processing, select  **Submission Ready For Review** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Interim Processing*.

4. In the **Comment** field, enter any comments for the AIHW.



Any user with access to view your nKPI submission will be able to view any comments entered here.

5. To send your nKPI submission to the AIHW for interim processing, select



The status of your submission has been set to *Interim Submitted* and the AIHW can now review the submission as required to assess its suitability before it goes to the health service CEO, or their representative for approval.

Step 2 – Review the nKPI submission (the AIHW)

Once your *Submission Reviewer* has requested interim processing of a submission, the submission status will be set to *Interim Submitted* and it will be sent to the AIHW.

The AIHW will now go into the submission and set it to the status of *Ready for Interim Processing* to inform your health service that the submission has been removed from their backlog and is now being worked on.

Step 3 – Process the nKPI submission (the AIHW)

When the submission has progressed to the status of *Ready for Interim Processing*, it can be reviewed by the AIHW and sent back to your health service for your final review and approval.



If any issues are identified with the data as part of the *AIHW's* review, the AIHW will add comments to the data and send the submission back to your health service's *Submission Uploaders* for amendment as per the normal exception reporting process. For more information, see [Exception Reporting](#) earlier in this guide.

Step 4 – Conduct a final review of your nKPI submission (Submission Reviewer)

If the AIHW has reviewed your nKPI submission and is happy with it, they will send it on to your health service's *Submission Reviewer* for final review prior to approval. The submission's status will be set to *Submission Ready for Final Review*.

The following procedure is used to conduct a final review on an nKPI submission sent for Interim Processing in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

Reporting Dashboard

OSR | 1 May 2022 Reporting Round
 Due in 27 Days | Draft Submission | Unresolved Comments Exist

nKPI | 1 May 2022 Reporting Round
 Due in 13 Days | Submission Ready for Final Review

Data Sharing

Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?
 Yes No

Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?
 Yes No

OSR Reporting Round
 Status: Open
 Start Date: 03/May/2022
 End Date: 31/May/2022

nKPI Reporting Round
 Status: Open
 Start Date: 04/May/2022
 End Date: 17/May/2022

HCP Reporting Round
 Status: Open
 Start Date: 03/May/2022
 End Date: 31/May/2022

- To conduct a final review of your nKPI submission hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select

Your nKPI form will display and its contents can be reviewed for accuracy.

Submission Data

INDIGENOUS HEALTH - nKPI
 07/Oct/2020 to 31/Oct/2020

Coogera Aboriginal Health Service
 NKPI - Coogera Aboriginal Health Service - 20201019

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT
 PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
Total	6	29	0	35	35
	17%	83%	0%	100%	

- Once the content of your nKPI form has been reviewed, select at the bottom of the form.

The Data Portal home screen will again display with the Reporting Dashboard open.

- To action your nKPI submission, select in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select and select *Request Approval*.



If changes need to be made to any of the data in your submission, select *Revision Required* to send it back to your *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on your submission.



Any user with access to view your nKPI submission will be able to view any comments entered here.

- To send your nKPI submission on to your CEO or their representative for approval, select

[Request Approval](#)

Your nKPI submission has been sent to your CEO or their representative for final approval.

Step 5 – Approve your nKPI Submission (Submission Approver)

When your nKPI submission has the status of *Submission Ready for Final Approval*, it can be approved by your *Submission Approver* (usually your CEO or their representative) and progressed on to the status of *Processed*.

The following procedure is used to approve your nKPI submission as part of Interim Processing in the Data Portal.

- Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the Reporting Dashboard open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there's a navigation bar with 'New', 'Manage', and 'Reports' menus, and a 'Reporting Dashboard' button. The main content area is titled 'Reporting Dashboard' and features two reporting round cards. The first card is for the 'OSR | 1 May 2022 Reporting Round', showing it is 'Due in 27 Days' and has 'Draft Submission' and 'Unresolved Comments Exist'. The second card is for the 'nKPI | 1 May 2022 Reporting Round', showing it is 'Due in 13 Days' and 'Submission Ready for Final Approval'. Below the nKPI card, there is a 'Data Sharing' section with two questions and radio buttons for 'Yes' and 'No'. A right-hand sidebar provides summary information for three reporting rounds: OSR (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022), nKPI (Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022), and HCP (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022).

- To approve your submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard and select .

Your nKPI form will display and its contents can be reviewed for accuracy.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
Total	6	29	0	35	35
	17%	83%	0%	100%	

- Once the content of the nKPI form has been reviewed, select  at the bottom of the form.
- To approve your submission, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Approve for Submission*.

 If changes need to be made to any of the data in your submission, select *Revision Required* to send it back to the *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on your nKPI submission.

 Any user with access to view your nKPI submission will be able to view any comments entered here.

- To approve your nKPI submission, select .

Your nKPI submission has been progressed to the status of *Processed* and Interim Processing is now complete.

Work with Comments in your nKPI Form

As part of the nKPI submission workflow process in the Data Portal, it is important for your health service and the external *Data Receivers* (the AIHW) to be able to engage in a “conversation” regarding the clinical data that has been recorded in your submission.

There may be times, for example, when your health service needs to explain to the AIHW why a particular data value has been recorded, as it may be higher or lower than expected. The AIHW may then need to respond if further explanation is needed from your health service.

There may also be times when the participating users from your health service need to have an internal, private “conversation” in the Data Portal regarding your data, separate to those conversations held with the AIHW in response to a data validation issue.

To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between your health service and the AIHW and internally within your health service. It also allows for these conversations to be marked as complete by the relevant parties once a conversation has come to its conclusion.

Respond to a data validation flag in your form

When a data validation flag appears in your nKPI form regarding a particular value or values in an indicator/tab, and you believe the values in question are correct and don't need to be changed, you will need to respond to the message explaining to the AIHW why the value doesn't need to be changed.



You will not be able to submit your nKPI report to the AIHW until a data validation flag is addressed by either amending the values in question or responding to the flag.

The following procedure is used to respond to a data validation flag in your nKPI form.

1. Ensure the form is displayed.
2. Open the indicator you wish to add a data validation flag response to.
3. Navigate to the **Notifications Tray** containing the data validation flag you wish to respond to.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. If needed, select  next to the flag to confirm the data values the data validation flag is referring to.
5. To add your response to the flag, in the **Notifications Tray**, select  next to the flag.

The Respond to Validation Issue dialog box will display.

6. Select  in the **Reason** field that displays and select the reason you are responding from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
7. Enter an explanatory comment in the **Additional Information** field.
8. To save the response, select .

Your response will now appear under the data validation flag you have responded to and can be viewed/responded to by anyone else with access to your submission (including the AIHW).

You can now submit your nKPI report through the submission workflow and both the *Submission Reviewers* and *Approvers* within your health service, and the AIHW, will be able to view your comment and respond to it if needed.

 Once you have added a response against a data validation flag, the icon displayed on the applicable indicator/tab will change from  to , indicating that the validation issue has been resolved and will not prevent your report from being submitted to the AIHW for processing.

Add a new “internal comment” for use within your health service

As part of the submission of your nKPI report in the Data Portal, you may wish to add a comment to a particular section of your form that you only wish to share with other users within your health service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the data in the form, or you may want to provide an explanation about a data value to your CEO, so they understand the context regarding a particular value before considering whether to approve a submissions.

In these instances, you would not want the AIHW to see these comments as they were purely for use within your health service.

The following procedure is used to commence a private conversation in your nKPI form in the Data Portal by adding an “internal comment” to an indicator.

1. Ensure your nKPI form is displayed.
2. Open the indicator/tab you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your “internal comment”, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

5. Select in the **Reason** field that displays and select the reason the new comment is being added from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
6. Select the cell or cells in the indicator your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see [Link a Comment to Particular Cells in an Indicator](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so the AIHW can't see it, select the **Private Conversation** check box.
9. To save the comment, select .

Your new comment can now be viewed by anyone within your health service with access to your submission, but not AIHW.



Your internal, "private" comment will display in purple, as opposed to any data validation flags and associated responses, which will be red (data validation flag) or orange (data validation flag with a response).

Mark an internal comment as complete

If a private conversation has been conducted in your nKPI submission using the “internal comment” functionality, someone within your health service (*Submission Uploader, Reviewer or Approver*) can mark this conversation as complete prior to the submission being sent to the AIHW for processing if they would like to remove the comment from the submission.

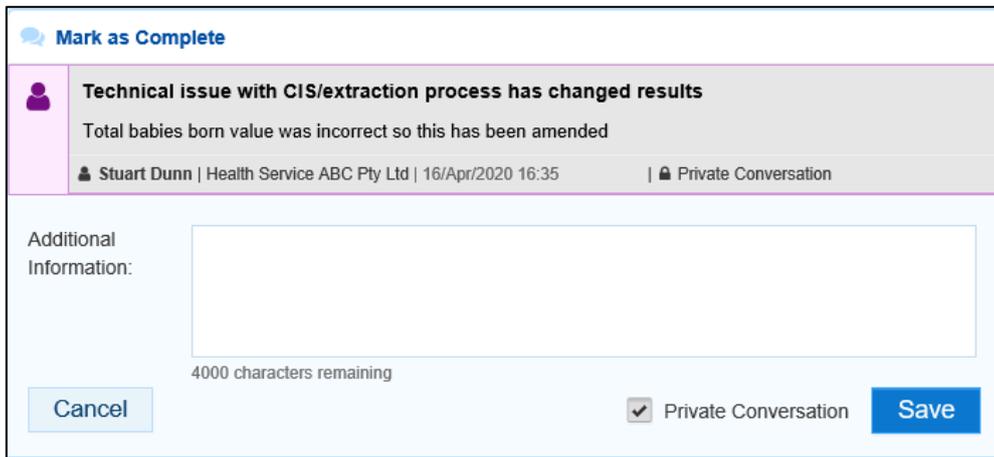
The following procedure is used to mark a private conversation in as complete in your nKPI form.

1. Ensure your nKPI form is displayed.
2. Open the indicator you wish to mark a comment/conversation as complete for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To mark a conversation as complete, select  next to the applicable comment/conversation in the **Notifications Tray**.

The Mark as Complete dialog box will display.



5. In the **Additional Information** field, you can enter an explanation regarding why you are marking the conversation as complete, if you choose.
6. To save the comment, select .

The conversation will now disappear.

 Only the AIHW can mark comments and conversations attached to automated data validation flags as complete. If any such comments remain at the end of the submission process, the AIHW needs to mark these comments as complete to be able to set your submission to the status of *Processed*.

Link a comment to particular cells in an indicator

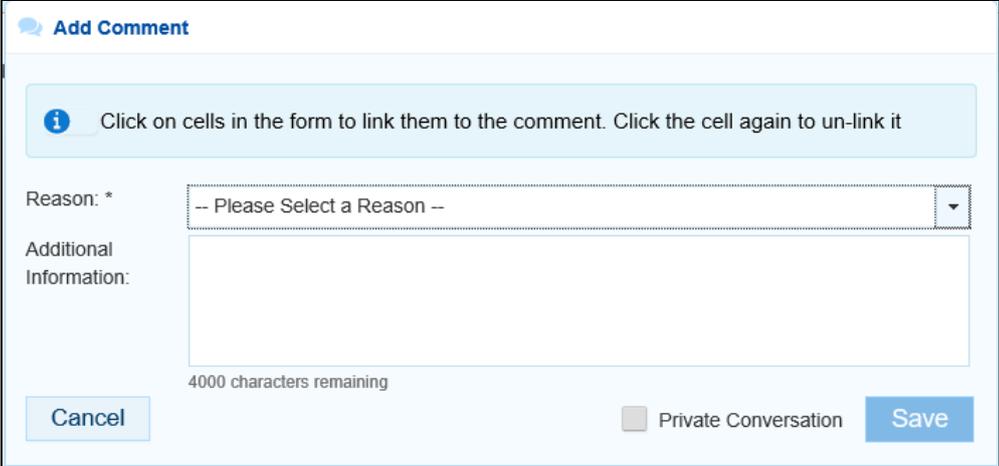
If there is a particular data value you would like to draw another user's attention to, you can add a comment to the applicable indicator/tab in your Nkpi form and link a particular cell or cells to that comment. For example, you may wish to ask the AIHW a question about a particular value or point out to them that an incorrect value has been transferred across from your CIS.

1. Ensure your nKPI form is displayed.
2. Open the indicator you wish to add a new comment to with linked cells.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your comment, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display and the message "Click on cells above to link them to the comment. Click on the cell again to un-link it" will display.



5. Select the cell(s) to be linked to the comment you are adding.

The selected cell(s) will now be highlighted in red.

6. Select  in the **Reason** field that displays and select the reason you are linking the cell from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the conversation as private so the AIHW can't see it, select the **Private Conversation** check box.
9. To save the comment, select .

Once your report is submitted to the AIHW for processing, the AIHW will be able to see the cells you have linked to the comment by selecting .

View completed comments and conversations

When a comment or conversation is marked as complete in your nKPI form, it disappears. If required though, you can view those completed comments/conversations as well as undo the completion action if you wish to bring them back into view permanently.

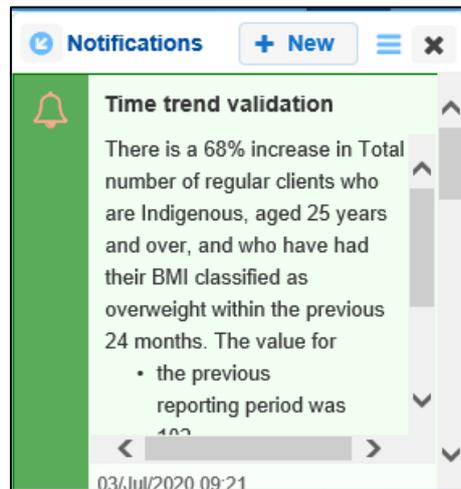
The following procedure is used to view a completed comment/conversation in your nKPI form in the Data Portal.

1. Ensure your nKPI form is displayed.
2. Open the indicator you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To view all "completed" comments, select  in the **Notifications Tray** and select **Show Completed Comments**.

Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.



The comment/conversation can now be read as needed.

5. If the comment/conversation needs to be made permanently visible again, in the **Notifications Tray**, select .

The selected comment/conversation has now been returned to view in the *Notifications Tray*.

 Only those comments you have previously been able to see will be returned when you select *Show completed comments* in the *Notifications Tray*. For example, if the AIHW has not previously been involved a particular conversation conducted by your health service, they will not be able to retrieve these "completed" comments.

Download your nKPI Submission's Data Validation History

When working with your nKPI submissions in the Data Portal, there may be times when you wish to see a full history of all the data validation issues that were generated for a particular submission. As data validation issues are resolved in the Data Portal as part of the submission workflow process, they disappear from the form, so it isn't easy for those interacting with the submission to see all the issues that have been raised.

Being able to download the data validation history for a submission in the Data Portal allows any Data Portal users with the applicable access to be able to see what kind of data validation issues were encountered when working with the submission and how many of these issues were generated. It also allows you to see exactly how each issue was resolved and by whom.

The following procedure is used to download the nKPI data validation history report.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

2. To open the nKPI Data Asset Details screen, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard, select  and then select **Open Data Asset**.

The Data Asset Details screen will display.

TRAINING ENVIRONMENT

INDIGENOUS HEALTH - nKPI
23/FEB/2021 TO 31/MAR/2021

Coogera Aboriginal Health Service
nKPI - Coogera Aboriginal Health Service - 20210301

Open nKPI Form

Asset Details

Draft > Ready For Review > Interim Submitted > Ready for Interim Processing > Ready for Final Review > Ready for Final Approval > Processed

Title * NKPI - Coogera Aboriginal Health Service - 20210301

Description NKPI - Coogera Aboriginal Health Service - 20210301

Submitted by Stuart Dunn

Organisation Coogera Aboriginal Health Service

Date Submitted 03/Mar/2021

Folder * Folder * Indigenous Health
(This determines who in Health receives the submission) Sub-Folder nKPI

Reporting Round Reporting Period 23/Feb/2021 to 31/Mar/2021
Data Period 01/Jul/2020 to 22/Feb/2021

Data Period Start: End:

Data Sharing

- To download the nKPI data validation history report, scroll down to the **Files** section of the screen and select  in the **Action** column.
- From the Download tray  that now displays in the top right-hand side of your browser, select the spreadsheet that has just been downloaded.

The Data Validation History report will now open in Microsoft Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
#####	Y	Internal v; NKPI01An For Row: f For Row: Number of babies; With birth weight recorded (all live births) (Value=35) should not be more than Total babies born (Value=34)Please amend your data or provide a comment.																							
#####	Y	Internal v; NKPIData:All fields ; All fields are required- Please amend your data or provide a comment.																							

The Data Validation History report displays the following information:

- Created** - The date the data validation issue was generated (column needs to be expanded for the date to be seen)
 - Error Resolved** – Whether or not the data validation issue has been resolved by you either amending the values associated with issue or responding to the issue
 - Validation Type** – Lists the type of validation issue – examples are *Internal validation* and *Time trend variation*.
 - Page** – The indicators the data validation issues appeared in.
 - Original Message** – The data validation flag that first displayed when the issue was generated
 - Final message** - The data validation flag that displayed when the issue was resolved
 - Who responded** – Where a response was added to a data validation flag, this column will list who entered the response
 - Comment Reason** – The reason selected from the drop-down list when the response was added
 - Comment Text** – The content of the response added by the user
- Use/save the nKPI data validation history report in Microsoft Excel as required.

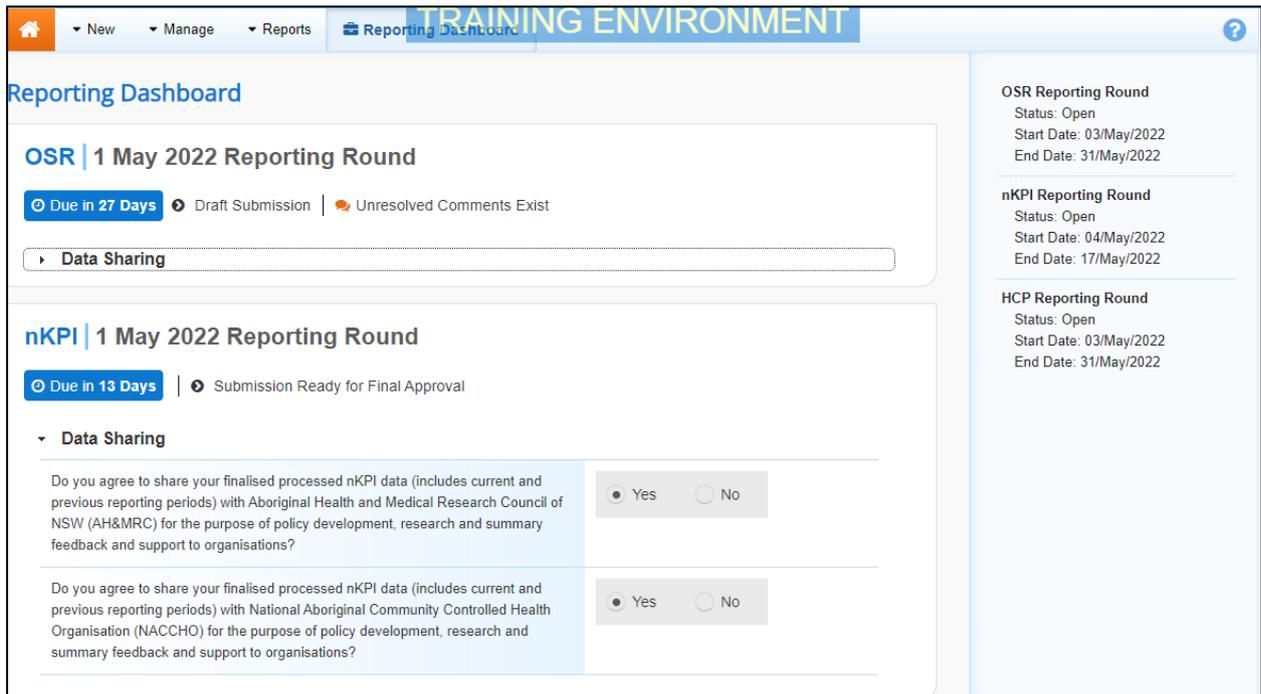
Print or PDF your nKPI Form

There may be times when you need to print or PDF your nKPI form in the Data Portal. For example, your CEO may need to approve your health service's data but may not have access to the Data Portal to be able to do so online. As an alternative, you may choose to print out the form or PDF it and email it, so your CEO can review it in hard copy.

The following procedure is used to print/PDF your nKPI form from the Data Portal.

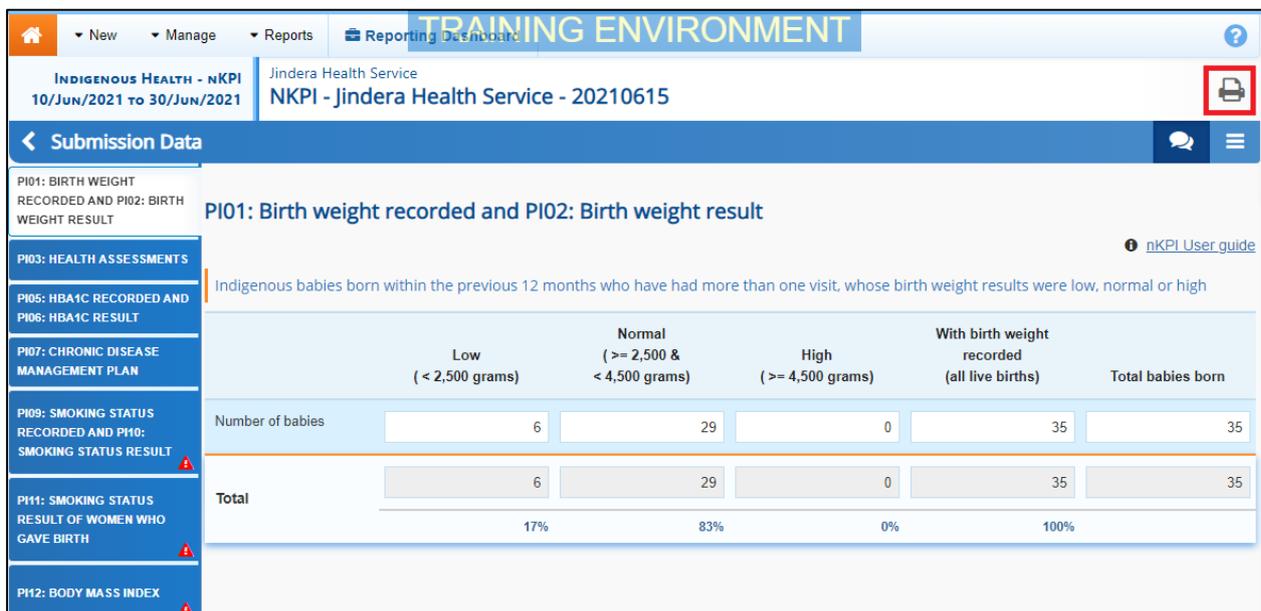
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

A list of the reports your health service is expected to submit as part of the current reporting round will display.



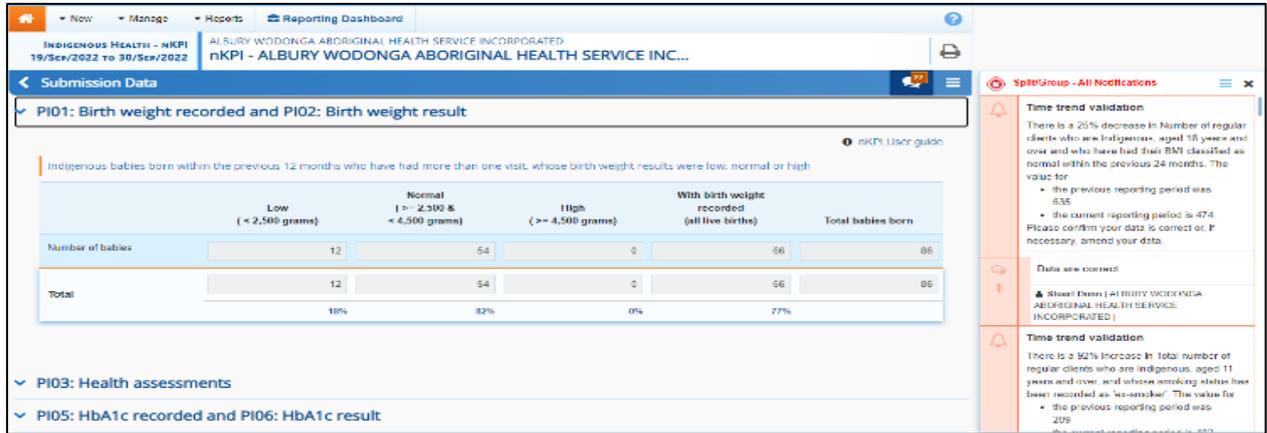
2. To print your nKPI form, hover your mouse pointer to the right of the text in the Reporting Dashboard and select .

Your nKPI form will display with the Print button available in the top right-hand corner.



- To print the data for an individual indicator, select the indicator from the left-hand side of the nKPI form and then select .
- To print the entire form at once or more easily print multiple indicators, select  in the top right-hand corner of the form and then select **Summary View**.

The *Summary View* contains all sections of the form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.



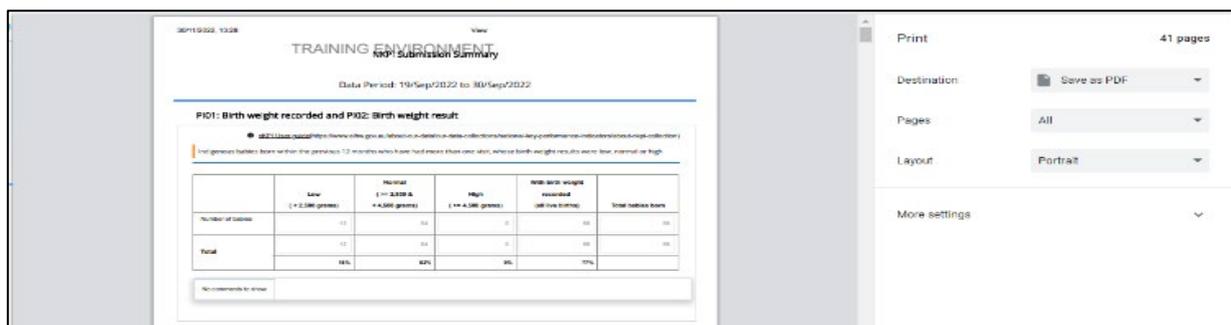
	Low (< 2,500 grams)	Normal (> 2,500 & < 4,500 grams)	High (> 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	12	54	0	56	86
Total	12	54	0	56	86
	14%	63%	0%	65%	

- To expand all the sections at once so the whole form can be printed or saved as a PDF, select  at the top of the form and select **Expand all tabs**.

 If needed, you can expand and collapse individual sections by selecting  next to the applicable section.

- Once all the required sections have been expanded, to print or PDF the entire form, select .

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.



- To continue, select the printer you wish to use.

 If you wish to save the form rather than print it, so you can share it with colleagues or file it, select  in the Print dialog box, select Save as PDF and then save the form in the desired location.

- To print the form, select .

The selected elements of the form will now be printed at the selected printer.

 Please note the form will be long when printed in its entirety. It may be worth printing individual sections where possible.

Work with nKPI Trial Submissions

The concept of a *Trial Submission* is used within the Data Portal to give health services more flexibility when reporting on their nKPI data in the Data Portal.

When submitting nKPI data in the Data Portal, health services can use the *Trial Submission* option to test the submission workflow to ensure they are able to successfully submit their data prior to putting it through the workflow process as part of the current reporting round. An example of when a health service may choose to do this is when they are using the Data Portal for the first time and wish to trial responding to the automated data validation issues that the Data Portal will use to validate nKPI data.

The *Trial Submission* function also gives a health service the ability to report on their nKPI data outside of the six or twelve monthly collection periods so this data can be seen in the health service's *QLIK Health Service nKPI Report*, allowing the health service to get a more accurate picture of how they are tracking compared to previous reporting rounds, as well as against reporting targets and national averages. For more information regarding how trial nKPI data will appear in a health service's QLIK report, see the [QLIK Health Service nKPI and OSR Report User Guide](#).



Trial Submissions will never be submitted to the AIHW for processing and do not need to be progressed through the submission workflow process to appear in the health service's *QLIK Health Service nKPI Report*. As soon as a health service's nKPI data is submitted in the Data Portal, either through direct load or manually, it will appear in QLIK.

The following procedure is used to select the Trial Submission function in the Data Portal.

1. Ensure the Data Asset Details screen is displayed in edit mode, either as part of a nKPI direct load or manual submission.

New Draft Submission
TRAINING ENVIRONMENT

Asset Details

* Mandatory field

Title *

Description
458 characters remaining

Submitted by

Organisation

Date Submitted

Folder * (This determines who in Health receives the submission)

Folder *

Sub-Folder

Additional info

Reporting Round

Reporting Period

Data Period

Data Period

Start: End:

2. In the **Reporting Period** field, select and select **Trial Submission**.
3. In the **Data Period** fields, enter the first day of the month/period you are submitting your trial nKPI data for in the **Start** field and the last day of the month/period in the **End** field.

The data in the form attached to your submission will now appear in your health service's *QLIK nKPI Report*, labelled with the month in which you are submitting the data.



When an nKPI submission is being submitted as a Trial Submission, the Submission Data screen containing the form will be labelled *Trial Submission* at the top of the screen.