

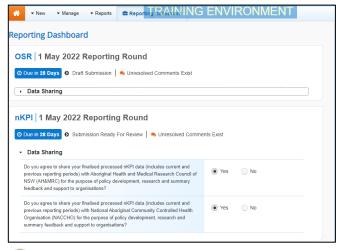
Department of Health and Aged Care

## Initiate Interim Processing (Health Service)

To start interim processing of your IAHP PHC Performance Report in the Data Portal:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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



• To be eligible for interim processing, your IAHP PHC Performance Report's status will need to be at either *Draft Submission* or *Submission Ready for Review*, if you have the *Submission Reviewer* role.

- Before progressing your IAHP PHC Performance Report through the interim submission workflow, answer either Yes or No to the data sharing consent questions that display under Data Sharing if the questions have not already been answered.
- 4. To save the changes, select Save
- 5. To start interim processing, select
   Submission Ready For Review in the Reporting Dashboard and, in the Change

Action field, select **Select** and select **Request Interim Processing**.

6. In the **Comment** field, enter any comments you wish to add for your DSS FAM.

7. To send your IAHP PHC Performance Report to your DSS FAM for interim

processing, select Request Interim Processing

The status of your IAHP PHC Performance Report has now been set to *Interim Submitted* and your DSS FAM can review your report as needed to assess its suitability before it goes to your CEO, or their representative, for approval.

## **Review the Performance Report (DSS FAM)**

#### To review the IAHP PHC Performance Report:

1. Ensure the Date Portal home screen is displayed.



2. From the Data Portal home screen, search for the Performance Report to be reviewed.

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.

Up The submission will have the status of *Interim Submitted*.

3. Select the IAHP PHC Performance Report to be reviewed.

The Data Asset Details screen will display.

🕋 • New • Manage • F	Reports TRAIN	ING ENVIRONMENT		0
	Spence Ridge Health service Performance Report - Spe	nce Ridge Health service - 202	Open Performance Report Form	<b>e</b> 0
Asset Details Revis	ion Required 💦 Ready For Review	Interim Submitted Ready for Interim Processing	Ready for Final Review Ready for Fin Approval	a
Title * Pro	<es -="" performance="" report="" ridge<="" spence="" th=""><th>Health service - 20230817</th><th></th><th></th></es>	Health service - 20230817		
Description				
				4
Submitted by	Stuart Dunn			
Organisation	Spence Ridge Health service			
Date Submitted	15/Apr/2024			
Folder * (This determines who in Health	Folder*	Indigenous Health	~	
(This determines who in Health receives the submission)	Sub-Folder	Performance Report	~	
	Additional info			
Reporting Round	Reporting Period	02/Apr/2024 to 04/Oct/2024	~	
	Data Period	05/Mar/2024 to 27/Mar/2024		
Data Period	Start: 09/Apr/2024	End: 09/Apr/2024		
Purge Date				

- 4. Review the details of the IAHP PHC Performance Report as needed.
- 5. To review the contents of the IAHP PHC Performance Report form, select
   Open Performance Report Form at the top of the corroop

screen.

6. Once finished, select < Close at the bottom of the IAHP PHC Performance



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Report form to exit the form and return to the Data Asset Details screen.

 To action the report, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select end select *Ready for Interim Processing*.

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

- 8. In the **Comment** field, enter any comments about the action being performed on the Performance Report.
- 9. To prepare the Performance Report for processing, select Ready for Interim Processing

# Process the Performance Report (DSS FAM)

To complete interim processing on the IAHP PHC Performance Report in the Data Portal:

1. Ensure the Date Portal home screen is displayed.



2. From the Data Portal home screen, search for the applicable IAHP PHC Performance Report with the status of *Ready for Interim Processing*.

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.

3. Select the IAHP PHC Performance Report to be processed.

The Data Asset Details screen will display.

- 4. Review the details of the submission as needed.
- To review the contents of the form, select
   Open Performance Report Form at the top of the screen.
- 6. Once finished, select Close at the bottom of the Performance Report form to exit the form and return to the Data Asset Details screen.

### Interim Processing of an IAHP PHC Performance Report

- 7. To action the report, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the Action field, select and select *Request Review* to send the report back to the health service's *Submission Reviewer*, who will review the submission and move it to the next stage of the process. This action will progress the report to the status of *Submission Ready for Final Review*.
- 8. In the **Comment** field, enter any comments about the action being performed on the Performance Report.
- 9. To send the IAHP PHC Performance Report on to the health service's *Submission Reviewer*, select Request Review

### Conduct a Final Review of the Submission (Submission Reviewer)

To conduct a final review of your IAHP PHC Performance Report in the Data Portal as a *Submission Reviewer*:

1. Ensure the Date Portal home screen is displayed, and the Reporting Dashboard is open.

Up The submission will have the status of *Submission Ready for Final Review*.

2. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the Reporting

Dashboard, select 🛄 and then select **Open Data Asset**.

- 3. Review the details of the submission as needed.
- To review the contents of the Performance Report form, select Open Performance Report Form.
- 5. Once finished, select Close at the bottom of the Performance Report form to exit the form and return to the Data Portal home screen.
- 6. To action your submission from the **Reporting Dashboard**, select
  Submission Ready for Final Review and, in the Change Data Asset Status



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dialog box, in the **Action** field, select **Select** and select **Request Approval**.

Use If changes need to be made to any of the information in the Performance Report, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

7. To send your IAHP PHC Performance Report on to your CEO or their representative for approval, select Request Approval

your Performance Report has now been sent to your CEO or their representative for final approval.

### Approve your Performance Report (Submission Approver)

To approve your IAHP PHC Performance Report that has been through interim processing in the Data Portal:

1. Ensure the Date Portal home screen is displayed.

Up The submission will have the status of Submission Ready for Final Approval.

 To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the Reporting

Dashboard, select 😇 and then select **Open Data Asset**.

- 3. Review the details of your submission as needed.
- To review the contents of your IAHP PHC Performance Report form, select
   Open Performance Report Form
- 5. Once finished, select Close at the bottom of the IAHP PHC Performance Report form to exit the form and return to the Data Portal home screen.
- 6. To action your submission from the Reporting Dashboard, select
  Submission Ready for Final Approval and, in the Change Data Asset Status dialog box, in the Action field, select and select Approve for Submission.

UP If changes need to be made to any of the information in your IAHP PHC Performance Report, select *Revision Required* to send the

### Interim Processing of an IAHP PHC Performance Report

submission back to the *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments about the action being performed on your Performance Report.
- 8. To approve your IAHP PHC Performance Report, select Approve for Submission.

Your IAHP PHC Performance Report has been progressed to the status of *Processed* and the submission process is now complete.