

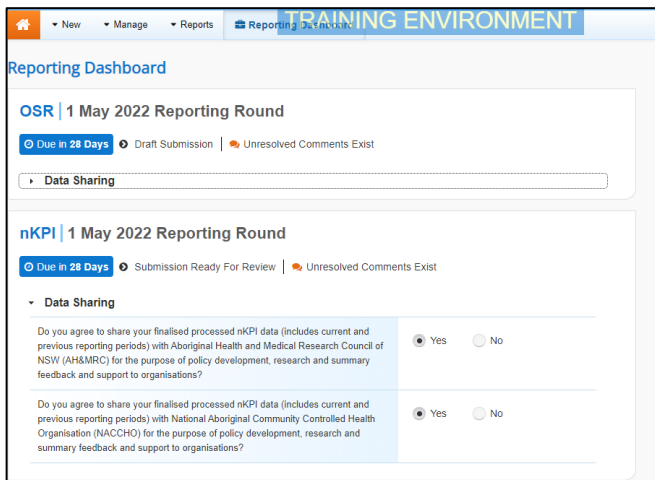


Initiate Interim Processing (Health Service)

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

1. Open the Data Portal through [Health Data Portal](#).
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.

3. 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

5. To start 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**.

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

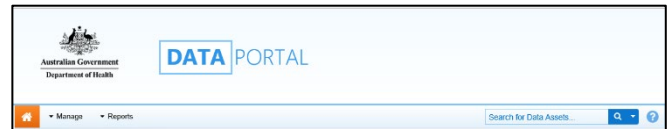
7. To send your IAHP PHC Performance Report to your DSS FAM for interim processing, select .

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 Data Portal home screen is displayed.



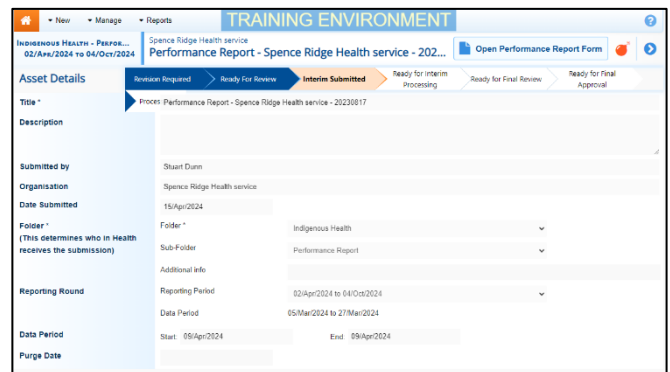
2. From the Data Portal home screen, search for the Performance Report to be reviewed.

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

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.






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 at the top of the screen.

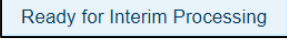
6. Once finished, select at the bottom of the IAHP PHC Performance



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  and select *Ready for Interim Processing*.

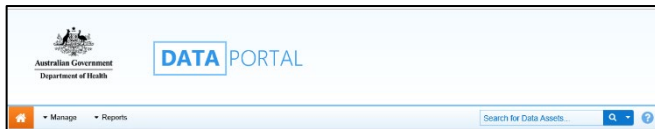
 If the health service has asked you to return the report as it has been submitted in error, select *Return to Uploader*.

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

Process the Performance Report (DSS FAM)

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

- Ensure the Date Portal home screen is displayed.


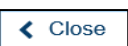





- From the Data Portal home screen, search for the applicable IAHP PHC Performance Report with the status of *Ready for Interim Processing*.

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

- Select the IAHP PHC Performance Report to be processed.

The Data Asset Details screen will display.


- Review the details of the submission as needed.
- To review the contents of the form, select  at the top of the screen.
- Once finished, select  at the bottom of the Performance 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  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*.
- In the **Comment** field, enter any comments about the action being performed on the Performance Report.
- To send the IAHP PHC Performance Report on to the health service's *Submission Reviewer*, select .

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*:


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

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

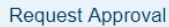
- To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the Reporting Dashboard, select  and then select **Open Data Asset**.
- Review the details of the submission as needed.
- To review the contents of the Performance Report form, select .
- Once finished, select  at the bottom of the Performance Report form to exit the form and return to the Data Portal home screen.
- To action your submission from the **Reporting Dashboard**, select  *Submission Ready for Final Review* 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 information in the Performance Report, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

- To send your IAHP PHC Performance Report on to your CEO or their representative for approval, select




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:

- Ensure the Data Portal home screen is displayed.


 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**.

- Review the details of your submission as needed.
- To review the contents of your IAHP PHC Performance Report form, select

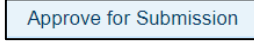


- Once finished, select  at the bottom of the IAHP PHC Performance Report form to exit the form and return to the Data Portal home screen.

- 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**.

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

submission back to the *Submission Uploader* for amendment.

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

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