



The table below lists the different roles used in Indigenous health data reporting in the Health Data Portal, who is usually assigned these roles and the functions each of the roles can perform.

Role	Usually Assigned To	Data Portal Functions
Submission Uploader	health service staff responsible for reporting	<ul style="list-style-type: none"> <li>• Create and submit manual data assets</li> <li>• Update and submit direct load data assets</li> <li>• Amend data values/text based on AIHW/Health and Aged Care/DSS feedback</li> <li>• View historical data assets as required</li> <li>• PDF and/or print a form at any stage of the workflow process as/if needed</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Reviewer	health service staff responsible for reporting	<ul style="list-style-type: none"> <li>• Review and update data assets (including forms) as required</li> <li>• Amend data values/text based on AIHW/Health and Aged Care/DSS feedback</li> <li>• Return data assets to the <i>Uploader</i> for amendment as/if required</li> <li>• Submit data assets for to the <i>Approver</i> for approval</li> <li>• View historical data assets as required</li> <li>• PDF and/or print a form at any stage of the workflow process as/if needed</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Approver	health service CEOs or their representative	<ul style="list-style-type: none"> <li>• Review and update data assets (including forms)</li> <li>• Mark any internal conversations as done as required</li> <li>• Return data assets to the <i>Uploader</i> for amendment as/if required</li> <li>• Approve data assets for submission to the AIHW/Health and Aged Care/DSS</li> <li>• PDF and/or print a form at any stage of the workflow process as/if needed</li> <li>• Download a report detailing a history of all data validation flags and accompanying responses in a data asset</li> </ul>
Submission Viewer	health service staff not involved in the data asset submission process Affiliate staff wishing to view data assets for health services	<ul style="list-style-type: none"> <li>• View <i>Processed</i> data assets in read only mode</li> <li>• PDF and/or print a completed form</li> <li>• Extract approved data files from data assets</li> </ul>
Data Receiver	The AIHW (nKPI and OSR) Health and Aged Care (HCP) DSS FAMs (Performance	<ul style="list-style-type: none"> <li>• Review health service data assets</li> <li>• Return data assets to the health service that have been sent in error</li> <li>• Add comments to indicators with data issues, for actioning by health services</li> </ul>



Role	Usually Assigned To	Data Portal Functions
	Report and AWP)	<ul style="list-style-type: none"><li>• Mark data validation issue comments as done as needed</li><li>• Exclude certain health service data from reports if required</li><li>• Process data assets (and attached forms) as complete</li><li>• PDF and/or print a completed form</li></ul>
User Administrator	health service user(s) identified as responsible for the reporting process in the Data Portal	<ul style="list-style-type: none"><li>• Assign roles and folders to users within their health service</li><li>• Nominate users within their health service to be given Qlik Interactive Reports access</li><li>• Perform functions associated with any other Data Portal roles they have</li><li>• Create user profiles within their health service for users from other services</li></ul>
Organisation Administrator	FNHD Administrators	<ul style="list-style-type: none"><li>• Create organisation records in the Data Portal for new health services or health services that now need to report</li><li>• Update organisation records to ensure they are accurate (including addresses and the data items the organisation can report on)</li><li>• View user records within their organisations to track completeness of role allocations</li></ul>
Interactive Report Viewer	health services The AIHW FNHD Administrators DSS Grant Managers NACCHO Sector Support orgs MOH	<ul style="list-style-type: none"><li>• View interactive reports displaying health service nKPI data and how it compares to national targets and other similar health services</li><li>• View management reports that will (amongst other things) allow you to track the progress of health service's data assets through the data asset submission workflow (FNHD Administrators and the AIHW)</li></ul>
Published Report Viewer	health services	<ul style="list-style-type: none"><li>• View and download health service nKPI Summary reports published in the Health Data Portal by the Department of Health and Aged Care</li></ul>
Reporting Round Administrator	FNHD Administrators	<ul style="list-style-type: none"><li>• Create and update reporting round records</li></ul>