



**Australian Government**  

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**Department of Health  
and Aged Care**

**THE QLIK  
STAKEHOLDER - NKPI  
& OSR REPORT**

1 NOVEMBER 2023

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## About This Guide

The *QLIK Stakeholder nKPI & OSR Report* user guide has been developed for those users who will use the *QLIK Stakeholder nKPI & OSR Report* to monitor how selected health services' aggregated nKPI & OSR data is trending over time. These users will come from the following organisations:

- The National Aboriginal Community Controlled Health Organisation (NACCHO)
- State affiliates/sector support organisations
- Department of Social Services (DSS) - Funding Agreement Managers (FAM's)
- NSW Ministry of Health

These reports can also be used to compare the selected data to national averages and applicable comparison groups they can create themselves, comprising the health services they would like to compare the selected service's data to.

This guide will take users through how to interpret the different interactive Indigenous health data reporting sheets within their QLIK report, as well as how to manipulate the data in the sheets by performing functions such as filtering, creating stories and exporting data into different formats as required.



To access the *QLIK Stakeholder nKPI & OSR Report*, you will need to be set up in the Health Data Portal and given the *Interactive Report Viewer* role by the *Research, Data and Performance* section Health Data Portal team. If you require access to the *QLIK Stakeholder nKPI & OSR Report*, please email the team at [indigenousreporting@health.gov.au](mailto:indigenousreporting@health.gov.au).

## 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.

<b>Version Number</b>	<b>Date</b>	<b>Change</b>
1.0	1 November 2023	Original version

## The QLIK Stakeholder nKPI & OSR Report

As part of the implementation of the Health Data Portal as the tool used by health services to report on Indigenous health-related data, a reporting tool known as QLIK has been introduced into the process.

The *QLIK Stakeholder nKPI & OSR Report* gives users the ability to see health service reporting data in a flexible and graphical format. The report allows users to see health service reporting data in the context of national averages as well as against health service self-determined targets and their own comparison groups. It also gives users the ability to filter their data so they can compare health service results on a particular indicator to those of other health services of similar size and characteristics, for example.

Another benefit of the report is that it provides users with access to data in a timely manner. With the introduction of QLIK, consumers of Indigenous health reporting data can now access their data through their QLIK report almost immediately after a data asset has been submitted in the Health Data Portal by the health service.



nKPI data from *December 2014* and OSR data from **2016** onwards will be available in the *QLIK Stakeholder nKPI & OSR Report*. This was when funding agreements were changed to allow the Department of Health and Aged Care to access health service data.



## Get Started with the QLIK Stakeholder nKPI & OSR Report

The Health Data Portal is integrated with the QLIK reporting tool, which provides access to online interactive reports (such as the *Indigenous health data reports*) allowing you to view trends and patterns in health service data and compare it with other data sets as needed. Access to QLIK is available directly through the Data Portal, providing you have the required access.

When health services submit data assets in the Data Portal during an Indigenous health data reporting round (each January and July) and these data assets are processed by the AIHW, the contents of these data assets are used to view and manipulate different interactive sheets in the *QLIK Stakeholder nKPI & OSR Report*.

### Access the QLIK Stakeholder nKPI & OSR Report

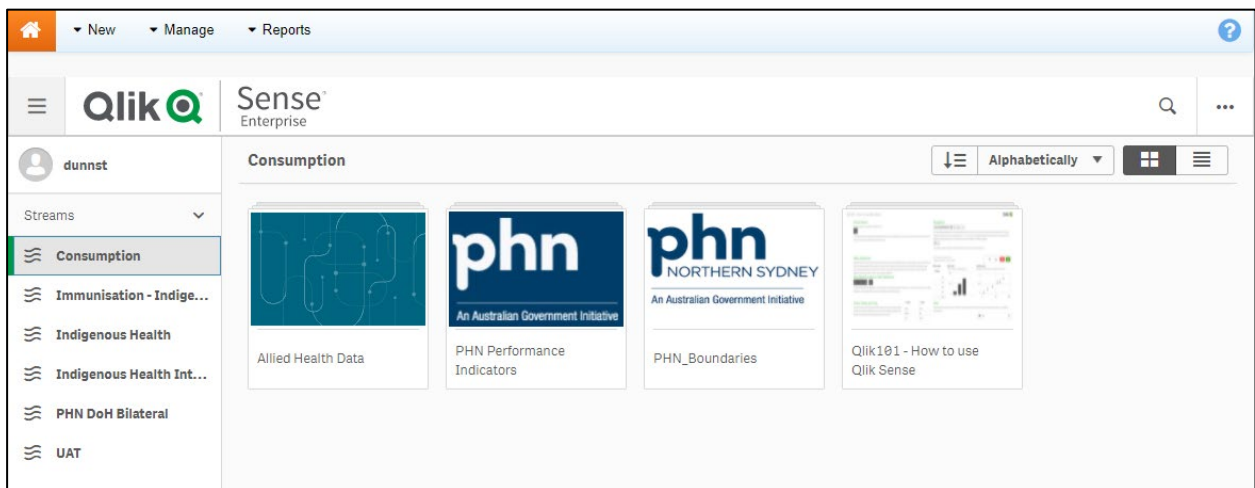
The following procedure is used to access the *QLIK Stakeholder nKPI & OSR Report*.

1. Navigate to the Data Portal home screen.
2. To open QLIK, select **Reports > Interactive Reports** from the menu bar.



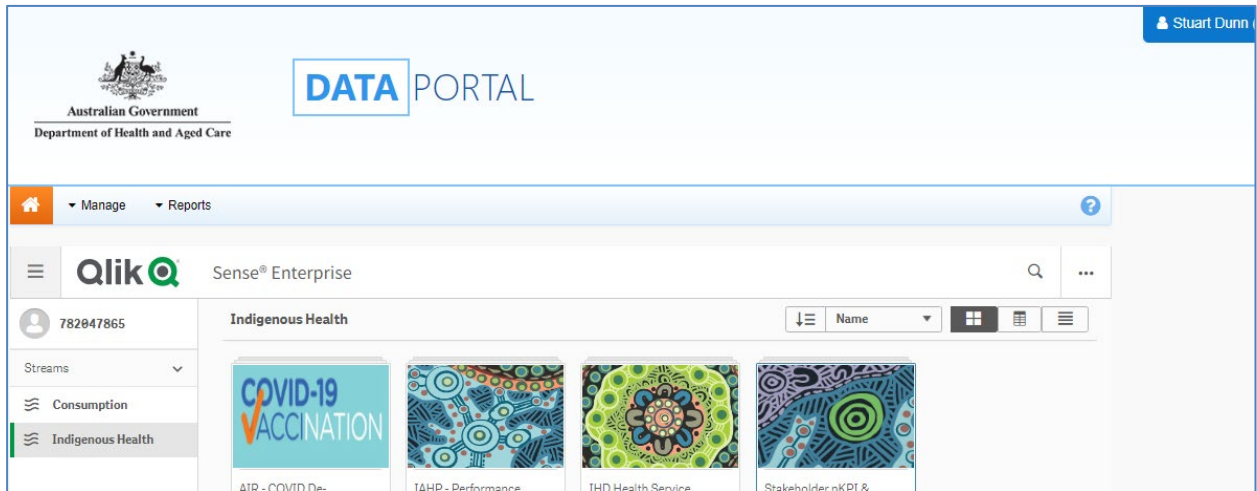
To be able to access QLIK, you must have been given the *Interactive Report Viewer* role by the *FNHD Research, Data and Performance* Health Data Portal team.

The QLIK Sense interface screen will display.



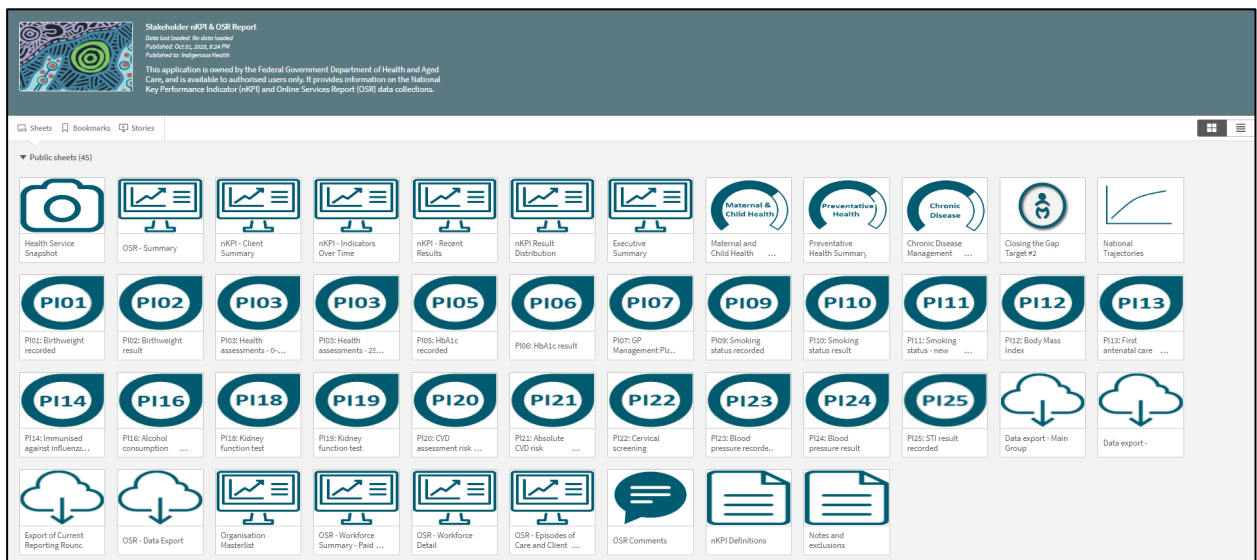
3. To continue, select **Indigenous Health** under **Streams** on the left-hand side of the screen.

The QLIK Sense interface screen will update.



- To access the *QLIK Stakeholder nKPI & OSR Report* within QLIK, select the top half of the **Stakeholder nKPI & OSR Report** app on the right-hand side of the screen.

The Stakeholder nKPI & OSR Report screen will display.

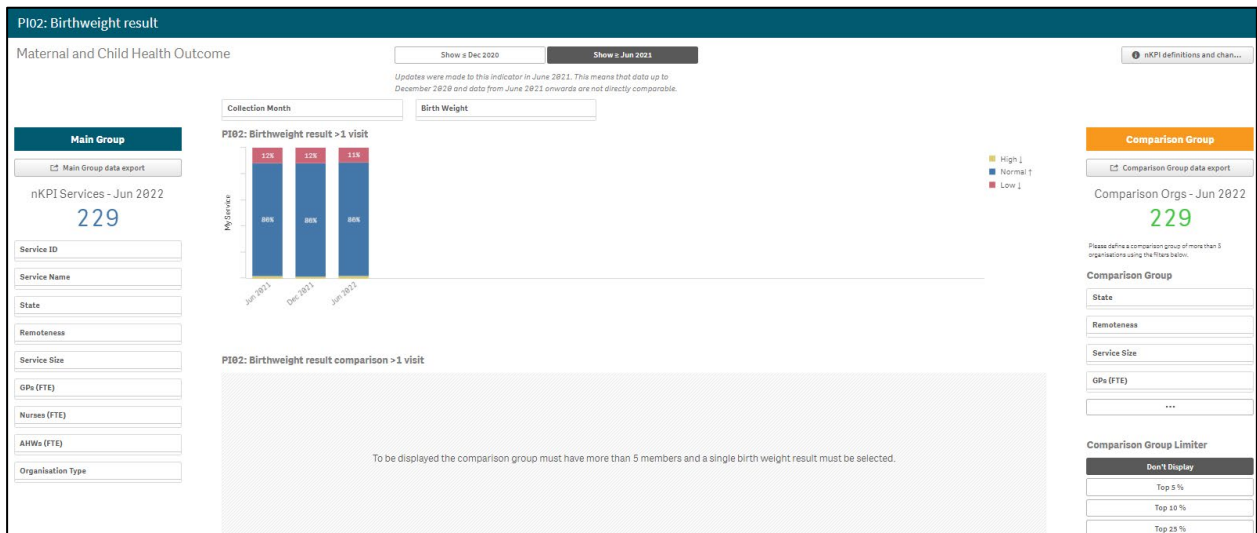


The *Stakeholder nKPI & OSR Report* screen is the screen used to launch each interactive 'sheet'. This screen contains at least one 'sheet' for each of the applicable nKPIs plus three summary sheets, one for *Maternal and Child Health*, one for *Preventative Health* and one for *Chronic Disease Management*. It also contains several *Online Services Report* sheets, an *Executive Summary* sheet, a *Closing the Gap Target #2* sheet, and a *National Trajectories* sheet.

To launch a particular sheet, simply select the top half of the tile for that sheet.

## Work with the Components of a Sheet

After selecting a particular sheet in the report, you can view the associated indigenous health data results in different, graphical formats.

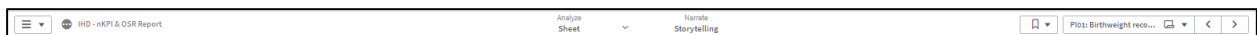


As the above example shows, Indigenous health data in QLIK is presented primarily using bar charts, although there are other ways the data in can be presented.




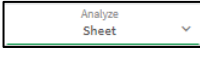




In addition to the results for the selected sheet, each sheet contains a:

- Menu Bar
- Selections Bar, and
- Title Bar

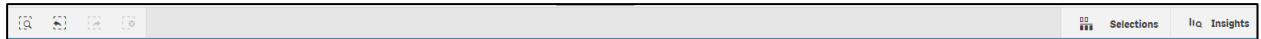
### Menu Bar









The *Menu Bar* in each sheet provides access to the following functions:

- Select  to export the selected report to PDF, access QLIK help, learn more about the software or navigate back to the *Stakeholder nKPI & OSR Report* screen.
-  **IHD - nKPI & OSR Report** shows the title of the report you are currently using. Selecting  provides more information regarding the report.
- Select  to return to the 'sheets' view if you have moved to the Story view,
- Select  to view the Indigenous health data stories you have created or to create a new story. Stories are slide show presentations that contain extracted data from the reports you have access to, as well as other data that can be uploaded into the story.
- Select  to bookmark and save the location of a particular sheet or a comparison group you have created, and reuse or access these previously saved bookmarks.
- Select  to view a drop-down window displaying the different sheets in the *Stakeholder nKPI & OSR Report* and to switch between sheets as needed. The name on the button will identify the sheet you are currently viewing.
- Select  to move forward and back between sheets in the order they display on the *Stakeholder nKPI & OSR Report* screen.

## Selections Bar



The *Selections Bar* is located directly beneath the *Menu Bar* and allows you to filter the results that are showing for a particular sheet by selecting specific criteria to filter the results by.

- Select  and enter in key words to search within the entirety of your Indigenous health data.
- Select  and  to move forward and back between the various data parameters you have selected once selections have been made.
- Select  to clear any data selections/filters you have made.
- If you have filtered your data by either using the filter fields at the top of a sheet or by selecting a particular parameter on one of the graphs in the sheet, the selection (s) will display on the left-hand side of the *Selections Bar* .
- Select  to select the criteria you wish to filter the results for. For example, if you are viewing the results for the number of fully immunised indigenous children across the country, you can filter the results by a particular age group if needed.

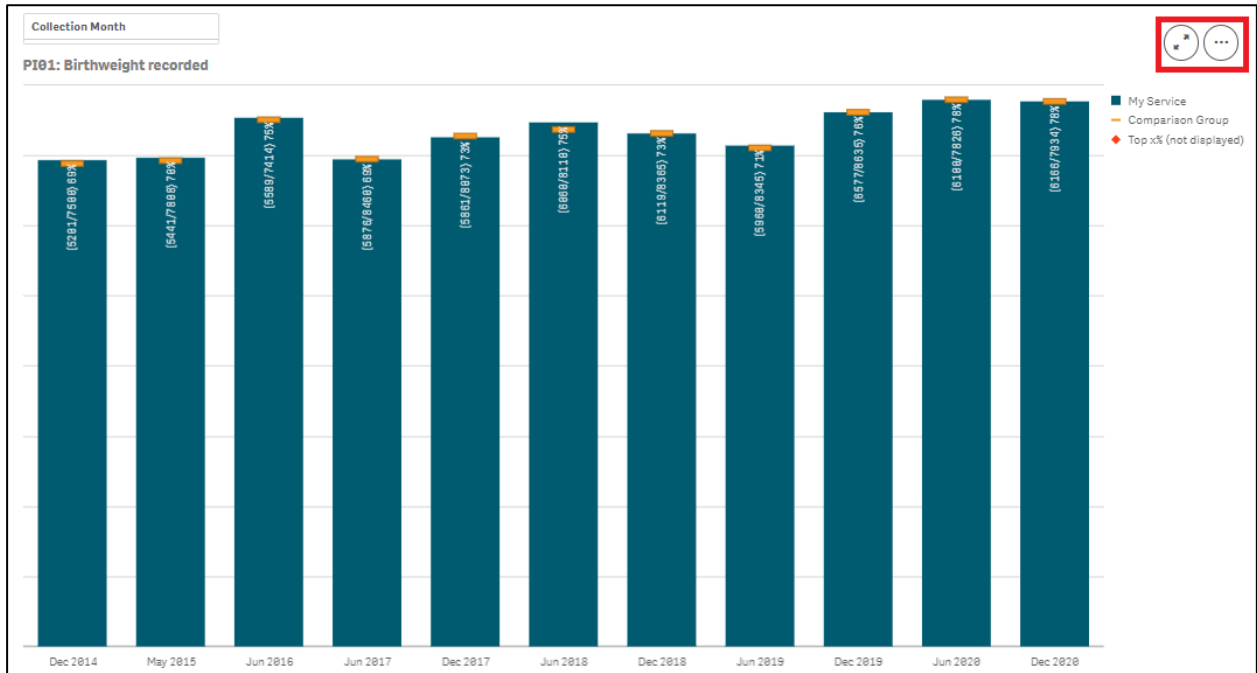
## The Title Bar



PI13: First antenatal care visit

The *Title Bar* will display the name of the sheet currently being viewed.

## The Hover Menu



When you hover your mouse pointer over a graph on a particular sheet, a hover menu will appear presenting you with some options regarding what you can do with the data in the selected sheet.

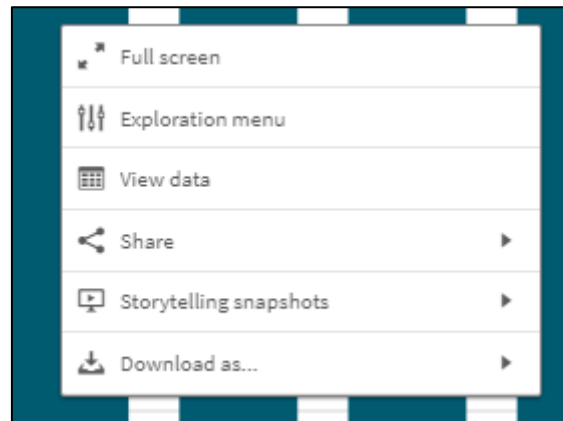


**Full Screen** – Allows you to expand the selected graph to full screen view so the results can be analysed more easily.

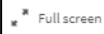


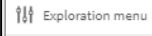
**More** – Takes you to a menu from where you can take data snapshots, access the exploration menu to change the view of the graph and export the graph and its data out of QLIK, amongst other things.


## The Shortcut Menu




In addition to the hover menu, the shortcut menu also allows you to perform functions within a sheet. The shortcut menu is activated by right clicking on the selected graph.

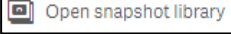
 - Allows you to expand the selected graph to full screen view so the results can be analysed more easily.

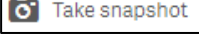
 - Allows you to quickly change the properties of the results you are viewing. For more information, see [Use the Exploration Menu](#) later in this guide.


 - Changes the selected graph into a table and displays the data included in the graph in a tabular format.

 - Allows you to embed the graph into a webpage by selecting the arrow and then *Embed*.

 - Takes you to:

 - Opens a list of all snapshots you have taken in the sheet so you can add them to your data presentation if needed.

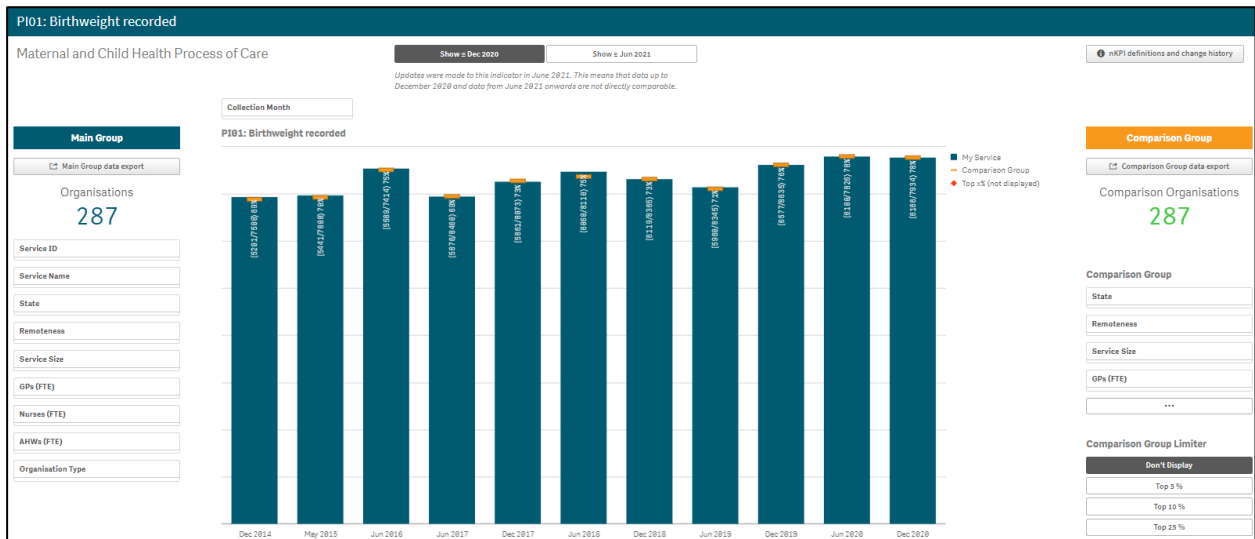
 - Allows you to take a snapshot of the data that can then be used in a presentation you may wish to give about your data. For more information, see *Take Snapshots* in the *QLIK IHD Health Service nKPI Report* user guide.

 - **Image** - Allows you to export the selected graph as an image so it can be downloaded and saved as required.

**PDF** - Allows you to export the selected graph as a PDF document.

**Data** - Allows you to export the contents of the selected graph into an Excel spreadsheet.

# Filter Sheet Data



As you are interpreting the data in each of your QLIK sheets, you may wish to filter the data to focus on certain information. For example, you may wish to simply compare a health service’s results for the current collection period to your results for the previous period.

Any filtering/selections you apply to the data for a particular sheet will be reflected on the *Selections Bar* at the top of the sheet. You can then manage your selections as required using the *Selections Bar*.

There are several ways you can filter/select data in a sheet when working in the *QLIK Stakeholder nKPI & OSR Report*:

- Make selections on a graph
- Use the Selections Tool
- Use the Filter Pane.

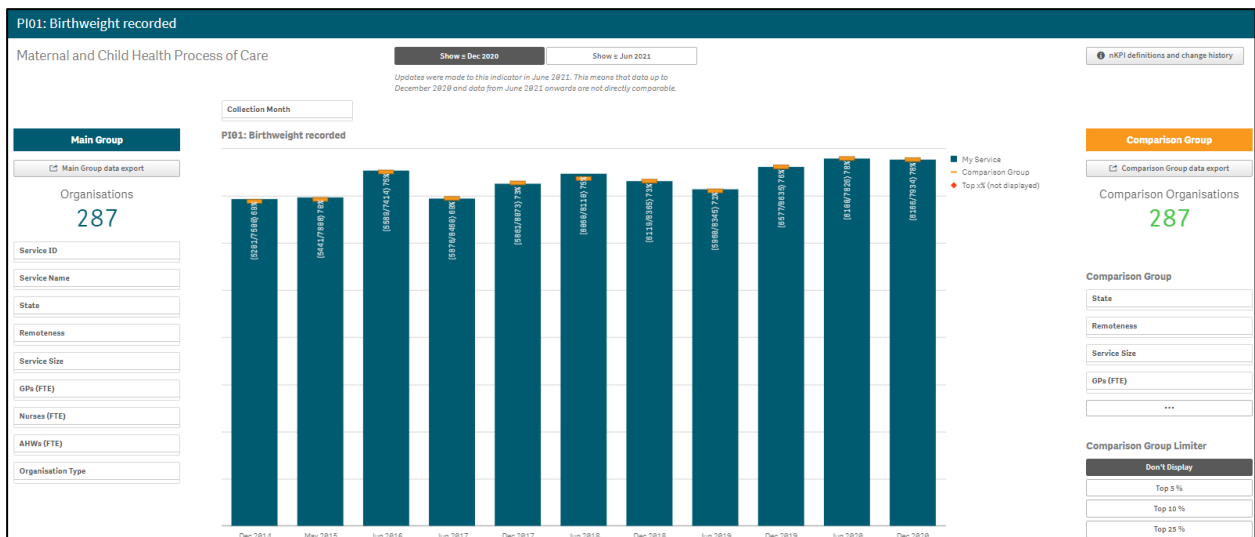
## Make Selections/Filter Data on a Graph

When working with graphs in a particular sheet, you can quickly and easily select a particular data characteristic to filter the sheet by, using different selection options.


The following procedure is used to filter data by making selections on a graph.

1. Select the sheet you wish to apply your filter to.

The selected sheet will display.



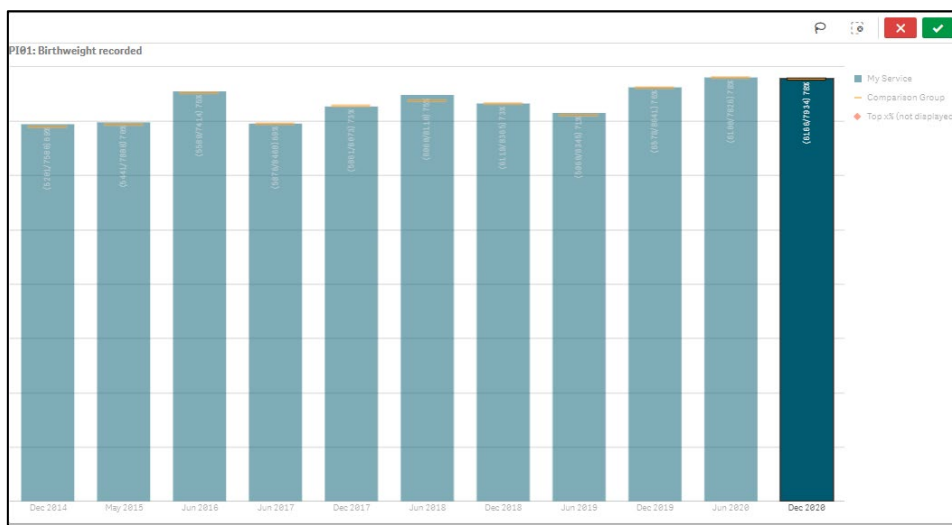
The different options when filtering graphs using selections are:


- **Clicking** - Simply click on the area of the graph you wish to filter by. For example, you may wish to click on a particular bar in the graph to filter the report to display only results for a particular collection period/month.
- **Drawing** – Click on the area of the graph to be filtered and then use  to draw the lasso around the different areas of the graph to be included in your selection.
- **Using Labels** - Click the applicable label on the axis and the graph will be filtered by the group of data associated with the label.
- **Using Ranges** - Draw over a range on either the x or y axes to filter by a specific data range.

**To filter data/select by clicking:**

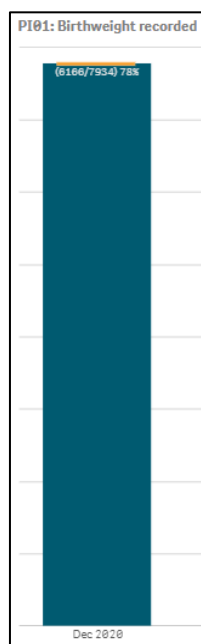
i. Click on the portion of the graph (e.g., Dec 2020) you wish to filter by.

The report will update to show the Selection dialog box for the selected graph.



ii. To confirm the selection and apply it to all graphs for the report, select .

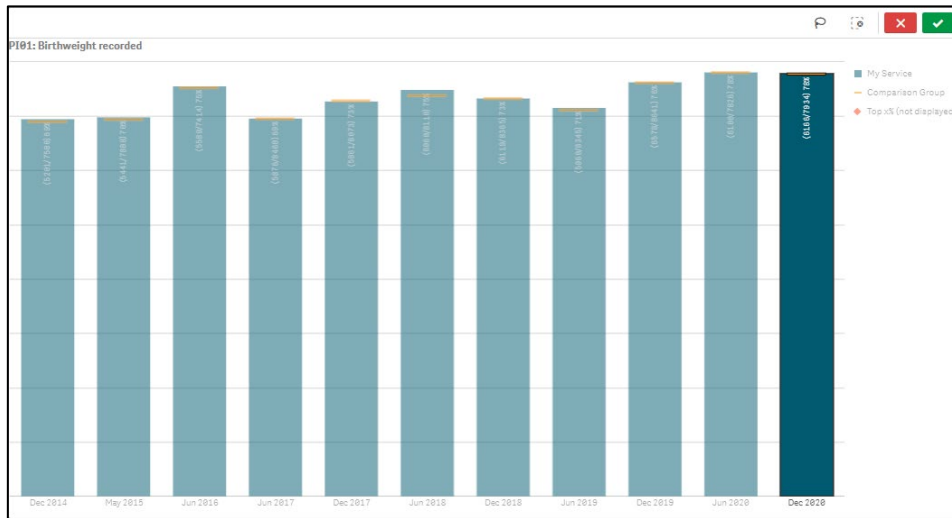
The sheet has now updated to be filtered by the data group(s) selected.




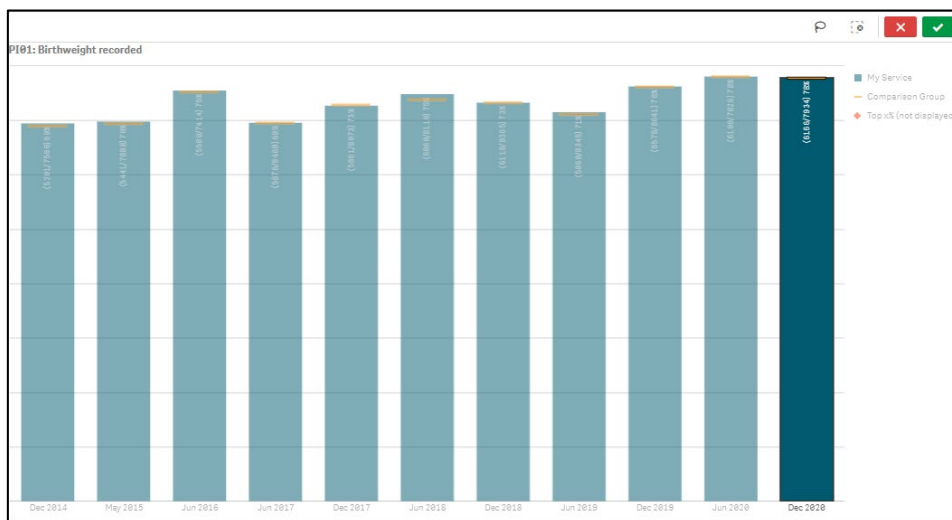



**To filter data/select by drawing:**


- i. Click on the portion of the graph (e.g., Dec 2020) you wish to filter by. The graph will update to show the Selection dialog box for the selected graph.

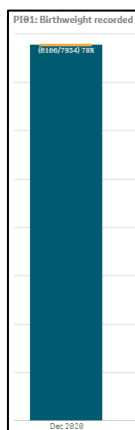


- ii. To activate the drawing tool, select .
- iii. Draw around the data group(s) to be included in your selection/filter.



The Selection dialog box has now been updated based on the data you have drawn around using .

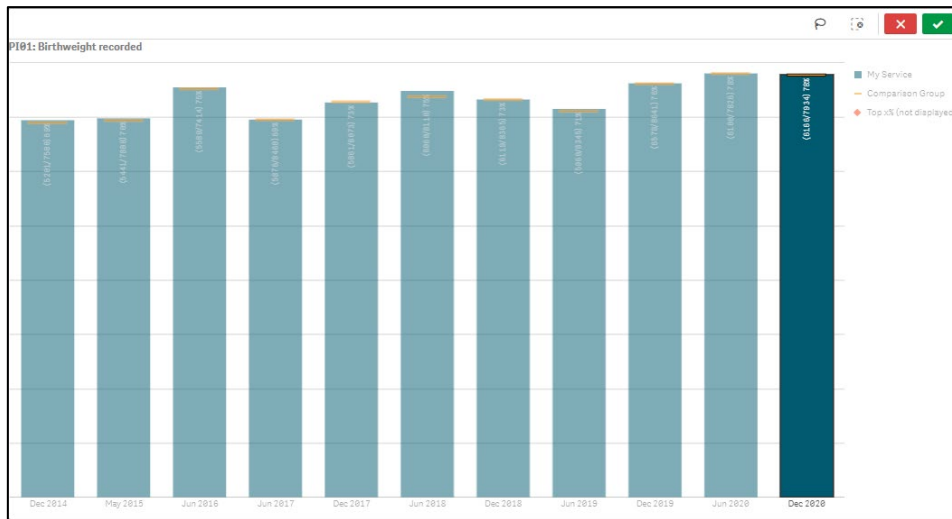
- iv. To confirm the selection and apply it to all graphs for the report, select . The graph has now updated to be filtered by the data group(s) selected.




**To filter data/select by using labels:**

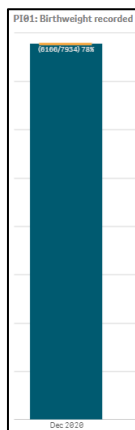
- i. Click on the axis label (e.g., Dec 2020) you wish to filter by.

The sheet will update to show the Selection dialog box for the selected graph.



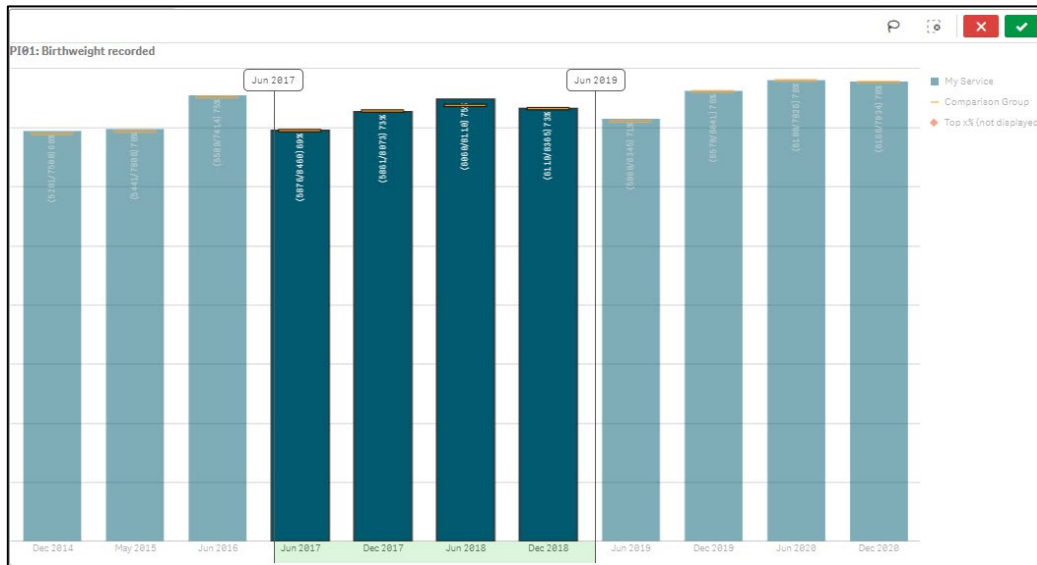
- ii. To confirm the selection, select .


The graph has now updated to be filtered by the data group(s) selected.



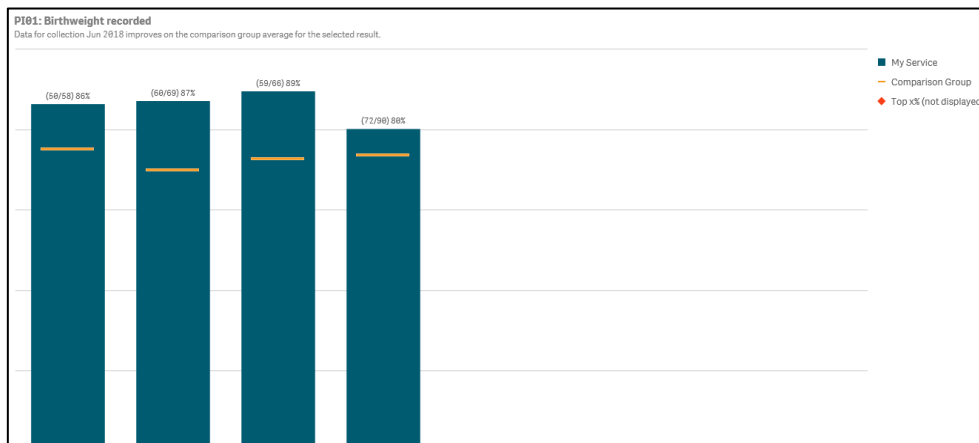
**To filter data/select by using ranges:**

- i. On a particular axis, draw over the range you wish to filter the graph by.  
The graph will update to show the Selection dialog box for the selected graph.




- i. To confirm the selection, select .

The graph has now updated to be filtered by the data group(s) selected.



## Use the Selections Tool

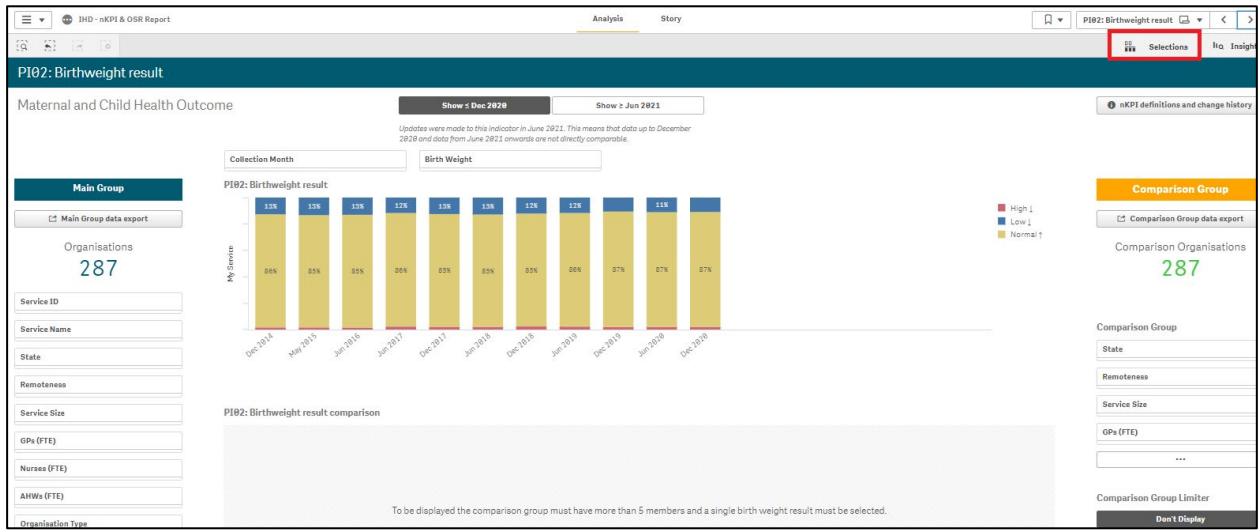
When filtering data, the **Selections** button  on the **Selections Bar** allows you to make multiple data selections across the entire suite of sheets in the *Stakeholder nKPI & OSR Report*, rather than making individual selections in different graphs for different sheets. The Selections Tool view will show all the filter options available for the report.

The **Selections** button is located on the far right-hand side of the **Selections Bar**.

The following procedure is used to make data selections in the *QLIK Stakeholder nKPI & OSR Report* using the **Selections** button.

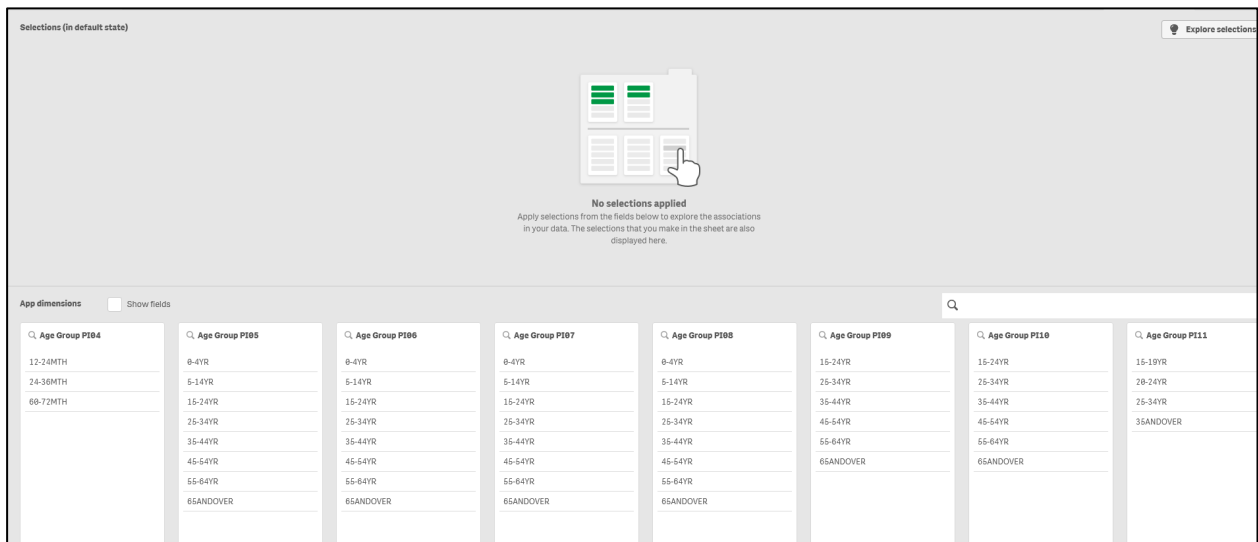
1. Select a sheet from the *Stakeholder nKPI & OSR Report* screen.

The selected sheet will display, and the Selections Bar will be available at the top of the sheet.



2. To continue, select **Selections**  on the **Selections Bar**.

The Selections screen will display.



The Selections screen contains two sections:


- **Selections (in default state)** – Displays any active selections/filters that may have been made by filtering data using one of the methods detailed above.
- **App Dimensions** – Displays all selections available to filter by. When the **Show fields** check box is selected, all fields available across the different sheets will be shown.


3. To continue, select the required option in the **APP DIMENSIONS** section.



The selected dimension box will update with the selection highlighted in green.



In addition to the *Selected* value being highlighted in green, any *Alternative* values (that could also have been selected) will be light grey. Any values that are *Excluded* (not available to be selected) will be shown as dark grey.

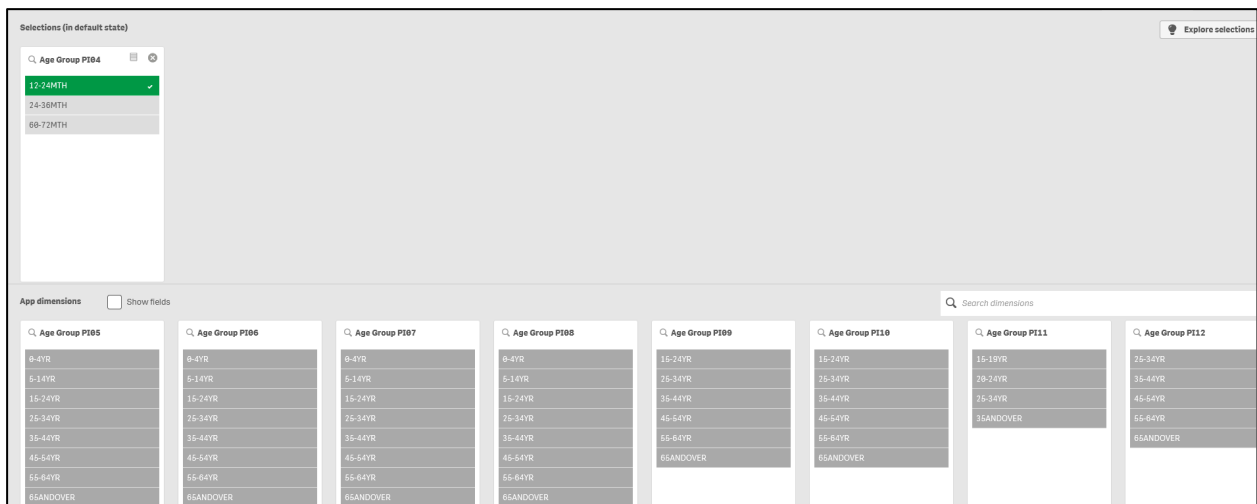
4. To confirm the selection you have made, select .

 To access the **Selection menu**, select **...**. From here you can cancel your selection, select alternate or excluded values or select all available options in the dimension.



 To cancel your selection, select .


The selection will now be moved up into the SELECTIONS section of the screen. The colours of the values in the APP DIMENSIONS section of the screen may now change depending on the impact the selected value will have.

In the screen shot below for example, selecting **No** in the **Age 25 yrs +** dimension has updated the other dimensions in the APP DIMENSIONS section, so some are still possible to select while others aren't because of what has already been selected.





5. Repeat steps 3 and 4 for each selection to be made.

 To clear a selection once it has been added to the SELECTIONS section, select  in the top left-hand corner of the selection to be cleared.

6. To close the Selection Tool and return to the sheets with the selected filters applied, select .

The selected sheet will display with all selected filters applied and visible on the *Filter Menu*. The filter will now also be applied to any other sheet you select in the *Stakeholder nKPI & OSR Report*.

 You can clear your filters from here by selecting  on the *Selections Bar*.

## Use the Filter Section

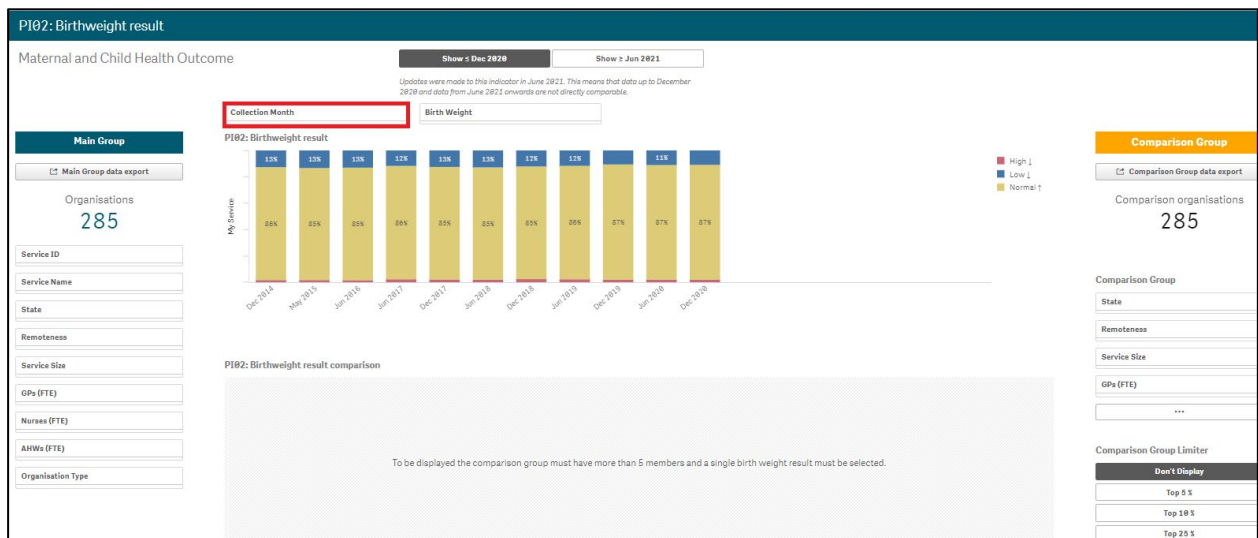
Another way to make selections/filter data when working with a sheet in the *Stakeholder nKPI & OSR Report* is through the *Filter* section that is in the top half of the sheet, underneath the Title Bar.

Using the *Filter* section allows you to build your selections whilst being able to see the impact your selections are having on the graphs on your selected sheet.

The following procedure is used to make data selections using the *Filter* section.

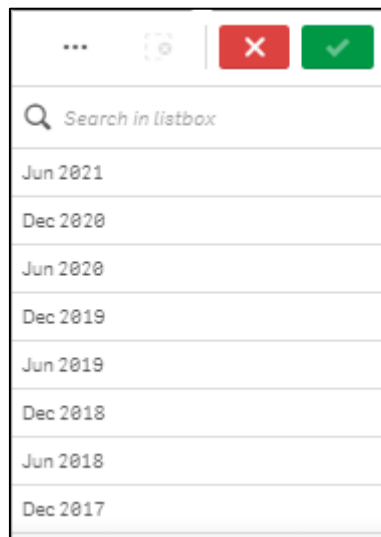
1. Select a particular sheet from the *Stakeholder nKPI & OSR Report* screen.

The selected sheet will display, and the *Filter* section will be available for use as required.




2. To commence filtering/making your selections, select the applicable filter option from the **Filter** section, as highlighted above in red.


The Selection dialog box will display.





3. Make the required selection from the list that displays.

You will notice the graphs on the sheet updating in the background once you have made your selection.

4. To confirm the selection you have made, select .



 To access the **Selection menu**, select **...**. From here you can cancel your selection, select alternate or excluded values or select all available options in the dimension.

 To cancel your selection, select .

The selected filter field will now update to show a selection has been made.

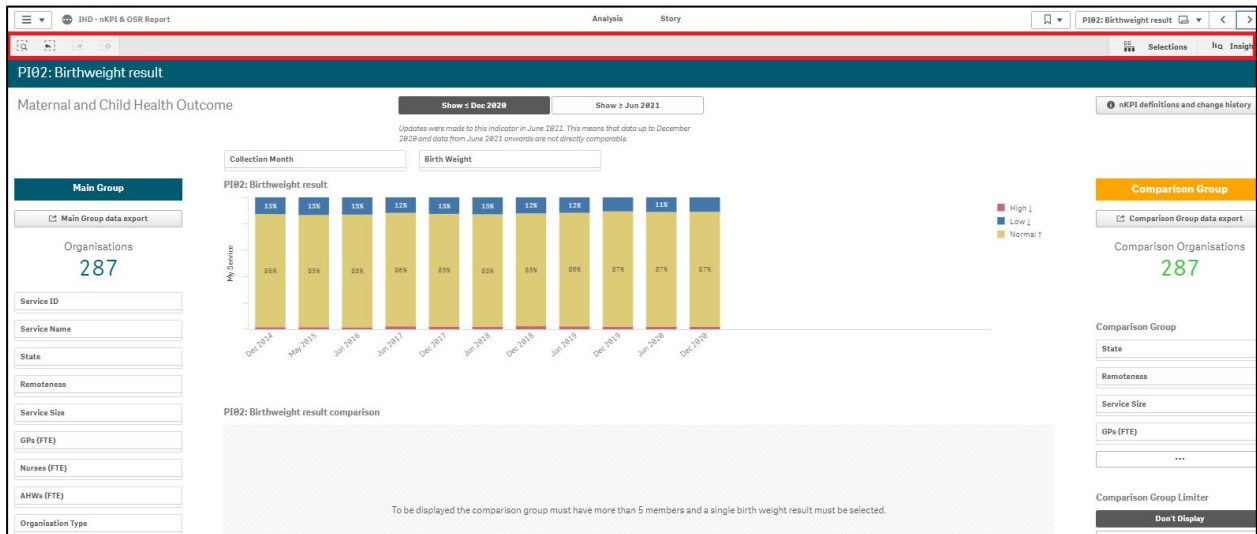


5. Repeat steps **1** to **3** for each selection to be made.

 To clear your selections, select  on the *Selections Bar*.

## The Selections Bar

The *Selections Bar* is located underneath the *Menu Bar* and is available whenever a particular sheet is selected.



The *Selections Bar* has the following buttons and functions available when filtering/selecting data on a particular sheet.

Button	Description
	The <i>Smart search</i> button allows you to search the entire <i>Stakeholder nKPI &amp; OSR Report</i> (not just the selected sheet) for information. For more information, see <a href="#">Smart Search</a> later in this guide.
	The <i>Step back</i> and <i>Step forward</i> buttons allow you to move back and forward through the selections that have been made in the sheet. Using <i>Step Back</i> and <i>Step Forward</i> , you can either move back to the first selection on the sheet or forward to the last selection made.
	<i>Clear all selections</i> will clear any selections that have been made on the sheet.
	Any active selections that have been made will appear on the <i>Selections Bar</i> .
	The <i>Selections Tool</i> will display each of the selections available, including those that have already been selected. This allows you to make selections without having to access individual graphs and use the different selection types to select the required data. For more information, see <a href="#">Use the Selections Tool</a> earlier in this guide.



## Save Comparison Groups for Future Use

When working with sheets in the *QLIK Stakeholder nKPI & OSR Report*, you may wish to compare your selected data against that of other health services with similar characteristics (*such as size, state, and remoteness*) – this is known in QLIK as a comparison group.

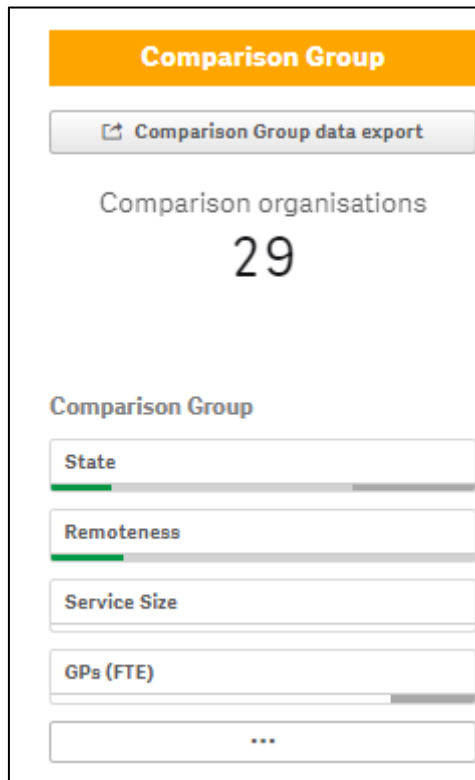
To create your comparison group in the report, you would first select the required components of your new comparison group. For more information on how to do this, see [Filter Sheet Data](#) earlier in this guide.

When you close the *QLIK Stakeholder nKPI & OSR Report*, you lose any comparison groups you have created and would then need to create them again the next time you open the report and wish to compare the data against the same comparison group.

To avoid this, you can use the bookmark functionality in QLIK to save the comparison group you create so it can be quickly and easily reapplied each time you need it.

The following procedure is used to save a comparison group for future use.

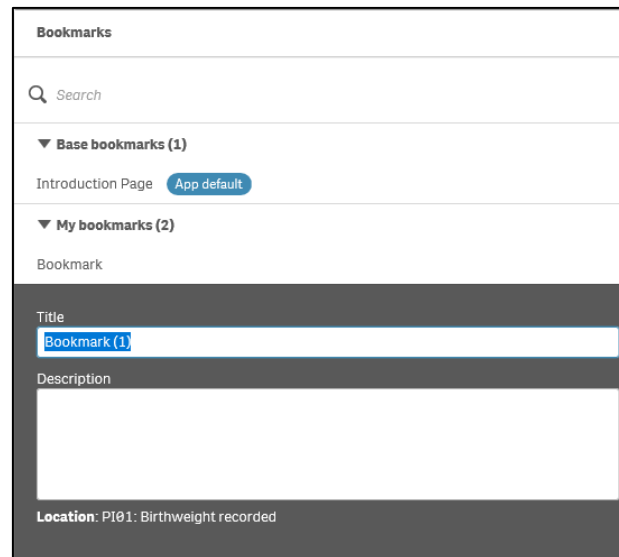
1. In an applicable sheet in the *QLIK Stakeholder nKPI & OSR Report*, select the filter options required to form your comparison group.



The screenshot shows a 'Comparison Group' configuration window. At the top is an orange header with the text 'Comparison Group'. Below this is a button labeled 'Comparison Group data export'. Underneath, it says 'Comparison organisations' followed by the number '29'. The main section is titled 'Comparison Group' and contains several filter options, each with a progress bar: 'State', 'Remoteness', 'Service Size', and 'GPs (FTE)'. At the bottom of this section is a button with three dots '...'. The 'State' and 'Remoteness' progress bars are partially filled with green.

2. Once you have built your comparison group, from the Menu Bar at the top of the sheet, select  and select .

The Bookmarks dialog box will display, and the title of the bookmark will default as *Bookmark*.




3. Update the title of the bookmark/comparison group in the **Title** field as needed.
4. Enter a description for the new comparison group in the **Description** field.

To save the comparison group, click anywhere off the Bookmarks dialog box.

The comparison group has now been saved. Note that you can save bookmarks for any number of combinations of filters, allowing you to switch between different comparison groups.

### **Select the Bookmark to Reapply Your Comparison Group**

Once you have created a bookmark to save your comparison group, you can then reapply your comparison group to any sheet within QLIK by selecting the bookmark.

1. From any sheet in the *QLIK Stakeholder nKPI & OSR Report*, select  and locate the applicable bookmark in the list that displays.
2. Right click on the bookmark and select **Apply selections**.

The comparison group contained within the bookmark will now be added to the *Filter Bar* and the values on the selected sheet will update based on the comparison group that has been applied.

## Work with Snapshots

When working with graphs within the *QLIK Stakeholder nKPI & OSR Report* to analyse your data, you can take snapshots of your data to collect any insights you have as you go. A snapshot is a graphical representation of data at a point in time that you can then use when you build stories within QLIK, which are like PowerPoint presentations you can use to present data to others in a graphical, engaging way.

Any data snapshots you take can be enhanced with various effects to let you emphasise the data insights you want your audience to focus on whilst presenting a story.

All the snapshots you take are stored in a snapshot library, which you can easily access to decide which snapshots you would like to keep and use in your stories. From there, you can also add descriptions of your snapshots and delete those you don't need.

## Take a Snapshot

From the applicable sheet, you can take snapshots of your data and use them to build a story for easy presentation of your data.

1. In the applicable sheet, navigate to the graph you wish to take a snapshot of.



2. To take your snapshot, right click on the graph and select **Storytelling snapshots > Take snapshot**.

The Snapshot annotation dialog box will display.

The 'Snapshot annotation' dialog box is shown, featuring a text input field with the placeholder text 'Add a description to the snapshot'. Below the input field are two buttons: 'Cancel' and 'Save'.

3. Enter a description of the snapshot so you can easily identify it.

4. To save the snapshot, select **Save**.

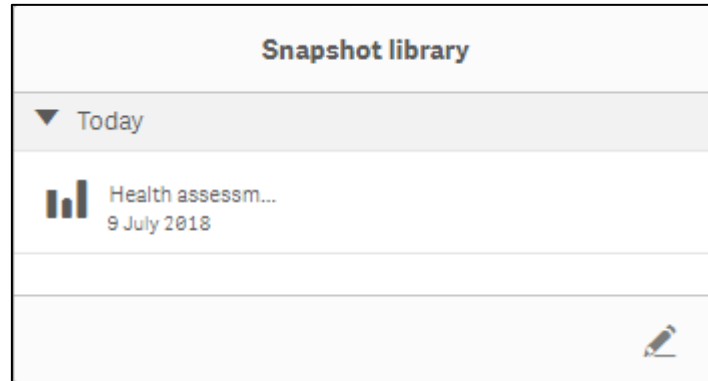
The snapshot is taken and added to the snapshot library for you to access as needed when building your story.

## Edit a Snapshot

Once you have taken a snapshot, you can add a description to the snapshot or remove the snapshot if required, through the snapshot library.



1. In the applicable sheet, right click anywhere on the sheet and select **Storytelling snapshots > Snapshot library**.

The Snapshot library dialog box will display.





The Snapshot library dialog box will display all the snapshots taken for the selected sheet.

### To add a description (annotation) to a snapshot:

- i. In the Snapshot library dialog box, select .
- ii. In the text box that appears to right of the snapshot, enter the description.
- iii. To save the description, select  again.

The description has now been saved.


### To delete a snapshot:

- i. In the Snapshot library dialog box, select .
- ii. Select the check box that appears to the left of the snapshot.
- iii. To delete the snapshot, select .

The snapshot has now been deleted.


2. To close the Snapshot library dialog box, click anywhere on the sheet, away from the dialog box

## Use the Exploration Menu

Within QLIK, you can change the display of a graph and conduct further data analysis without having to make selections on the sheet. This is done by using the Exploration menu .

The Exploration menu allows you to change and sort data and change how labels are displayed.

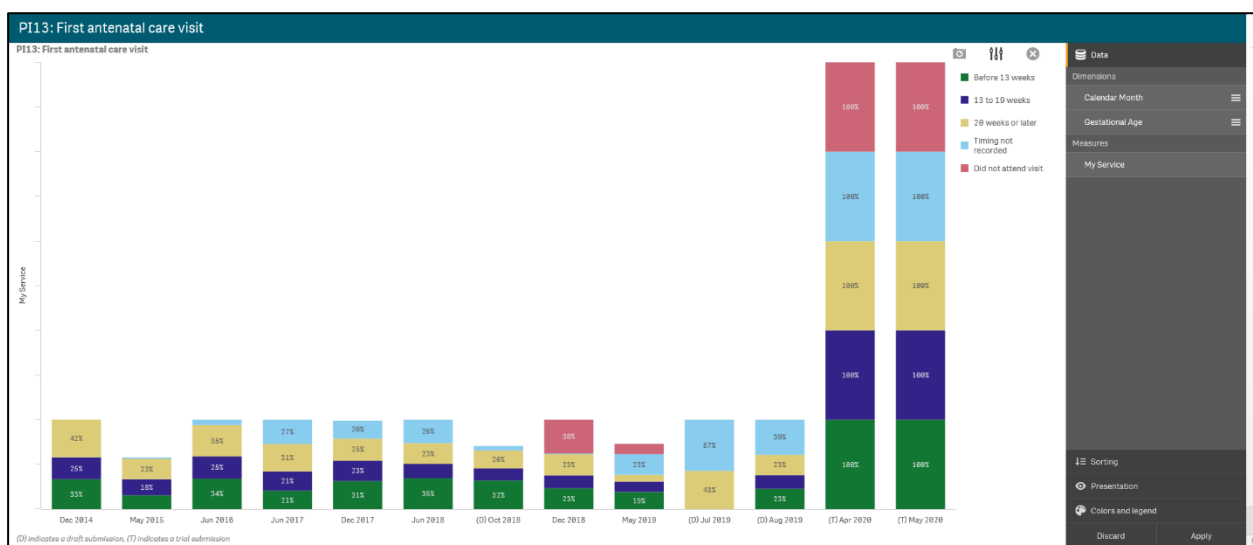
The following procedure is used to analyse data and change the view of data in QLIK using the Exploration menu.

1. Hover your mouse pointer over the graph you would like to analyse/work with.
2. From the menu that displays, select  and then select **Exploration menu**.



This can also be done by right clicking on the graph and selecting **Exploration menu**.

The selected graph will now display in full screen mode with the Exploration menu activated on the right-hand side of the screen.





The Exploration menu contains four sections you can use to analyse the data on the selected graph:

- Data (will default as selected)
- Sorting
- Presentation
- Colors and legend

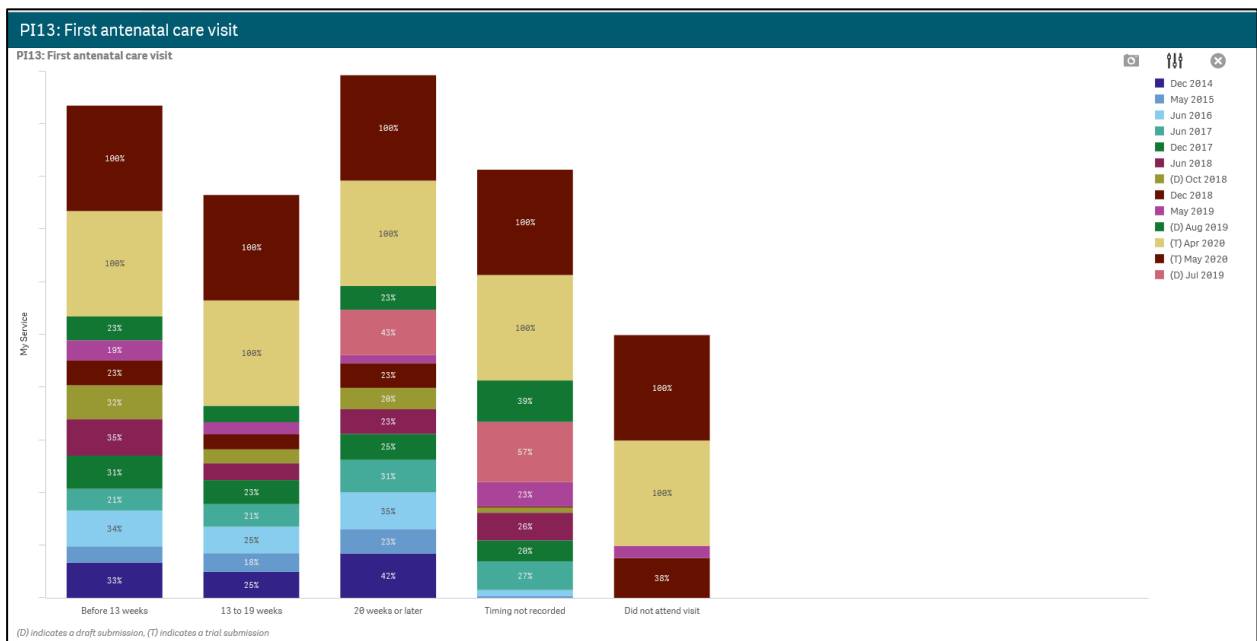
## The Data Section




When you have more than one *dimension* (what the data is being measured by, e.g., state or collection month) or *measure* (what is being measured, e.g., immunisations) available in a graph, you can use the Exploration menu to change the data that is used in the graph.

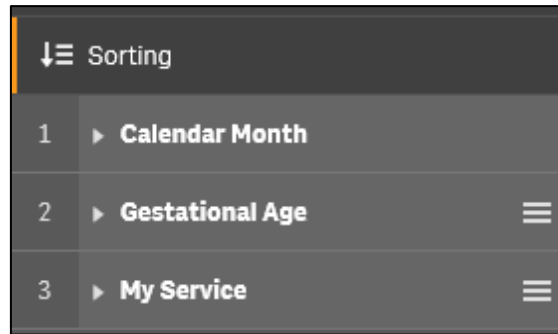
1. To change how the data is being displayed in the graph, select  next to the **Dimension** you wish the data to be displayed by.
2. Hold the left mouse button down and drag  up so the selected dimension is on top of the **Dimensions** section.
3. To see the display of the graph change, release the mouse button.

The way the data in the graph displays has now changed. In the example below, the PI13 First antenatal care visit graph is now showing the gestational age as the primary dimension rather than the collection month.






4. To close the Exploration menu with the changes applied, select .

## The Sorting Section




The *Sorting* section of the Exploration menu allows you to determine the order in which the data is sorted in the graph. This can be done by changing the order of the dimensions and measures and changing whether the data is sorted in ascending or descending order.

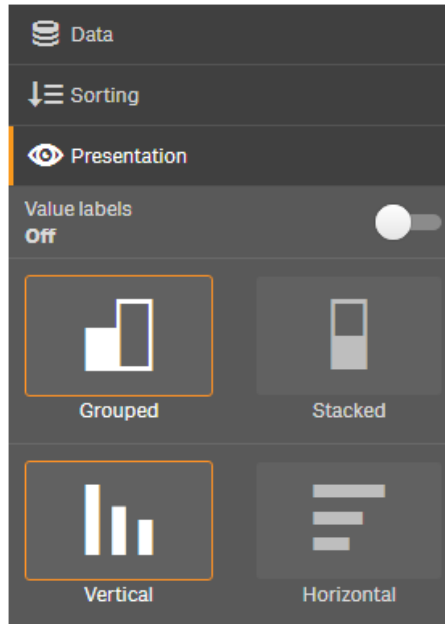
1. To change how the data is being sorted in the graph, select  next to the value you wish the data to be sorted by.
2. Hold the left mouse button down and drag  up so the selected value is at the top of the list.
3. To see the data sorting order change, release the mouse button.
4. To change the sort order within each value, select  for the applicable value and then select either **Ascending** or **Descending** as needed.

The way the data in the graph is sorted has now changed. In the example below, the PI13: First antenatal care visit graph is now sorted with *13 to 19 weeks* at the bottom of the graph, followed by *20 weeks or later* etc.



5. To close the Exploration menu with the changes applied, select  .

## The Presentation Section



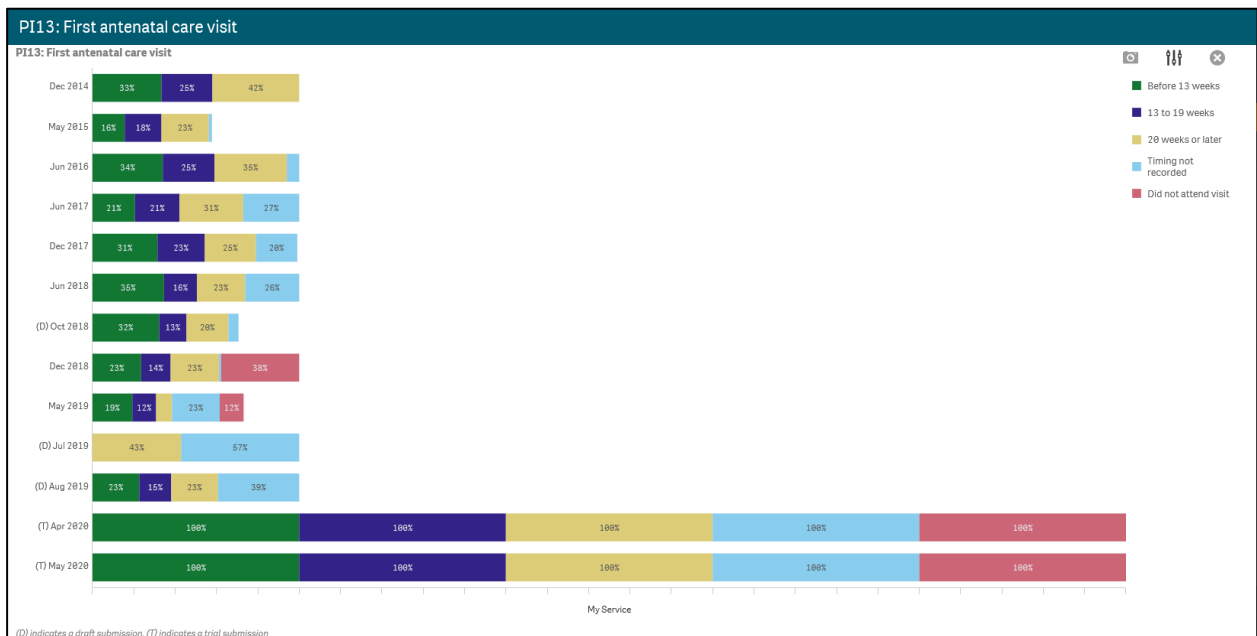
The *Presentation* section of the Exploration menu allows you to add labels to the individual values in the graph and change the way the values are displayed (vertical v horizontal, grouped v stacked).

1. To turn the value labels on, select  to the right of .

The value labels have now been switched on.

2. To change the way the values are displayed, select the required view (grouped or stacked, vertical or horizontal).

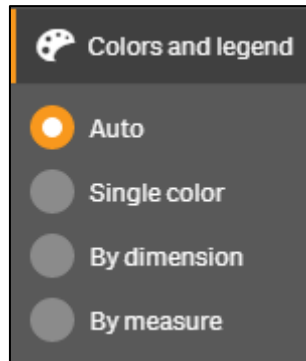
The graph has now been updated to include field labels and the changed data view.



3. To close the Exploration menu with the changes applied, select .



## The Colors and legend Section



The *Colors and legend* section of the Exploration menu allows you to change the colours of the bars displayed in the selected graph. You can change all the bars to a single colour or change the dimensions or measures to a particular colour scheme.

1. To change the colour of the bars on the selected graph, select  next to the applicable option.
2. If selecting either **By dimension** or **By measure**, you can select the required colour scheme.
3. To close the Exploration menu with the changes applied, select .

## Export Data from QLIK

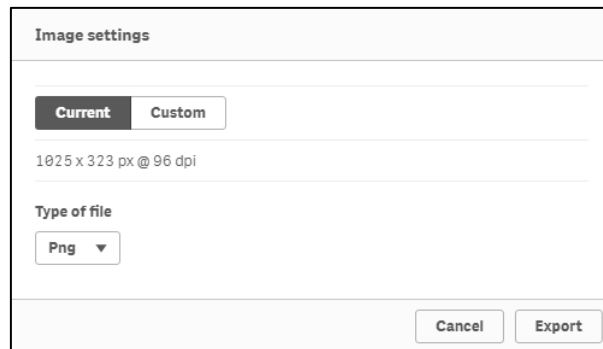
One of the features of QLIK is that you can quickly and easily export your graphs and data tables out of QLIK into several different formats, depending on what you would like to do. Some of the export options you have in QLIK are:

- Export a graph as an image
- Export a graph as a PDF document
- Export data to an Excel spreadsheet.

### Export a Graph as an Image

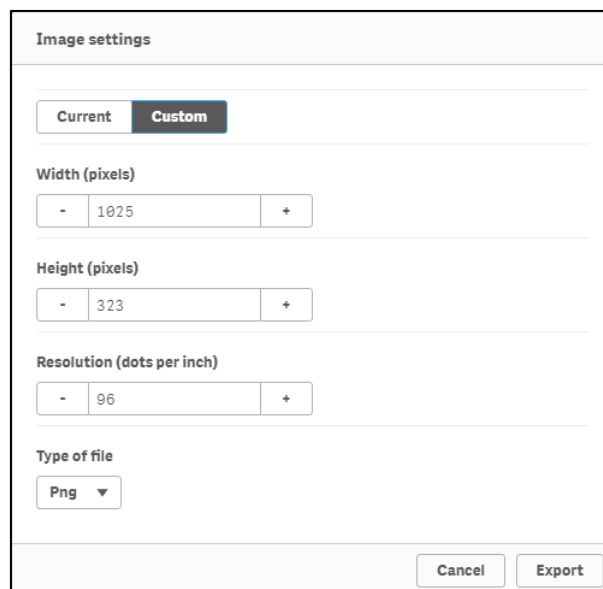
1. Right click on the graph that you wish to export as an image.
2. Select **Download as > Image**.

The Image settings dialog box will display.



3. To change the settings of the image, select .

The Image settings dialog box will update to allow the image settings to be updated.



4. To change the width of the image, select  or  in the **Width (pixels)** field.
5. To change the height of the image, select  or  in the **Height (pixels)** field.
6. To change the resolution of the image, select  or  in the **Resolution (dots per inch)** field.

The file type will default to Png.

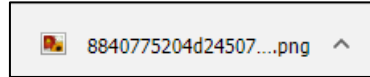
7. To change the type of file the graph is exported as, select ▼ in the **Type of file** field and select **Jpeg** if needed.

8. To export the graph, select **Export**.

The **Click here to download your image file** link will display at the bottom of the Image settings dialog box.

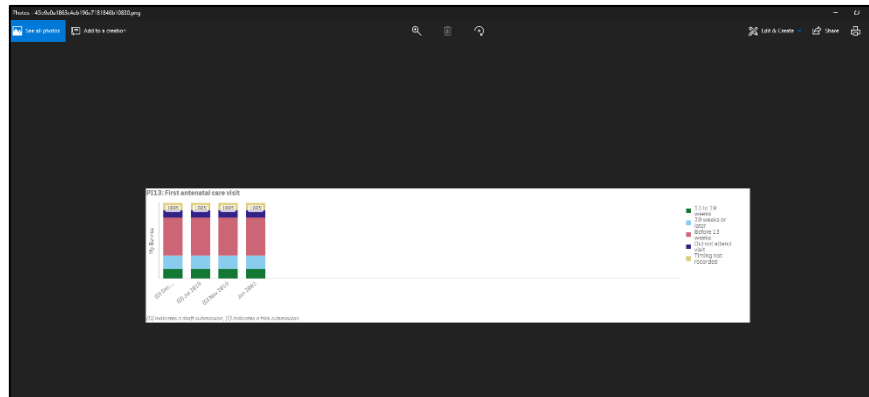
9. To commence downloading the image, select **Click here to download your image file**.

A pop up will display in the bottom left-hand corner of the screen.

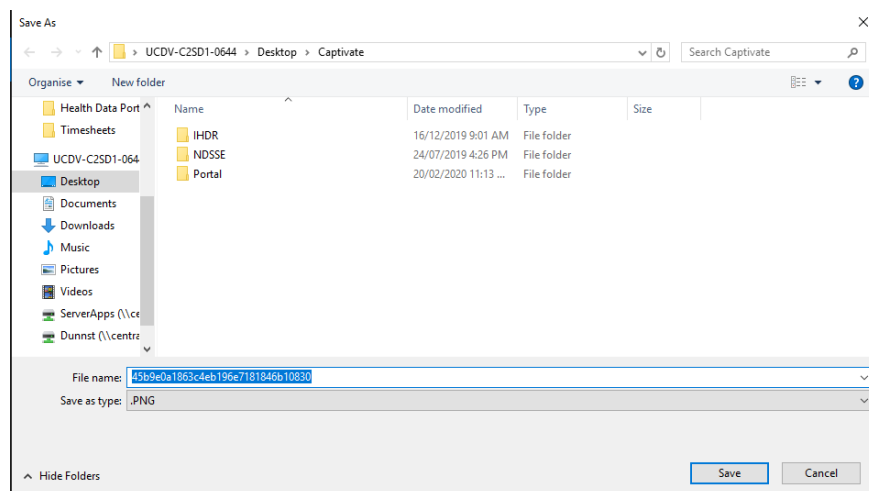


10. To download the image, select **Open**.

The image will now display as the selected file type.



11. To save the image, select **... > Save as** from the top right-hand corner of the screen. The Save As dialog box will display.



12. Select the location to save the image and enter the title of the image in the **File name** field.

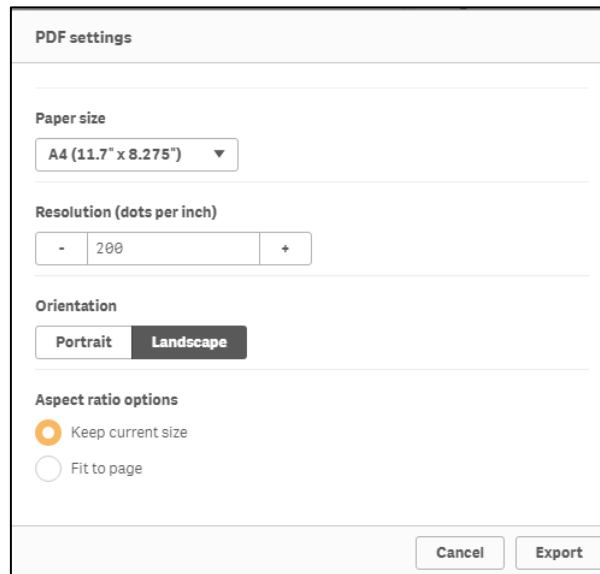
13. To save the image, select **Save**.

The selected graph has now been exported and saved as an image.

## Export Data as a PDF Document

1. Right click on the graph you wish to export to a PDF document.
2. Select **Download as > PDF**.

The PDF settings dialog box will display.

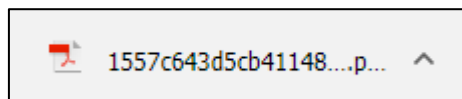


3. To change the size of the PDF document, select ▼ in the **Paper size** field and select the applicable paper size from the list that displays.
4. To change the resolution of the image in the PDF document, select  or  in the **Resolution (dots per inch)** field as needed.
5. To change the orientation of the PDF document, select either  or  as needed.
6. Under **Aspect ratio options**, leave **Keep current size** selected to insert the graph into the PDF without changing its size or select **Fit to page** to change the height and width of the graph to fill the entire page.
7. To export the graph, select .

The **Click here to download your PDF file** link will display at the bottom of the PDF settings dialog box.

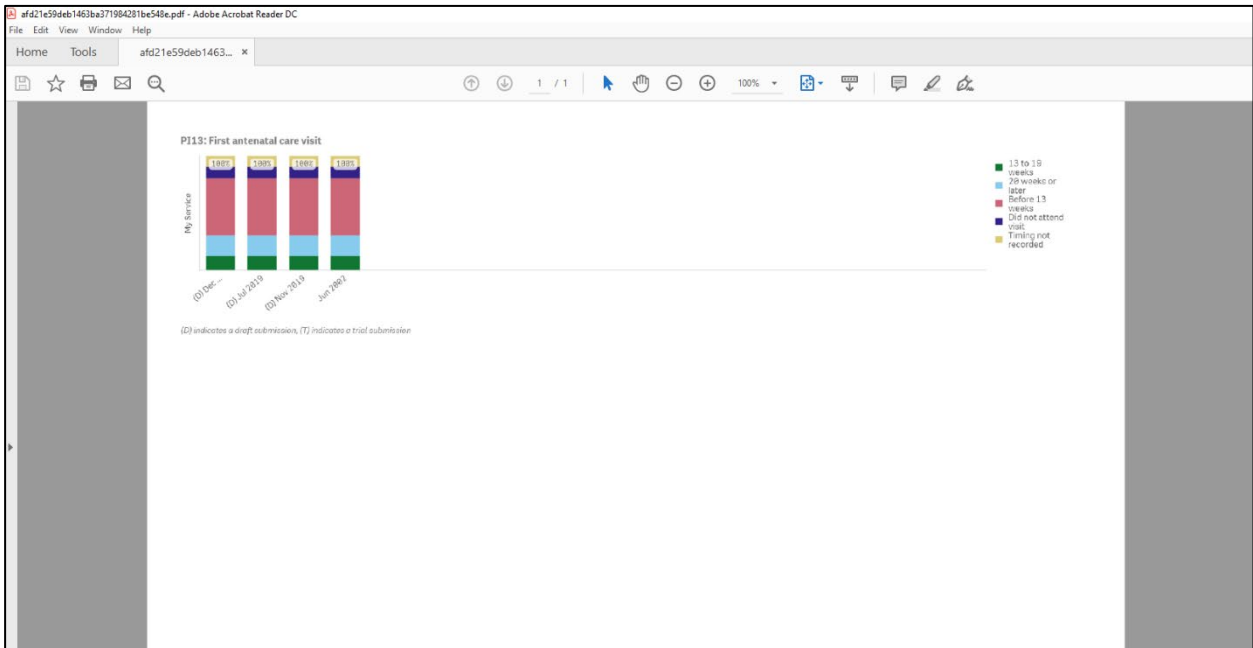
8. To commence downloading the PDF, select **Click here to download your PDF file**.

A pop up will display in the bottom left-hand corner of the screen.



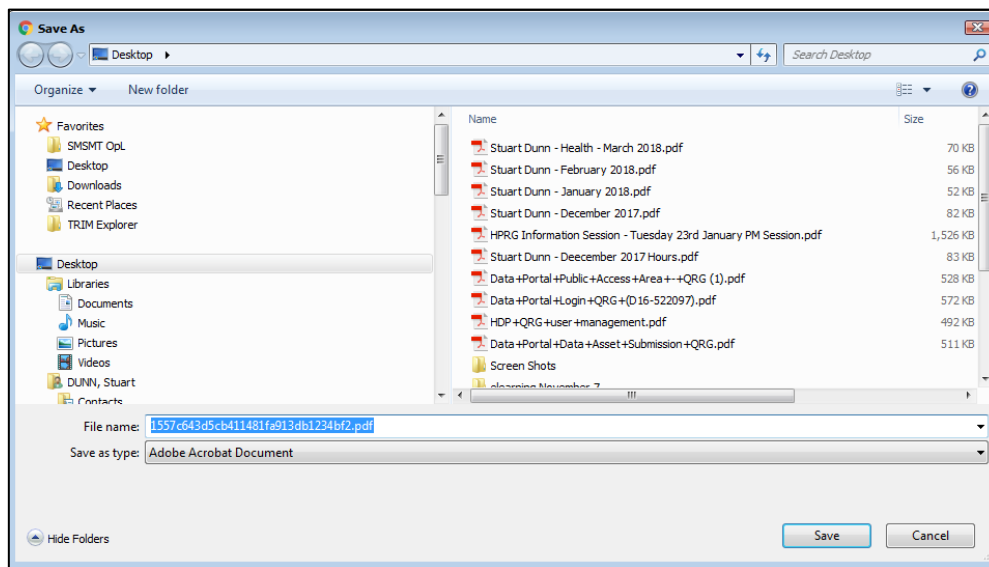
9. To continue, select ^ and select **Open**.

The PDF document will now display.



10. To save the PDF document, select **File > Save As**.

The Save As dialog box will display.



11. Select the location to save the PDF document and enter the title of the document in the **File name** field.

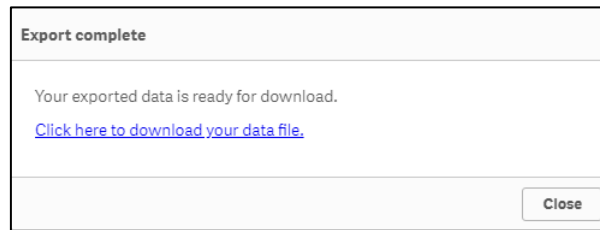
12. To save the image, select .

The selected graph has now been exported and saved as a PDF document.

## Export Data to an Excel Spreadsheet

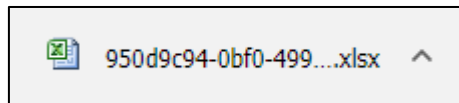
1. Right click on the graph containing the data to be exported to Excel.
2. Select **Download as > Data**.

The Export complete dialog box will display.



3. To commence downloading the Excel file, select **Click here to download your data file**.

A pop up will display in the bottom left-hand corner of the screen.



4. To continue, select  and select **Open**.

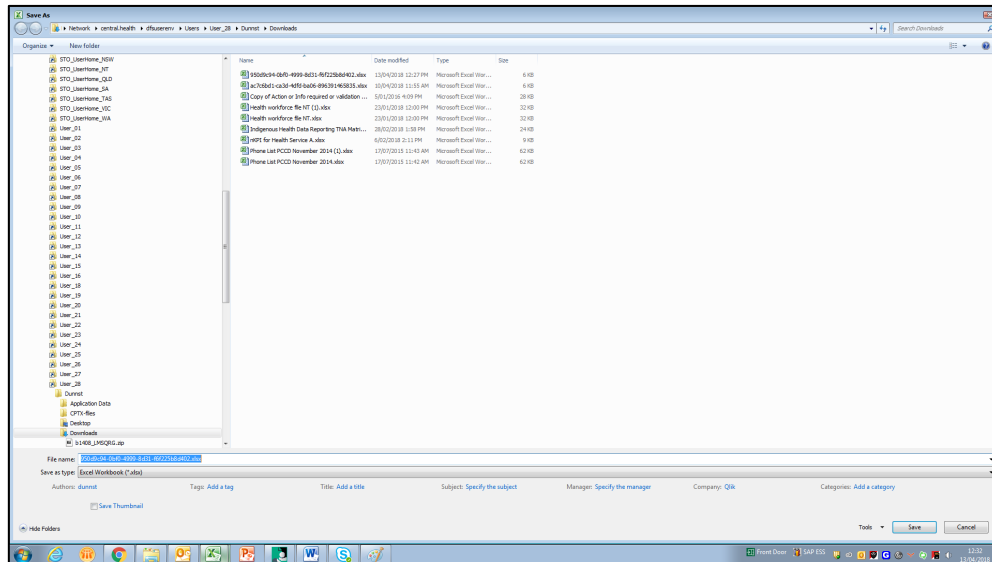
An Excel spreadsheet containing the exported data will display.

The screenshot shows an Excel spreadsheet with the following data:

State	Collection Montl	Immunisations				
NSW & ACT	Dec 2014	76.12				
NSW & ACT	May 2015	82.73				
NSW & ACT	Jun 2016	85.14				
NSW & ACT	Jun 2017	99.14				
NT	Dec 2014	53.46				
NT	May 2015	53.00				
NT	Jun 2016	59.44				
NT	Jun 2017	66.31				
Qld	Dec 2014	98.40				
Qld	May 2015	123.31				
Qld	Jun 2016	117.50				
Qld	Jun 2017	130.54				
SA	Dec 2014	69.25				
SA	May 2015	64.92				
SA	Jun 2016	78.18				
SA	Jun 2017	73.82				
Vic & Tas	Dec 2014	40.55				
Vic & Tas	May 2015	40.18				
Vic & Tas	Jun 2016	46.67				
Vic & Tas	Jun 2017	45.83				
WA	Dec 2014	94.05				
WA	May 2015	133.90				
WA	Jun 2016	138.94				
WA	Jun 2017	119.05				

5. To save the Excel spreadsheet, select **File > Save As**.

The Save As dialog box will display.




6. Select the location to save the Excel spreadsheet and enter the title of the document in the **File name** field.

7. To save the spreadsheet, select .


The data from the selected graph has now been exported and saved in an Excel spreadsheet.

## Smart Search

Smart Search is the global search tool in QLIK that allows you to search the entire data set in the *Stakeholder nKPI & OSR Report* for a particular characteristic. You can then select this characteristic and apply it as a filter to the currently selected sheet in the report.

Smart Search is activated by selecting  on the *Selections Bar* in the top left-hand corner of the screen.

The following procedure is used to run a search in QLIK using Smart Search.

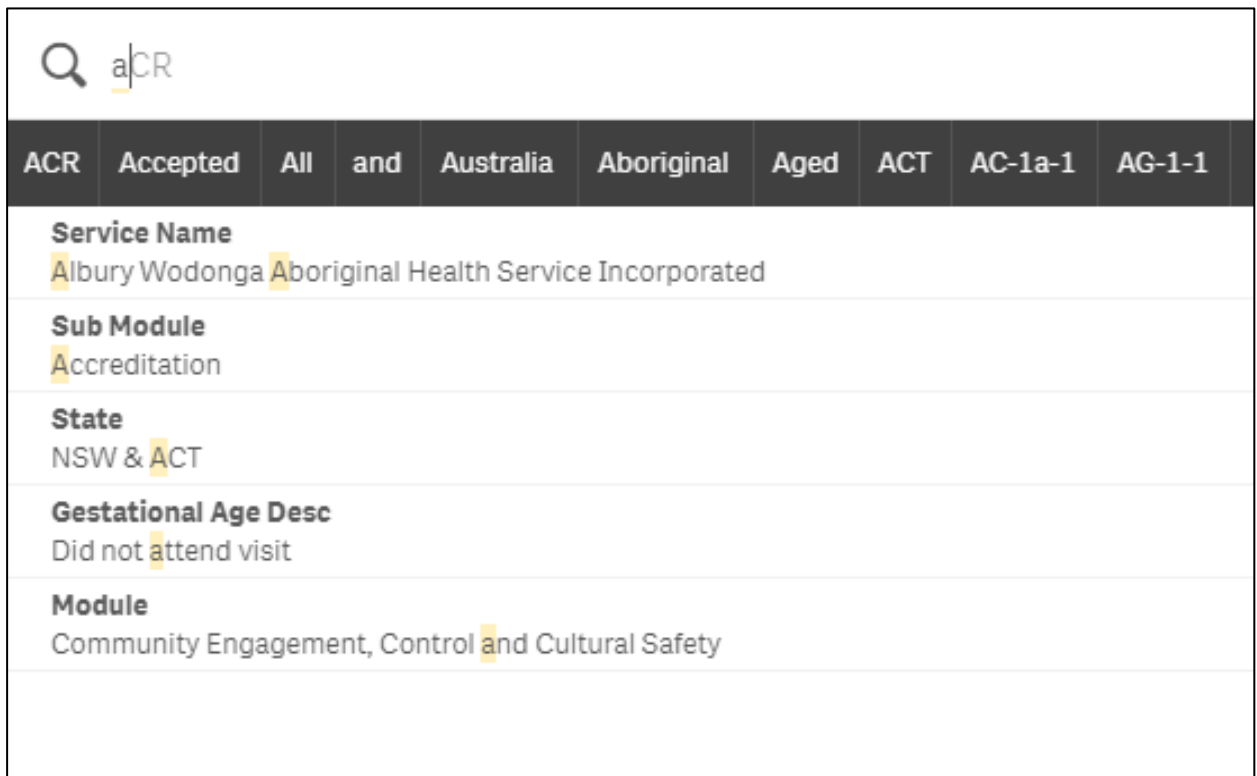
1. To activate smart search, select  on the *Selections Bar* in the top left-hand corner of the screen.

The search field will be activated.



2. In the **Search your data** field, enter the data value you are searching for.

A list of values for your search will display.



3. Select the value you wish to filter the currently selected sheet by.

The sheet you currently have selected will now be filtered by the selected value and the selected value will now be added as an applied filter to the *Filter Bar*.



## Work with Bookmarks


When analysing data in a graph, you may find something interesting you would like to return to or share with others. Using bookmarks is a way to easily keep track of a certain selection on a particular sheet.

Bookmarks can be used to save selections and particular locations. A bookmark can be opened at any time to restore the selections to a former state. When you use a bookmark, you can apply its selections or apply selections and go to the sheet you were exploring when you created the bookmark.

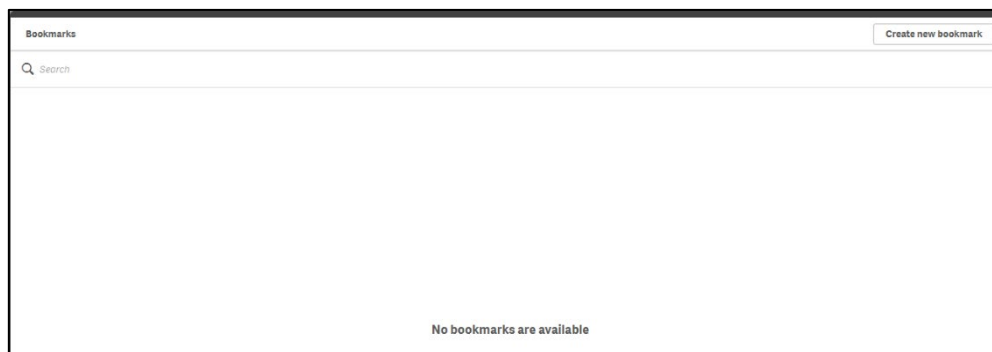


Bookmark functionality can also be used to save filter selections so they can be reapplied.

### Create a Bookmark

1. On the applicable sheet, select the graph or apply the filters you wish to create as a bookmark.
2. On the *Menu Bar*, select .

The Bookmarks dialog box will display.



3. To create the bookmark, select .

The Bookmarks dialog box will update to display the *My bookmarks* section and the title of the bookmark will default as the name of the sheet and a summary of the selections made.

4. If needed, update the title of the bookmark in the **Title** field.
5. Enter a description for the bookmark in the **Description** field.

- To save the bookmark, select .

The bookmark has now been saved.

- To continue, just click anywhere off the Bookmark window.

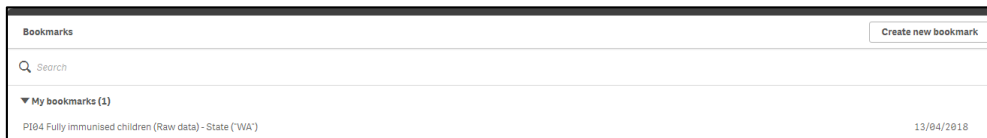
## Apply Bookmark Selections

You can apply the selections saved in a bookmark to any sheets and graphs as needed.

- To commence, open the sheet the selections are to be applied to.

- On the *Menu Bar*, select .

The Bookmarks dialog box will display.



- To apply the bookmark selections, right click on the applicable bookmark and select **Apply selections**.

The bookmark selections will now be applied to the selected sheet/graph.




## Edit a Bookmark

- On the *Menu Bar*, select .


The Bookmarks dialog box will display.



- To edit the bookmark, hover your mouse pointer over the bookmark and select  on the right-hand side of the dialog box.

- To update the bookmark, select .


- Update the **Title** and **Description** as required.

- To confirm the changes, select .

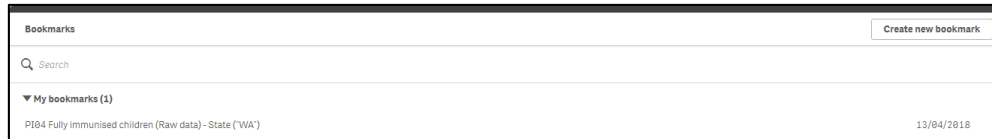
The changes have now been made to the bookmark.

- To continue working, select anywhere off the dialog box.

## Search for a Bookmark


- In the *Sheets* view, on the *Menu Bar*, select .

The Bookmarks dialog box will display.

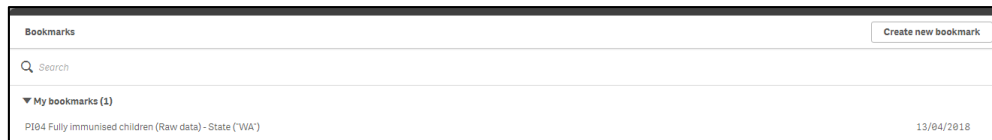





- To search for a particular bookmark, enter the title of the bookmark in the **Search** field. The Bookmarks list is filtered as you type to display the bookmark(s) that match your search terms.

## Delete a Bookmark

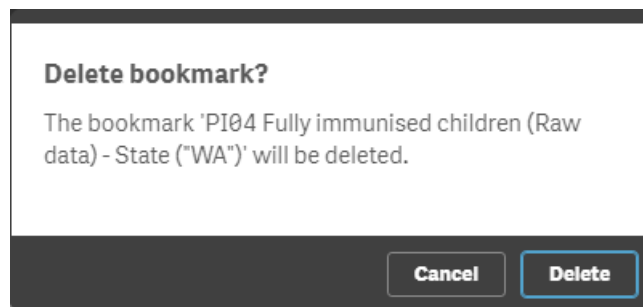
- In the *Sheets* view, on the *Menu Bar*, select .


The Bookmarks dialog box will display.



- To continue, hover your mouse pointer over the bookmark and select  on the right-hand side of the dialog box.
- To put the bookmark in edit mode, select .
- To delete the bookmark, select .

The Delete Bookmark? dialog box will display asking if you wish to delete the bookmark.



- To confirm deletion of the bookmark, select .

The bookmark has now been deleted.

## Work with Stories

Stories allow you to share your insights into your data with other people. The purpose of stories is to display data in a story and emphasise elements that are important in your discussions and decision-making. Adding emphasis will assist you in creating convincing stories to support you and your stakeholders in decision making.

Stories let you combine reporting, presentation, and exploratory analysis techniques to create and share for collaboration. You take snapshots of your discovered data for use in stories, structured by one or more slides. The snapshots can be enhanced with various effects to let you emphasise the data insights you want your audience to focus on.

As you tell the story and get asked questions, you can switch directly to where the snapshot came from and get access to the live, updated data.

You can make your presentation even more engaging by inserting live data from QLIK directly into your slides and selecting them while presenting your story.

Stories are contained within the *Stakeholder nKPI & OSR Report* so you can return to live data at any time. To build a story you use time-based snapshots of your graphs and live data and place them on the story's timeline. You can add text and shapes to your story, making the story more engaging.

In Story view you can:

- **Build** stories to present insights and ideas based on your data discoveries. You build stories by using snapshots of your graphs.
- **Play** a story as it would be presented to an audience. When you play a story, you can get access to the graph the snapshots originated from. If you have embedded graphs in your story, you can make selections in these graphs just as you can in a graph when analysing data.

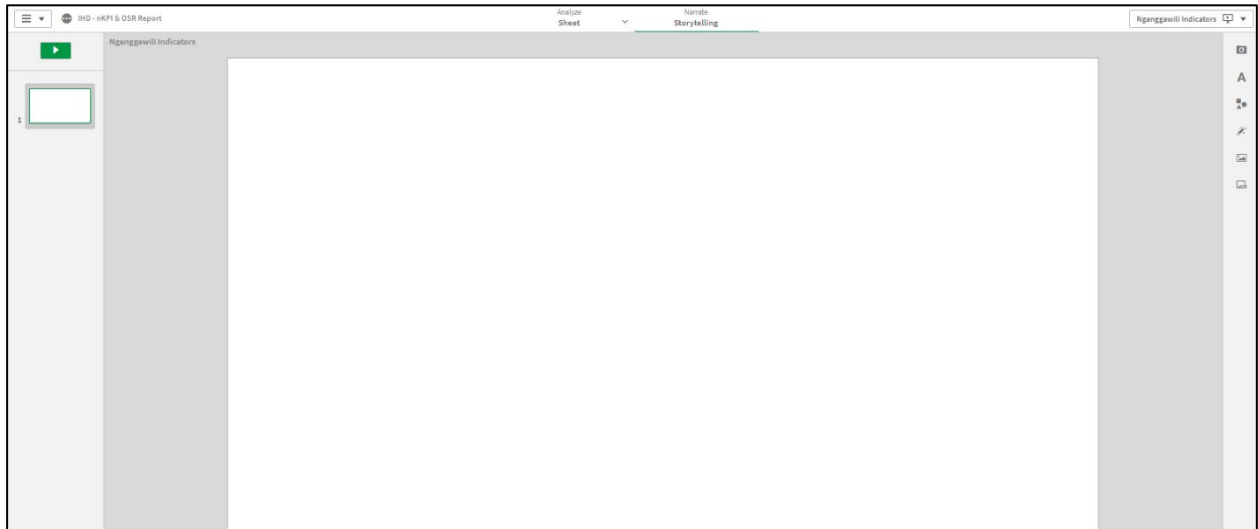
## Create a Story

Once you have taken the required snapshots of your data, you can start to build your story in your *QLIK Stakeholder nKPI & OSR Report*. As part of building your story, you can add different kinds of visual effects and content such as text, images, shapes, and effects.

The following procedure is used to create a data story in QLIK.

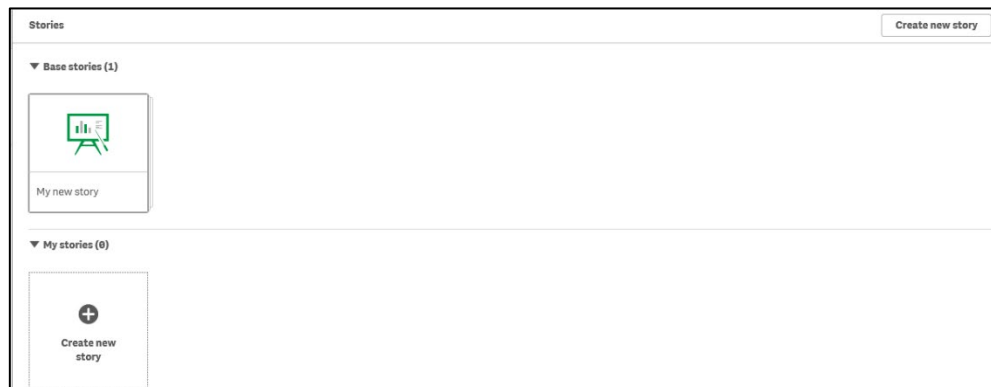
1. From any sheet in your *QLIK Stakeholder nKPI & OSR Report*, select **Narrate Storytelling** in the middle of the *Menu Bar*.

The My new story screen will display.



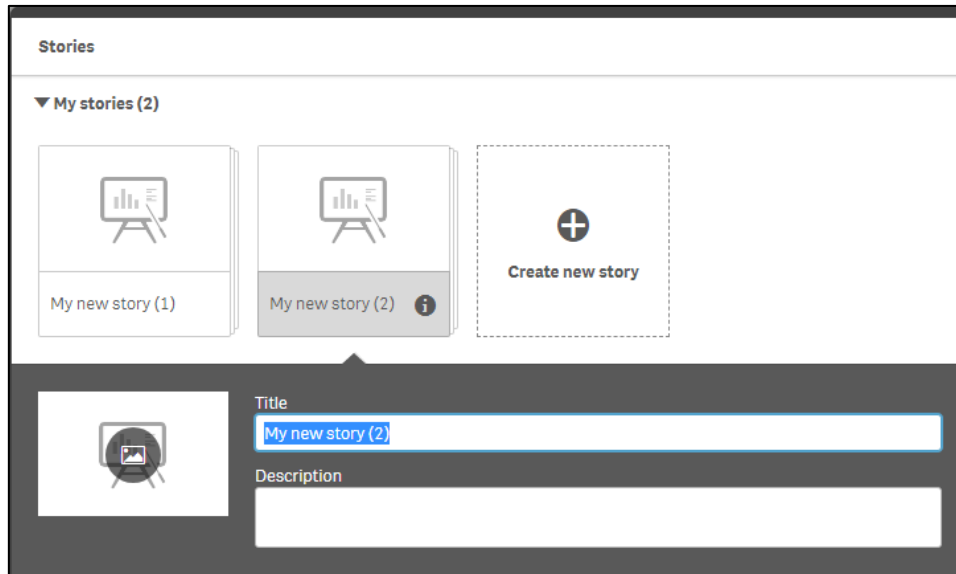
2. To create a new story, select **My new story** in the top right-hand corner of the screen.

The Stories dialog box will display.



3. To create a new story, select **Create new story** in the top right-hand corner of the screen.


The Stories dialog box will update to display the Title and Description fields.



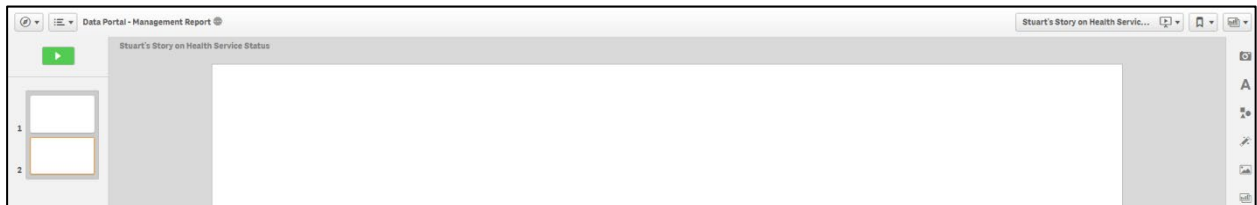
4. Enter a **Title** and **Description** for your new story.
5. Click anywhere outside the text area to save the changes made.


## Add New Slides to a Story

Once you have created your story, you can add the required number of slides so you can start building the story and adding different objects to it as needed.


1. Select **Narrate Storytelling** from the Menu Bar and select your story to open it.
2. To add the first new slide to your story, select  from the bottom left-hand corner of the screen.

The new slide has now been added to the story.

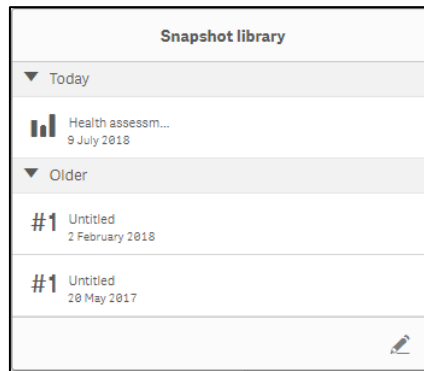


3. Repeat step 2 for any additional slides to be added to the story.
-  To remove a slide from the story, right click on the slide and select **Delete**.

## Add a Snapshot to a Slide

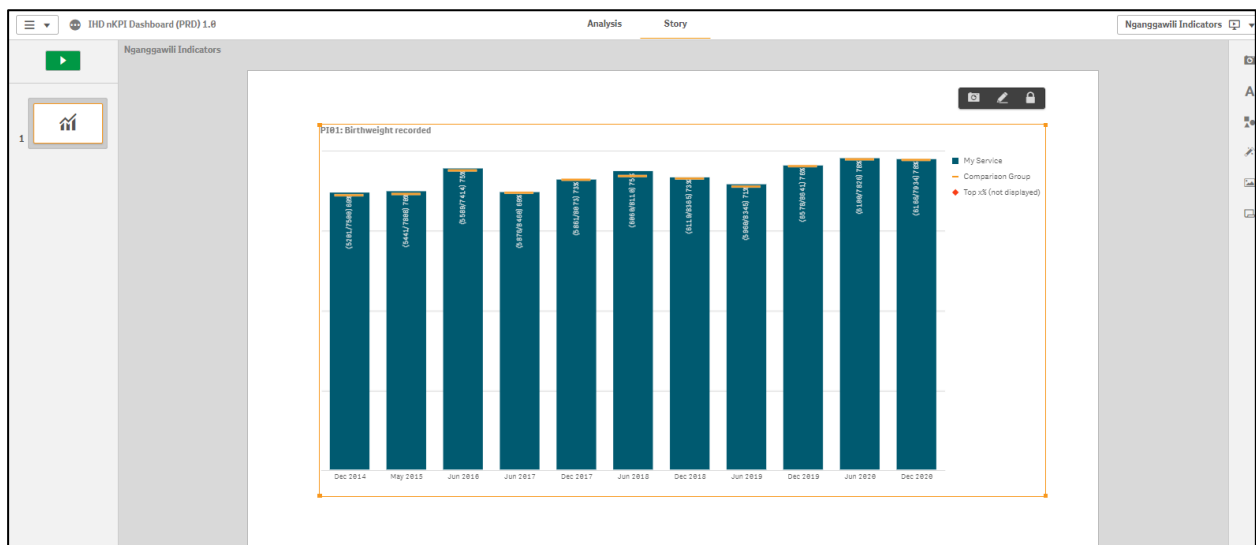
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the snapshot to from the story timeline in the left-hand side of the screen.
3. To add a snapshot to your slide, select  in the Menu Bar on the right-hand side of the screen.


The Snapshot library dialog box will display.



- To add a particular snapshot to your story, select the snapshot, hold your left (primary) mouse button down and drag the snapshot onto the story.


The xxxx (your story name) screen will update to show the selected snapshot now included in the story.



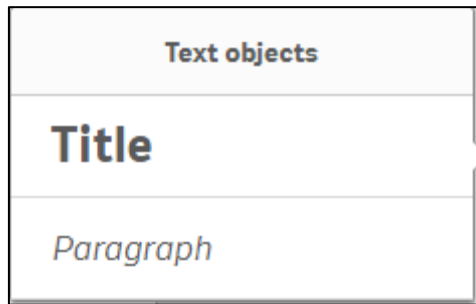
- Once the snapshot is added to the applicable slide in your story, you can move the snapshot anywhere on the slide by selecting the snapshot, holding the left (primary) mouse button down and moving the snapshot to the appropriate place on the slide.
- To increase or decrease the size of the snapshot, simply select one of the four orange circles on the snapshot , hold your left (primary) mouse button down and drag the snapshot in or out as needed.
- Repeat steps 3 to 6 for any additional snapshots you wish to add to your story.

## Add Text to a Story

If needed, you can add explanatory text and titles to snapshots you have added to your story.

- Ensure the xxxx (your story name) screen is displayed.
- Select the slide to add the text to from the story timeline in the left-hand side of the screen.
- To add text to a slide in your story, select  in the *Menu Bar* on the right-hand side of the screen.

The Text objects dialog box will display.



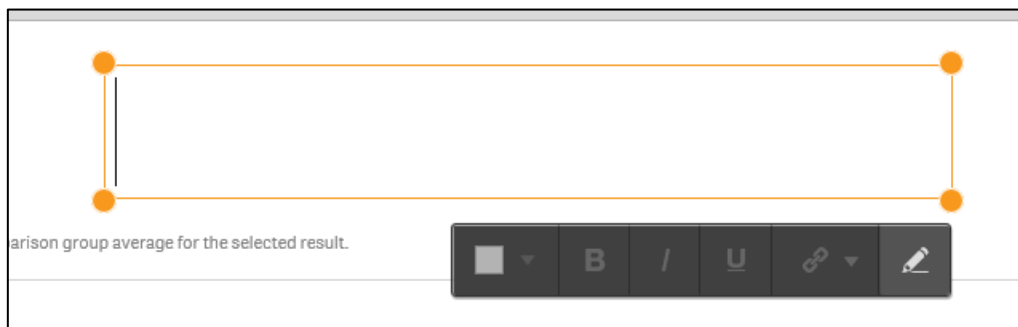
**To add a title to the slide:**

- i. Select **Title**, hold your left (primary) mouse button down and drag it onto the slide. The xxxx (your story name) screen will update to show the Title text box on the slide.




- ii. Move the **Title** text box to the desired location as/if required by selecting the text box and dragging it to its destination.
- iii. To add a title to the slide, double click within the text box.

The text box will update to allow the title to be entered.



- iv. Enter the title for the slide and use the functions in the toolbar that displays above the text box to change the colour, bold, italicise or underline the title as required.

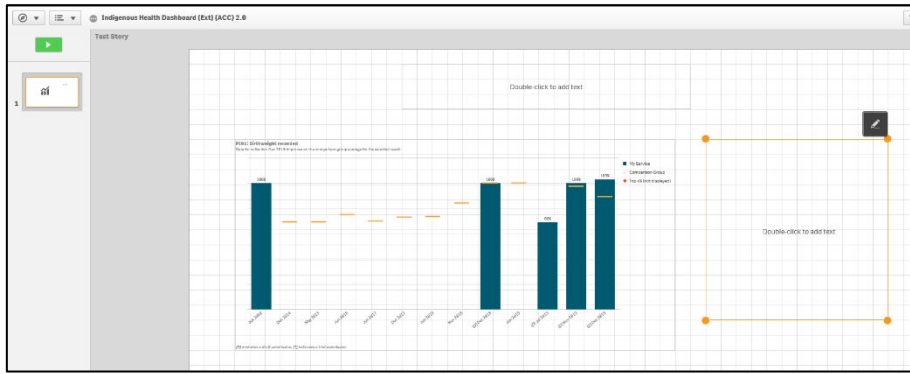
⚠ To add a url to the title, select  and enter the url in the dialog box that displays.

**To add text to the slide:**

- i. Select **Paragraph**, hold your left (primary) mouse button down and drag it onto the slide.

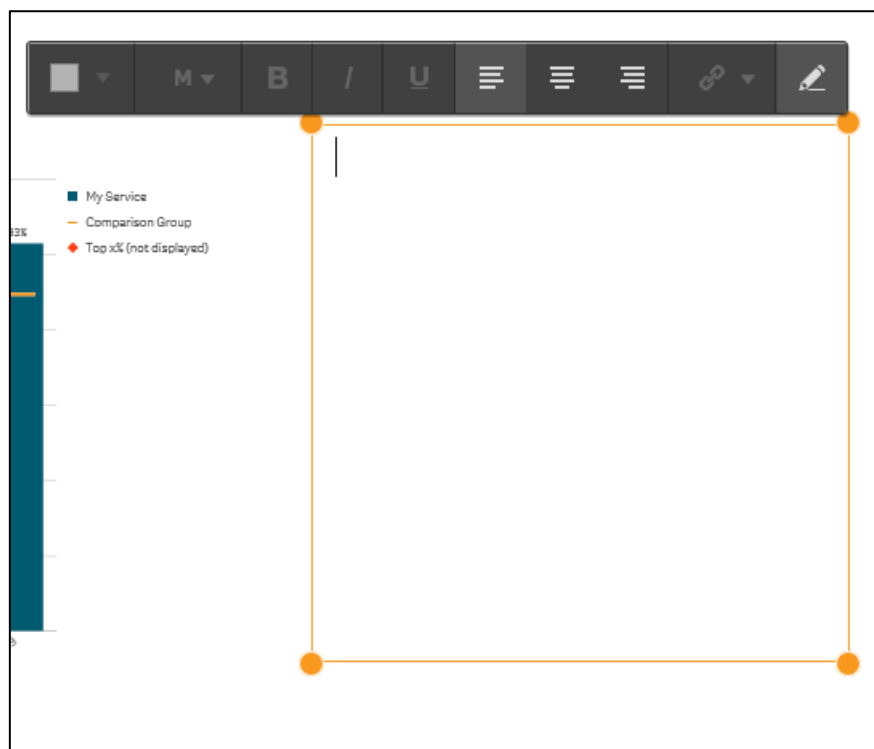
The xxxx (your story name) screen will update to show the Paragraph text box on the slide.






- ii. Move the **Paragraph** text box to the desired location as/if required by selecting the text box and dragging it to its destination.
- iii. To add text to the slide, double click within the text box.

The text box will update to allow the text to be entered.




- iv. Enter the text for the slide and use the functions in the toolbar that displays above the text box to change the colour and size of the text as required.
- v. If needed, you can also bold, italicise or underline the text as well as changing the justification of the text.

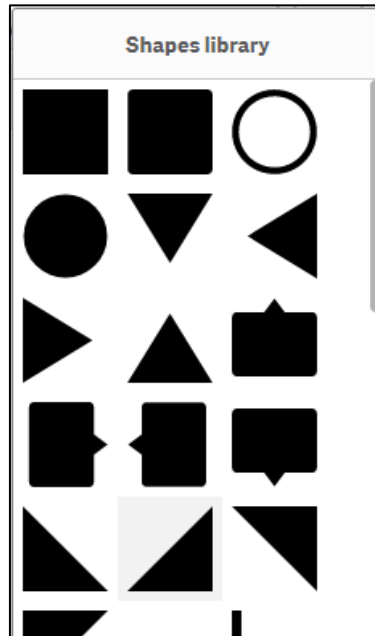
⚠ To add a url to the text, select  and enter the url in the dialog box that displays.

## Add Shapes to a Story

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the shape to from the story timeline in the left-hand side of the screen.

3. To add a shape to your slide, select  .


The Shapes Library dialog box will display.




4. Select the shape you would like to add to the slide, hold your left (primary) mouse button down and drag the shape onto the slide.


The xxxx (your story name) screen will update to show the shape added to the slide.



5. Once the shape is added to the applicable slide in your story, you can move it anywhere on the slide by selecting the shape, holding the left (primary) mouse button down and moving the shape to the appropriate place on the slide.
6. To increase or decrease the size of the shape, simply select one of the four orange circles on the shape  , hold your left (primary) mouse button down and drag the shape in or out as needed.

7. To change the colour of the shape on the slide, select  and select the required colour from the list.
8. Repeat steps 3 to 7 for any additional shapes you wish to add to your story.

## Add Effects to a Story

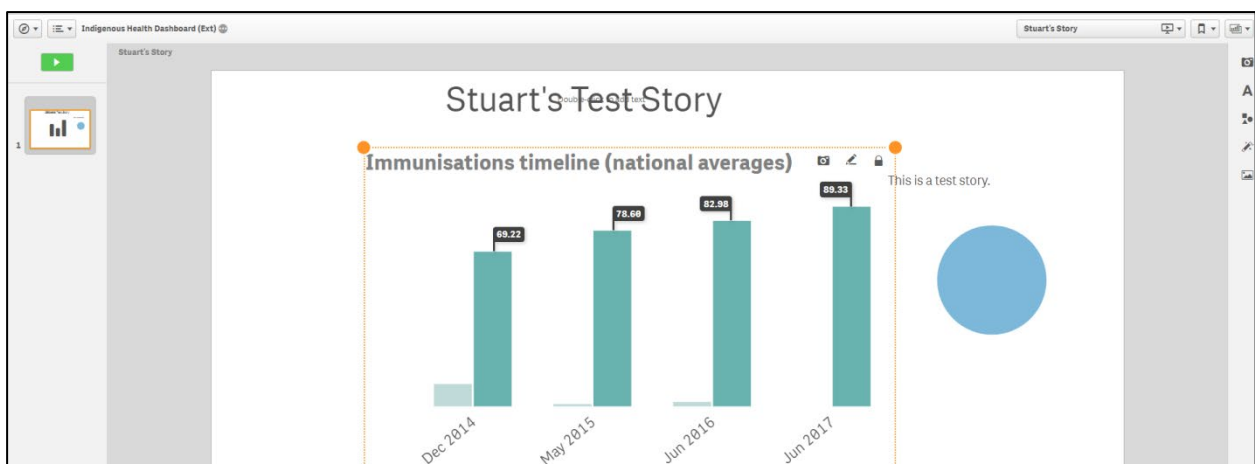
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the effect to from the story timeline in the left-hand side of the screen.
3. To add an effect to your story, select .



The Effects library dialog box will display.



4. Select the required effect to add to your story. The options are:
  - **Highest value** - Applying this effect to your story will add a label to the highest value in the snapshot and will dim the other values.
  - **Lowest value** - Applying this effect to your story will add a label to the lowest value in the snapshot and will dim the other values.
  - **Any value** - Applying this effect to your story will add a value to any manually selected value in the snapshot and will dim the other values.
5. Hold the left (primary) mouse button down and move the selected effect onto the applicable snapshot in the story.

The xxxx (your story name) screen will update to show the impact the selected effect has had on the snapshot in the story.




- i. To replace the original snapshot in the story with the updated snapshot with the effect added, select  in the top right-hand corner of the snapshot.
- ii. To edit the new snapshot with the effect added, select  in the top right-hand corner of the snapshot.

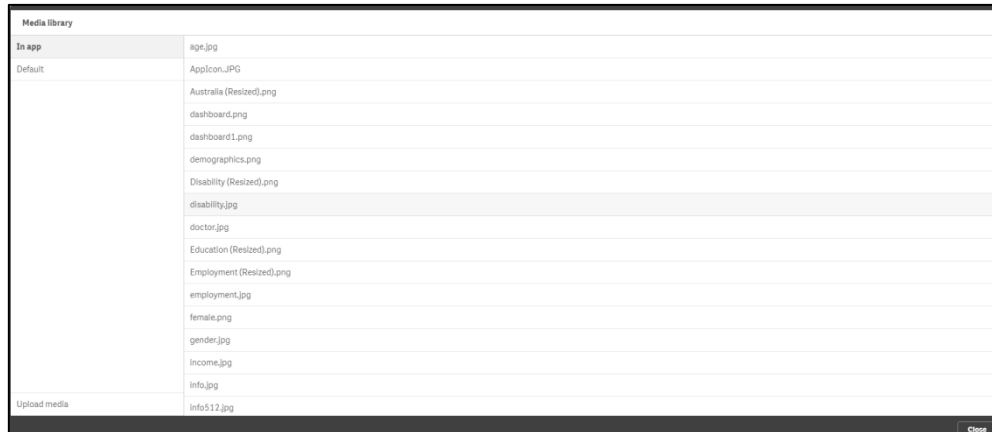


To remove the effect from the story, right click on the snapshot on the slide and select **Remove effect**.

## Add Media Objects to a Story

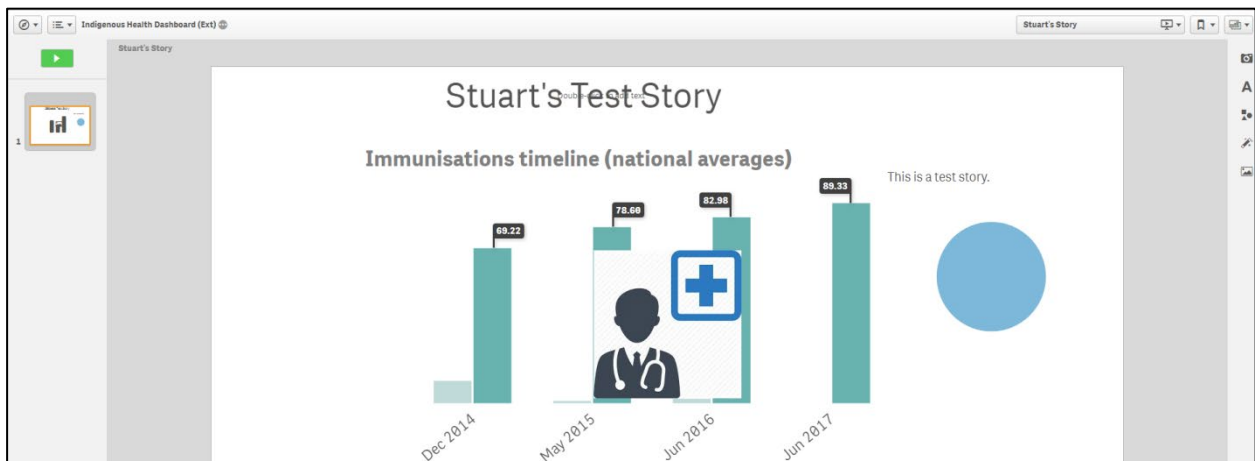
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the media object to from the story timeline in the left-hand side of the screen.
3. To add an object to your story, select .

The Media library dialog box will display.



- To add an object from within the *Stakeholder nKPI & OSR Report* app, select **In app**, then select the required object from the list and select .
- To add an object from within QLIK, select **Default**, then select the required object from the list and select .

The xxxx (your story name) screen will update to show the object added to the slide.




4. To move the object within the slide, select the object, hold the left (primary) mouse button down and move the object to the required location.

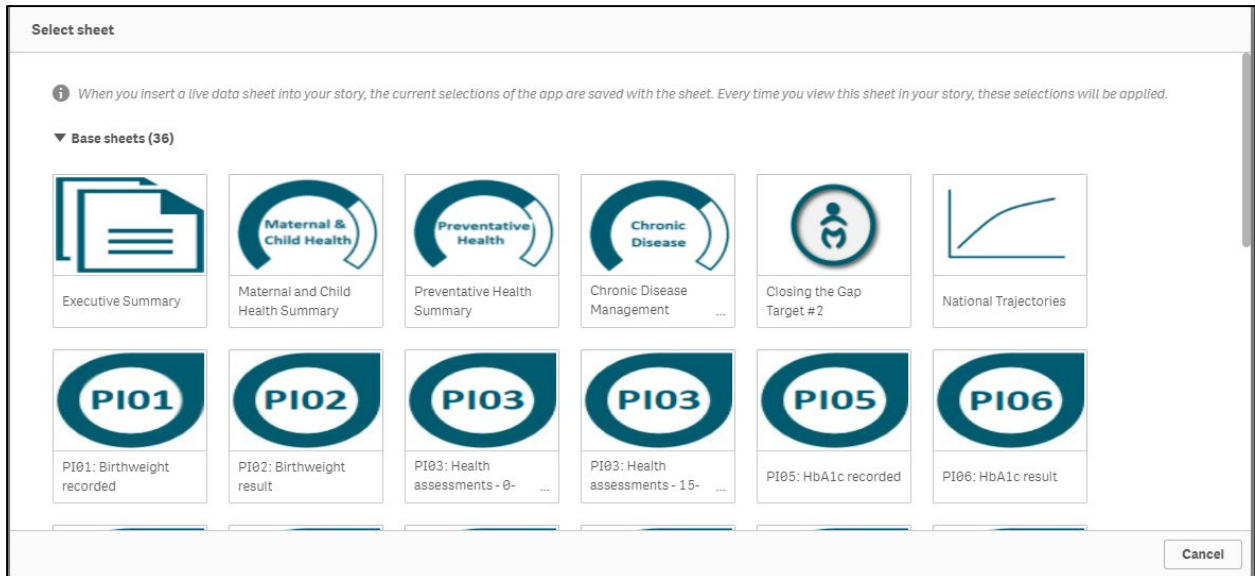


To remove the object from the story, right click on the object and select **Delete**.

## Add a Data Snapshot to a Story

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the snapshot to from the story timeline in the left-hand side of the screen.
3. To add a snapshot to your story, select .

The Select sheet dialog box will display.

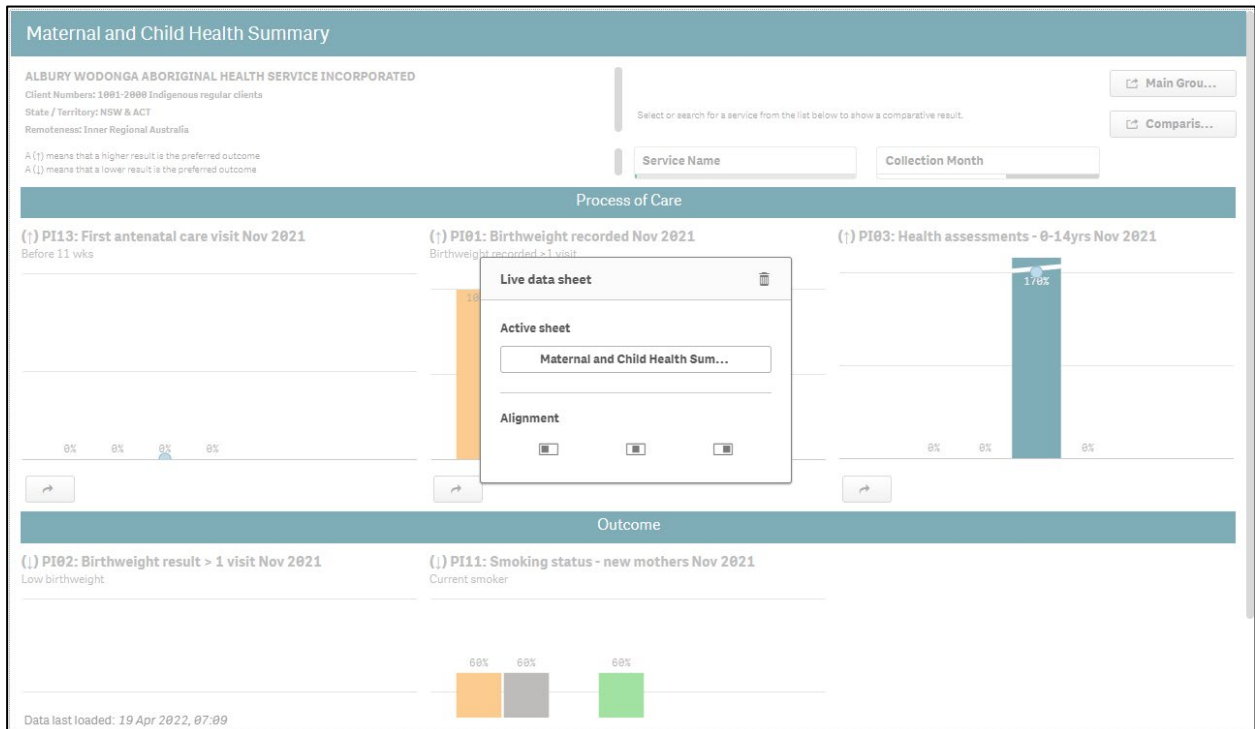


4. Select the sheet you wish to add to your story as a snapshot.



If you currently have filters applied to the selected sheet, these will appear in the story as part of the snapshot.

The selected sheet will now be added as a new slide to your story.

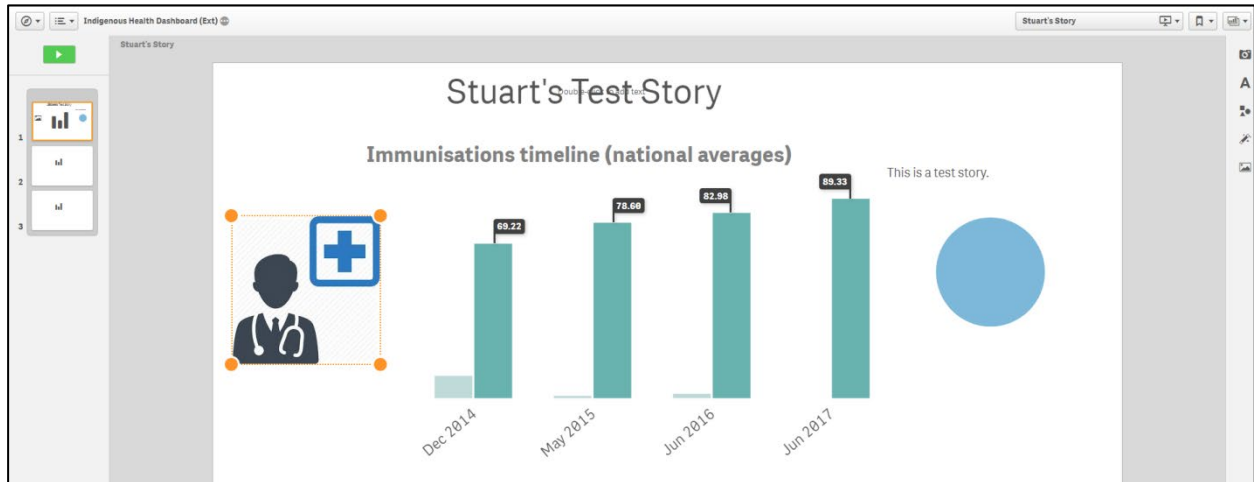


The Live data sheet dialog box displays, allowing you to delete the sheet, select a new sheet or realign the sheet on the slide as/if needed.





## Work with Items in a Story

Once you have added snapshots, shapes, media objects etc to your story, you can reuse these items by cutting, copying, and pasting them elsewhere within your story as required. You can also delete them from the story if needed.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide the object you are working with is on from the story timeline in the left-hand side of the screen.
3. Select the object you are working with.




There are several tasks that can now be performed with this selected item, at the bottom of the screen:

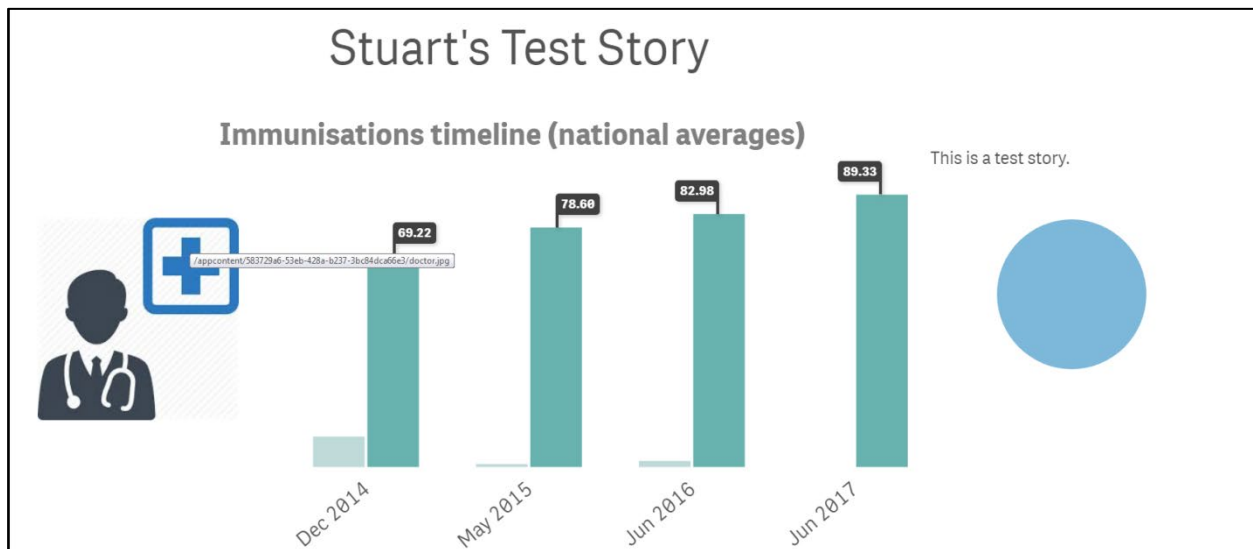
- i. To cut the item from the slide, select .
- ii. To copy the item, select .
- iii. To paste the item onto the slide, select .
- iv. To delete the item from the slide, select .




## Play a Story

Once you have created your story and have added all the required slides, objects, and text to it, you can play it to ensure it runs as expected prior to making it available to other users.

1. Ensure the xxxx (your story name) screen is displayed.
2. Ensure the first slide in the story is selected in the story timeline on the left-hand side of the screen.
3. To play your story, select  at the top of the story timeline.


Your story will now display in slide view.



4. To move to the next slide in the story, select  at the bottom of the screen and select  to move to the next slide in the story.
5. Repeat step 4 for each slide in the story.
6. To close the story once it is finished, select  in the top right-hand corner of the screen.

## Duplicate a Story


You can duplicate any story in QLIK. This saves you time by allowing you to reuse content and modify the duplicate to better fit your needs. The duplicated story contains the same content as the original and is linked to the same snapshots. The duplicated story, however, will not be updated if the original story is updated.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right-hand corner of the screen and select **Duplicate story** from the list that displays.


The selected story has now been duplicated and the new story will inherit the original story's name with a (1) after it. The new story will now display in the xxxx (your story name) screen and can be worked on as required.

## Delete a Story

If the story is no longer required, it can easily be deleted from the Story screen.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right-hand corner of the screen and select **Delete story** from the list that displays.


The Delete story? dialog box will display.

3. To delete the story, select .

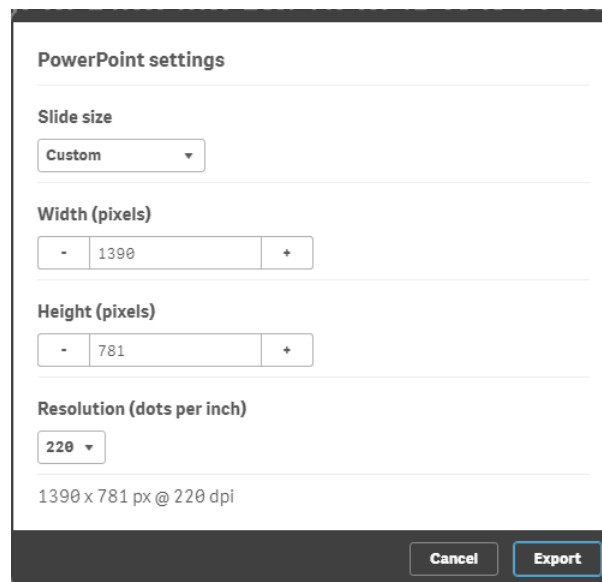
The story has now been deleted.

## Export a Story to PowerPoint


Once you have developed a story in QLIK, you may wish to export the story from QLIK to PowerPoint so you can easily deliver presentations without needing access to QLIK.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right-hand corner of the screen and select **Export story to PowerPoint** from the list that displays.

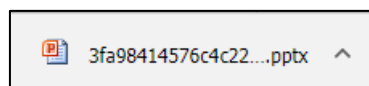
The PowerPoint settings dialog box will display.




The image shows a 'PowerPoint settings' dialog box. It has a title bar 'PowerPoint settings'. Below it, there are four sections: 'Slide size' with a dropdown menu set to 'Custom'; 'Width (pixels)' with a text input field containing '1390' and minus/plus buttons; 'Height (pixels)' with a text input field containing '781' and minus/plus buttons; and 'Resolution (dots per inch)' with a dropdown menu set to '220'. At the bottom, it displays '1390 x 781 px @ 220 dpi' and has 'Cancel' and 'Export' buttons.

3. To export your story to PowerPoint, select .
4. To download the content so it can be saved, select **Click here to download your PowerPoint presentation**.

A pop up will display in the bottom left-hand corner of the screen.




5. To continue, select  in the pop up and select **Open**.

The presentation will now be opened in PowerPoint and can be saved to your desktop, or another suitable location as needed.

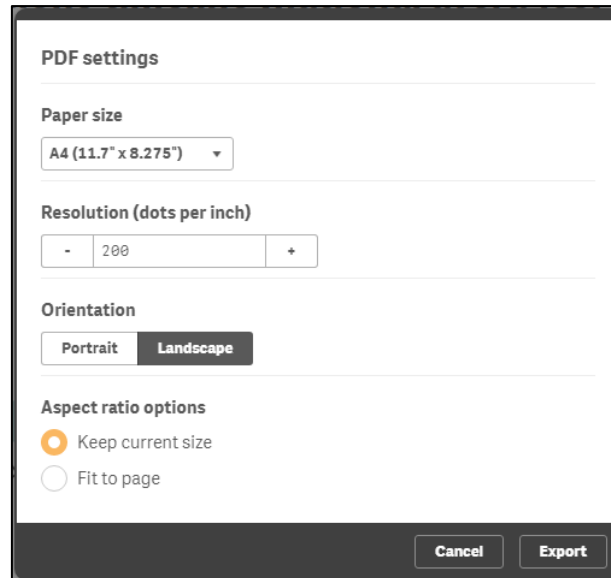



## Export a Story to PDF

In addition to being able to export your QLIK story as a PowerPoint presentation, you can export it as a PDF document for later use if needed.

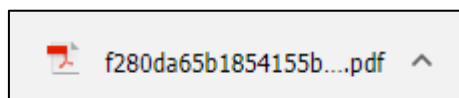
1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right-hand corner of the screen and select **Export story to PDF** from the list that displays.


The PDF settings dialog box will display.



3. To export your story as a PDF document, select .
4. To download the content so it can be saved, select **Click here to download your PDF file**.

A pop up will display in the bottom left-hand corner of the screen.



5. To continue, select  in the pop up and select **Open**.

The PDF document will now be opened and can be saved to your desktop, or another suitable location as needed.

## Specific Sheets in the QLIK Stakeholder nKPI & OSR Report

In the *Stakeholder nKPI & OSR Report* in QLIK, there are several summary and detailed sheets that you can use to analyse health service nKPI data. These sheets are all accessible through the *Stakeholder nKPI & OSR Report* screen.

This section of the user guide details the different types of sheets (both summary and detailed) available in QLIK and the information included in these sheets.



**It is important to note that NACCHO and affiliate/sector support organisation users will only be able to see the data for those health services that have agreed to share their finalised, processed data with these entities.**

### The Health Service Snapshot sheet

The *Health Service Snapshot* sheet allows you to view summary information for a selected health service to get an overview of how the service is performing in certain areas.

The following procedure is used to view the *Health Service Snapshot* sheet.

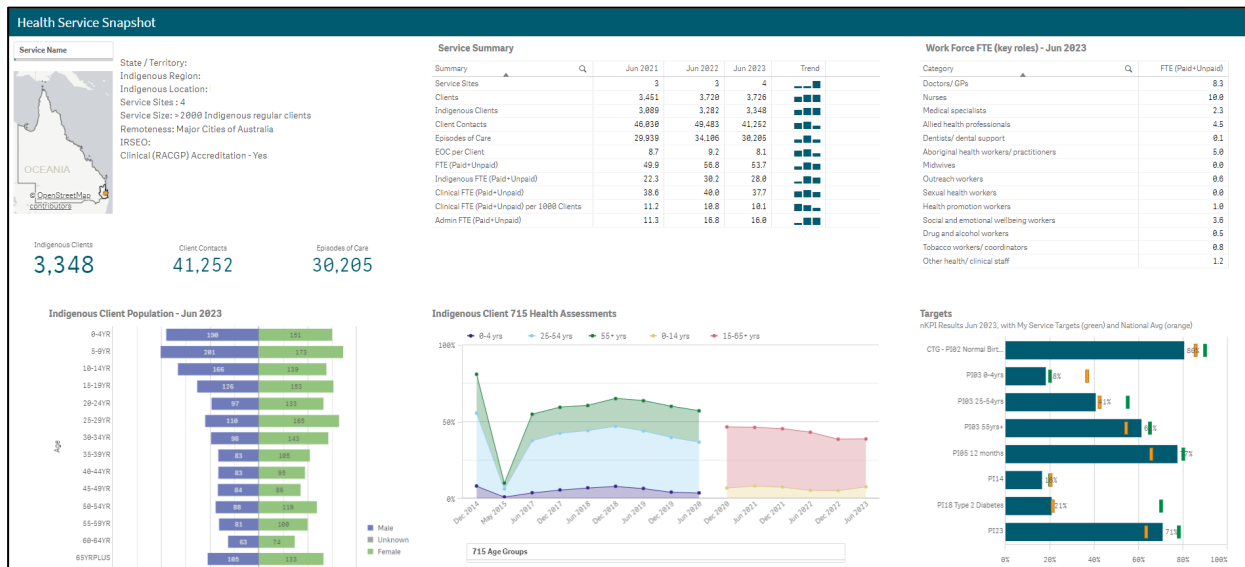
1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Health Service Snapshot** tile.

The Health Service Snapshot sheet will display.

By default, the *Health Service Snapshot* sheet will display as blank, unless you have previously selected a particular health service in another sheet within the report and have not removed it as a filter.

2. To display service summary information for a particular health service, select  directly underneath the map in the top left-hand corner of the sheet.
3. Select the applicable service from the list that displays and select .

The Health Service Snapshot sheet will update to display summary information for the selected health service.



The Health Service Snapshot sheet contains the following sections:

- **Map and Summary Information (top left-hand corner)** – shows where the health service is located and contains other information about the service such as the service’s location, the number of clinics the service has, the service’s IRSEO number and their Indigenous client numbers.
- **Indigenous Client Population – Jun 2023 graph (bottom left-hand corner)** – shows the gender breakdown (in raw numbers) for the selected health service’s Indigenous population, by age group, for the most recent collection period.
- **Service Summary table (top middle)** – shows key summary information for the selected service for the three most recent collection periods, such as their *client numbers*, *episodes of care* and *FTE numbers*. It also shows how the service’s results are trending over time.
- **Indigenous Client 715 Health Assessments graph (bottom middle)** – plots the number of health assessments conducted by the selected health service, by age group, back to *December 2014*. The information displayed here can be filtered by age group, Indigenous status, and gender, using the buttons above the graph.
- **Work Force FTE Jun 2023 table (top right)** – shows the selected service’s FTE numbers for the different position types, for the most recent collection period.
- **Targets graph (bottom right-hand corner)** – shows the selected health service’s most recent results for the five indicators (*across seven focus areas*) they have been asked to enter their self-determined targets for in the nKPI form. It also shows the national average results for the indicators along with the service’s target for each indicator for the most recent collection period, so you can see whether they have achieved their target, exceeded it, or fallen short.

## The OSR – Summary sheet

The *OSR – Summary over Time* sheet contains key information from the Online Services Report (OSR) which is submitted by health services each July.

The following procedure is used to view the *OSR – Summary* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **OSR – Summary** tile.

The OSR – Summary sheet will display.

OSR - Summary								
Summary aggregated across:								
Reporting Round <input type="text"/>								
OSR Reporting Round <input type="text"/>								
Summary over time								
Indigenous-specific primary health care organisations, selected results.								
Values	Reporting Round <input type="text"/>							
	Jun 2016	Jun 2017	Jun 2018	Jun 2019	Jun 2020	Jun 2021	Jun 2022	Jun 2023
Funded PHC Organisations				247	219	218	214	214
Funded M&CH Organisations				6	24	23	21	21
OSR Reporting Organisations				232	215	211	208	212
nKPI Reporting Organisations				241	248	229	224	224
Service Sites					315	369	594	576
Clients	431,715	432,928	476,315	521,823	476,518	461,458	594,486	513,936
Indigenous Clients	348,452	353,394	385,971	399,987	387,994	373,359	458,225	419,453
Non-Indigenous Clients	85,263	79,534	90,344	121,836	88,524	88,099	144,261	94,483
Client Contacts	5,215,972	5,422,269	6,032,046	6,172,179	5,488,766	5,583,293	6,427,723	5,745,209
Average Contacts per Client	12.1	12.5	12.7	11.8	11.5	12.1	10.8	11.2
Episodes of Care	3,759,299	3,213,926	3,626,282	3,835,557	3,545,556	3,567,185	4,131,387	3,756,396
Average Episodes of Care per Client	8.7	7.4	7.6	7.4	7.4	7.7	6.9	7.3
FTE (Paid+Unpaid)	8,628.1	8,896.9	9,388.7	10,386.6	7,733.4	8,731.5	9,247.2	10,122.6
Paid FTE roles filled	8,325.6	8,429.3	9,892.2	9,929.9	7,447.8	8,439.3	8,948.5	9,846.4
Unpaid FTE roles filled	294.3	266.6	326.5	468.5	285.6	301.2	298.8	274.2
FTE roles vacant	386.3	375.5	397.0	395.6	411.5	671.8	834.6	1,038.8
Indigenous FTE (Paid+Unpaid)	4,856.3	3,987.9	4,332.4	4,228.4	3,855.0	4,368.2	4,558.7	4,848.2
Clinical FTE (Paid+Unpaid)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Admin FTE (Paid+Unpaid)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Clinical FTE (Paid+Unpaid) per 1,000 Clients	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

The OSR – Summary sheet contains two tables:

- Summary over time
- Summary by Service – Jun 2023

### The Summary over time table

The Summary over time table shows key OSR summary information for all health services nationally (such as *client numbers*, *episodes of care*, *FTE numbers* and some funding information) for all collection periods, back to *June 2016*, allowing you to easily compare the information across different years.

If required, you can compare the OSR summary information for services from different states, remoteness, and service size.

1. To do this, first select  above the table and select a particular year you wish to focus on.
2. Once you have done this, you can then use  at the top of the sheet and select the element you wish to compare the data for.

The table will then update to display information for the selected collection period, by the selected element.

### The Summary by Service - Jun 2023 table

Summary by Service - Jun		Indigenous-specific primary health care organisations, selected results.																	
Service Id	Service Name	Fund... PHC Orga...	Fund... M&CH Orga...	OSR Repo... Orga...	nKPI Repo... Orga...	Servi... Sites	Clients	Indige... Clients	Non-Indige... Clients	Client Contacts	Avera... Cont... per Client	Episodes of Care	Avera... Episo... of Care per Client	Total FTE	Paid FTE roles filled	Unpaid FTE roles filled	FTE roles vacant	Indig... FTE	Clini... F
<b>Totals</b>		25	0	3	2	72	89,076	77,978	11,098	1,235,772	13.9	696,124	7.8	1,851.9	1,636.2	69.2	146.6	894.2	1,134
1227	A1 DISCREET HEARING AIDS PTY LTD	1	0	0	0	0	0	0	0	0	-	0	-	0.0	0.0	0.0	0.0	0.0	0.0
2655	Aboriginal & Torres Strait Islanders Community Health Service Mackay Ltd	1	0	0	0	1	1,952	1,755	197	27,129	13.9	12,995	6.7	45.5	45.0	0.5	0.0	23.8	2
2598	Aboriginal and Torres Strait Islander Community Health Service Brisbane Limited	1	0	0	0	7	11,947	10,874	1,073	149,462	12.5	104,764	8.8	214.3	202.6	9.7	2.0	102.0	13
2601	Aboriginal Medical Service Co Op Ltd	1	0	0	0	1	5,010	4,973	37	77,773	15.5	43,939	8.8	66.6	64.6	1.6	0.5	38.6	4
1741	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	1	0	0	0	1	2,564	2,343	221	37,434	14.6	20,663	8.1	37.4	35.4	2.0	0.0	18.6	2
1961	Anglicare WA Inc	0	0	0	0	1	30	28	2	151	5.0	151	5.0	1.0	1.0	0.0	0.0	0.0	0
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	1	0	0	0	1	4,408	3,508	900	47,982	10.9	25,771	5.8	104.1	94.0	1.0	0.0	46.3	5
2572	Apunipima Cape York Health Council Aboriginal Corporation	0	0	0	0	11	6,783	5,824	959	55,133	8.1	41,182	6.1	220.7	169.4	0.0	51.3	92.9	14
2656	Arche Health Limited	0	0	0	0	3	1,329	1,329	0	7,360	5.5	4,671	3.5	60.9	57.4	3.5	0.0	17.9	3
2368	AVT 5.0.0	1	0	0	0	0	0	0	0	0	-	0	-	0.0	0.0	0.0	0.0	0.0	0

The *Summary by Service - Jun 2023 table* displays the same key summary information, but for individual health services.

If needed, you can then filter the information using the filter fields above the table. For example, you may only want to display the OSR summary information for services from a particular state or remoteness. You may also wish to display the information only for certain types of services or for services with a certain number of GPs. You can of course display the information for a particular service as well if needed.



You can export the selected information from either of the tables by right-clicking on the table and selecting **Download as... > Data**.

## The nKPI – Client Summary sheet

The *nKPI – Client Summary* sheet contains key client information from the national Key Performance Indicator (nKPI) report, which is submitted by health services each *January* and *July*.

The following procedure is used to view the *nKPI – Client Summary* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **nKPI – Client Summary** tile.

The nKPI – Client Summary sheet will display.

**nKPI - Client Summary**

Summary aggregated across:

Reporting Round: [Dropdown]

nKPI Reporting Round: [Text Input]

Summary by Reporting Round  
Indigenous-specific primary health care organisations, selected results.

Values	Reporting Round	Dec 2014	May 2015	Jun 2016	Jun 2017	Dec 2017	Jun 2018	Dec 2018	Jun 2019	Dec 2019	Jun 2020	Dec 2020	Jun 2021	Dec 2021	Jun 2022	Dec 2022	Jun 2023
Regular Clients		167,698	167,829	164,288	218,138	216,685	217,578	228,879	221,399	228,495	218,951	341,155	338,076	368,844	371,687	374,519	378,522
Male Clients		58,882	58,148	64,349	73,371	75,957	75,923	86,148	78,513	88,796	78,449	158,671	151,897	160,391	171,185	173,397	174,745
Female Clients		76,533	76,524	84,948	97,812	99,949	109,398	106,365	103,195	107,991	103,341	184,484	178,979	193,753	199,982	201,122	203,777
Babies Born		6,875	7,287	7,227	8,268	8,842	8,189	8,365	8,345	8,641	7,826	7,934	7,844	7,874	7,531	7,477	7,557
Health Assessments		71,552	74,999	83,887	98,876	102,649	105,087	112,411	112,768	114,453	104,909	169,778	168,197	155,944	158,948	152,289	158,075
Child Health Assessments		18,467	18,999	12,864	15,776	14,881	14,853	15,324	15,202	15,863	12,822	35,844	36,358	33,482	38,457	32,572	36,298
Adult Health Assessments		61,085	64,899	71,883	85,189	88,568	98,154	97,087	97,566	99,289	92,087	123,934	119,539	112,462	120,491	119,637	121,875
Clients with Type 2 Diabetes		38,191	38,988	34,599	1,535	31,649	38,742	42,926	41,686	44,615	42,931	43,331	43,397	-	48,457	48,583	48,157
Clients with CVD		13,849	14,828	14,938	718	14,745	18,385	19,581	20,831	21,879	20,394	28,781	28,938	-	18,597	19,177	19,745
Chronic Disease Management Plans		15,654	16,347	18,381	22,383	23,723	23,989	24,678	24,295	24,888	23,369	25,522	23,848	25,366	24,812	24,838	25,691
Current Smokers		75,321	77,113	81,463	91,196	98,754	108,796	106,613	103,564	103,612	96,095	94,933	88,568	97,828	99,814	99,518	108,383

Summary by Service - Jun 2023  
Indigenous-specific primary health care organisations, selected results.

Service ID	Service Name	Regular Clients	Male Clients	Female Clients	Babies Born	Health Assessments	Child Health Assessments	Adult Health Assessments	Clients with Type 2 Diabetes	Clients with CVD	Chronic Disease Management Plans	Current Smokers
Totals		378,522	174,745	203,777	7,557	158,075	36,298	121,825	58,157	19,745	25,691	188,383

The nKPI – Client Summary sheet contains two tables:

- Summary by Reporting Round
- Summary by Service Jun 2023

### The Summary by Reporting Round table

The Summary By Reporting Round table shows key nKPI summary information for all health services nationally (such as the number of regular clients, clients with Type 2 Diabetes and the number of current smokers) for all collection periods, back to *December 2014*, allowing you to easily compare the information across different years.

If required, you can compare the nKPI client summary information for services from different states, remoteness, and service size.

1. To do this, first select  above the table and select a particular year you wish to focus on.
2. Once you have done this, you can then use  at the top of the sheet and select the element you wish to compare the data for.

The table will then update to display information for the selected collection period, by the selected element.

## The Summary by Service – Jun 2023 table

Summary by Service - Jun													
Indigenous-specific primary health care organisations, selected results.													
Service Id	Service Name	Regular Clients	Male Clients	Female Clients	Babies Born	Health Assessments	Child Health Assessments	Adult Health Assessments	Clients with Type 2 Diabetes	Clients with CVD	Chronic Disease Management Plans	Current Smokers	
<b>Totals</b>		<b>112,500</b>	<b>39,607</b>	<b>52,117</b>	<b>4,149</b>	<b>55,327</b>	<b>7,323</b>	<b>48,004</b>	<b>19,638</b>	<b>9,420</b>	<b>11,803</b>	<b>54,164</b>	
1541	Goondir Aboriginal & Torres Strait Islander Corporation for Health Services	1,389	481	625	57	1,038	165	873	214	135	148	762	
1543	Carbal Aboriginal and Torres Strait Islander Health Services Ltd	2,442	812	1,969	95	1,402	243	1,159	324	179	214	1,227	
1561	CENTRAL AUSTRALIAN ABORIGINAL CONGRESS ABORIGINAL CORPORATION	6,923	2,363	3,597	226	3,828	492	3,336	2,005	621	944	3,112	
1562	Metro South Health	2,243	836	1,010	80	1,298	153	1,145	404	219	212	1,188	
1563	Victorian Aboriginal Health Service Co Operative Ltd	2,319	888	1,095	52	833	70	763	341	198	180	947	
1581	Sunrise Health Service Aboriginal Corporation	2,343	875	1,052	74	1,345	175	1,170	483	203	386	1,550	
1582	Gladstone Region Aboriginal and Islander Community Controlled Health Service Ltd	884	269	416	43	589	107	482	108	41	60	429	
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	2,098	811	933	61	1,294	170	1,124	620	174	389	1,064	
1666	Ballarat & District Aboriginal Cooperative	594	158	231	44	301	99	202	-	-	54	246	
1681	Nunkuwarrin Yunti of South Australia Incorporated	2,022	785	1,038	53	634	61	573	373	165	120	855	

The *Summary by Service – Jun 2023* table displays the same key summary information, but for individual health services.

If needed, you can then filter the information using the different filter fields above the table. For example, you may only want to display the client information for services from a particular state or remoteness. You may also wish to display the information only for certain types of services or for services with a certain number of GPs. You can of course display the information for a particular service as well if needed.



You can export the selected information from either of the tables by right-clicking on the table and selecting **Download as... > Data**.

## The nKPI - Indicators Over Time sheet

The *nKPI – Indicators Over Time* sheet allows you to view aggregated national results for all indicators/focus areas back to June 2018.

The following procedure is used to view the *nKPI – Indicators Over Time* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **nKPI – Indicators over Time** tile.

The nKPI – Indicators Over Time sheet will display.

A list of all indicators/focus areas will display in the *Aggregated nKPI Results by Reporting Round* table, along with the aggregated results for each indicator, for each collection period back to 2018.

Where the result for an indicator/focus area has improved on the result from the previous collection period, the result will display in **green**. When the result for an indicator/focus area is not as good as the result in the previous collection period, the result will display in **red**.



Where there has been a change to an indicators specification, a – will display for that indicator prior to the specification change occurring.

- To remove and add indicators/focus areas from/to the table as needed, simply select the applicable button in the **Remove/Add Indicators** sections on the left and right-hand sides of the sheet.
- To filter the results in the table, use the filter fields at the top of the screen (e.g., ). For example, you may wish to only show the aggregated results for services from a particular state.



## The nKPI – Recent Results sheet

The nKPI – Recent Results sheet allows you to view results for multiple health services, across multiple indicators, on the one sheet.

The following procedure is used to view the *nKPI – Recent Results* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **nKPI – Indicators by Service** tile.

The nKPI – Recent Results sheet will display.

The screenshot shows the 'nKPI - Recent Results' interface. At the top, there are filters for 'nKPI Reporting Round' (Jun 2023), 'Service ID', 'Service Name', 'State', 'Remoteness', and 'Service Size'. Below these filters is a table with columns for 'Service' and 'nKPI Reporting Round Jun 2023'. The table lists various health services and their corresponding nKPI values. On the left and right sides of the table, there are columns of indicator buttons (e.g., PI01, PI02 Normal, PI02 Low, PI02 Current, PI02) that can be selected to filter the table results.

All health services currently required to report their nKPIs will display alphabetically on the sheet by default, in the *nKPI Reporting Round Jun 2023* table in the middle of the sheet.

A list of indicators and, in some instances, particular focus areas for these indicators will display as buttons on both the left and right-hand sides of the sheet.

- To start building the table to view results for indicators for the listed health services, select the applicable indicator button (e.g., **PI01**) from the **Add Indicator** column on either the left or right-hand side of the sheet.
- Repeat the process for all indicators and/or focus areas for which you would like the results to display in the table.

The nKPI – Recent Results sheet will update to display the results for the selected indicator(s) in the nKPI Reporting Round Jun 2023 table.

This screenshot shows the 'nKPI - Recent Results' interface after selecting the 'PI01' indicator. The table now displays results for PI01 across various health services. The columns are 'Service', 'PI01', 'PI02 Normal', 'PI02 Low', and 'PI02 Current'. The table lists services such as 'Aboriginal & Torres Strait Islander Community Health Service Mackay Ltd', 'Aboriginal & Torres Strait Islander Community Health Service Brisbane Limited', 'Aboriginal Medical Service Co Op Ltd', 'Access Services for Koorae Ltd', 'Albury Wodonga Aboriginal Health Service Incorporated', 'Amplaveta Health Centre Aboriginal Corp', 'ANTINDJINI HEALTH ABORIGINAL CORPORATION', 'Apurilma - Adjarpuh Family Centre (Kowanyama)', 'Apurilma - Arukun Primary Health Care Centre', 'Apurilma - Coon Primary Health Care Centre', 'Apurilma - Hopevale Primary Health Care Centre', 'Apurilma - Laura Primary Health Care Centre', 'Apurilma - Lockhart River Primary Health Care Centre', 'Apurilma - Mapoon Primary Health Care Centre', 'Apurilma - Moaman Gorge Primary Health Care Centre', 'Apurilma - Napranum Primary Health Care Centre', 'Apurilma - Pomorui Primary Health Care Centre', 'Apurilma - Wujal Wujal Primary Health Care Centre', 'Apurilma Cape York Health Council Limited', 'Arche Health Limited', 'Armagun Health Service Aboriginal Corporation', 'Arwabat Ltd', 'Balratt & District Aboriginal Cooperative', 'Barron Hills Fleurieu Local Health Network Incorporated', 'Bega Dambirringu Health Services Incorporated', 'Bendigo and District Aboriginal Cooperative', 'Bridget Aboriginal & Torres Strait Islander Corp Com Service Centre-Old', 'Bripi Aboriginal Corporation Medical Centre', 'BNMAC - Bugawana General Practice', 'BNMAC - Richmond Valley', 'Bourke Health and Community Services Ltd', 'Bourke Aboriginal Corporation Health Service', 'Brooms Regional Aboriginal Medical Service', 'Bulbin Regional Medical Aboriginal Corporation', 'Bullimah Aboriginal Health Service Limited', 'CAAC - Amooonga Community Health Service', and 'CAAC - Mopwreke Health Aboriginal Corporation'. The table also includes a 'Highlight Upper/Lower % (By Ranking)' section at the bottom with options for 'None', 'Upper/Lower 5%', 'Upper/Lower 10%', 'Upper/Lower 20%', and 'All'.

If you wish to filter the results currently displaying in the table, you can do so by using the different *Filter* fields at the top of the sheet. For example, you may wish to only show the results for services from a particular state using .

PI01	PI02 Normal	PI02 Low
76%	86%	12%
42%	84%	14%
38%	73%	27%
56%	87%	10%
92%	92%	6%
43%	100%	0%
50%	100%	0%
81%	93%	3%
75%	78%	22%
80%	50%	33%
50%	100%	0%
33%	60%	20%
100%	50%	50%
88%	57%	29%
75%	50%	33%
38%	67%	0%
75%	100%	0%
38%	100%	0%
80%	75%	25%
62%	87%	13%
87%	93%	6%
82%	83%	17%
100%	100%	0%
91%	85%	14%
76%	100%	0%

The *Highlight Upper/Lower %* section at the bottom of the sheet can be used to colour-code the results displaying in the table.

For example, if  is selected in the *Highlight Upper/Lower %* section, the services whose results for each indicator currently displaying in the table are in the top 10% will be highlighted in *green* , while the results for the services in the bottom 10% will be highlighted in *red* . The closer a service’s results are to the top of the selected grouping, the *darker green* their results will be, while the closer a service’s results are to the bottom, the *darker red* their results will be.



If you wish to export your results for the selected health services and indicators, simply right click on the table, select **Download as... > Data** and then select the link to download the Excel spreadsheet containing the selected data.

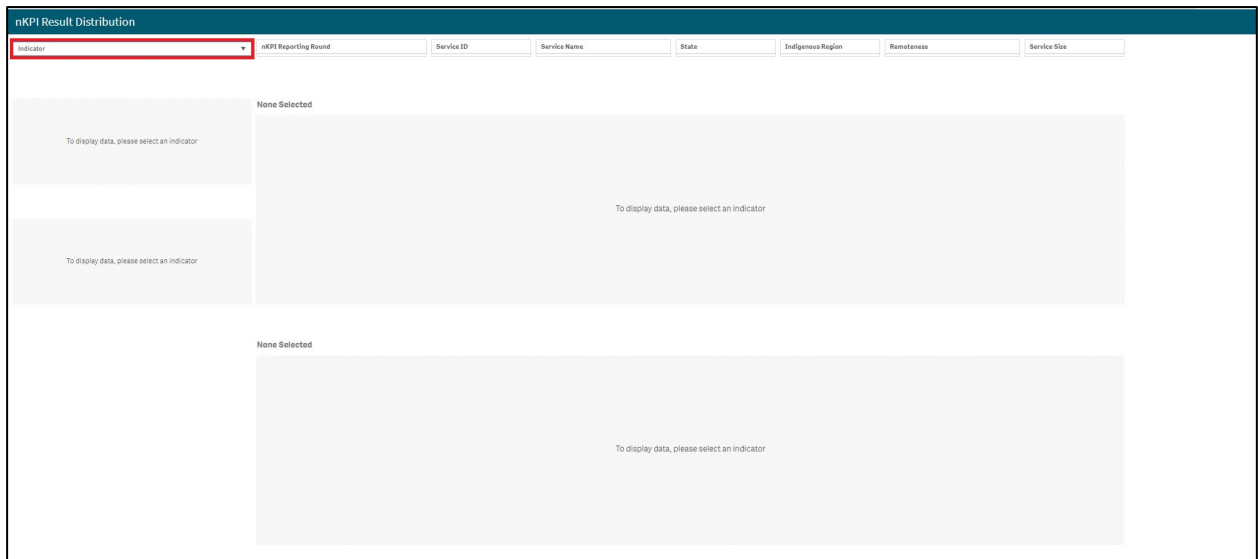
## The nKPI Result Distribution sheet

The *nKPI Result Distribution* sheet allows you to see the distribution of results for a selected indicator over percentile bands and over time. You can then filter the results if needed to see these distributions for a particular state, remoteness or service size or a combination of these.

The following procedure is used to view the nKPI Results Distribution sheet results for a selected health service.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **nKPI Result Distribution** file.

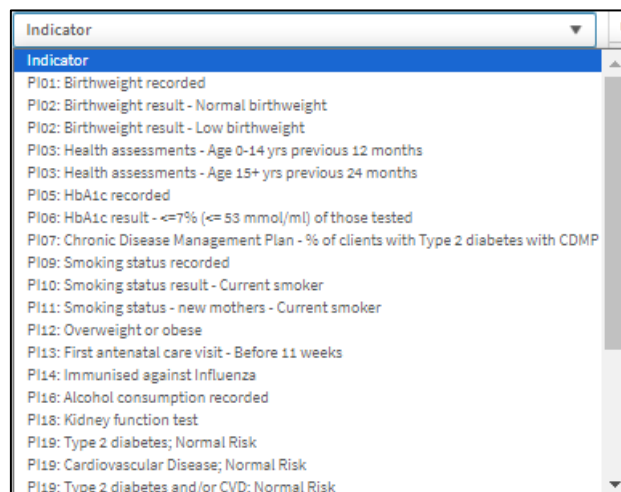
The nKPI Result Distribution sheet will display.



The nKPI Result Distribution sheet will display as blank as you need to first select the indicator or focus area you wish to view the results for.

2. To do this, select  in the top left-hand corner of the sheet.

The list of indicators/focus areas will display.



3. From the list that displays, select the indicator/focus area you wish to display the result distribution for.

The Nkpi Result Distribution sheet will update to display the results for the selected indicator/focus area.



The *nKPI Result Distribution* sheet contains the following sections:

- **Average result – June 2023** – displays the national average percentage for the selected indicator/focus area.
- **No, of organisations** – displays the number of organisations whose results are included in the distribution
- **Top indicator/focus area graph** – shows the number of health services whose results for the selected indicator/focus area fall within a particular percentile band.
- **Bottom indicator/focus area graph** – shows the national average results for the selected indicator/focus area, for each collection period, back to June 2021



If needed, you can filter the displayed results by state, remoteness etc using the filter fields at the top of the sheet.

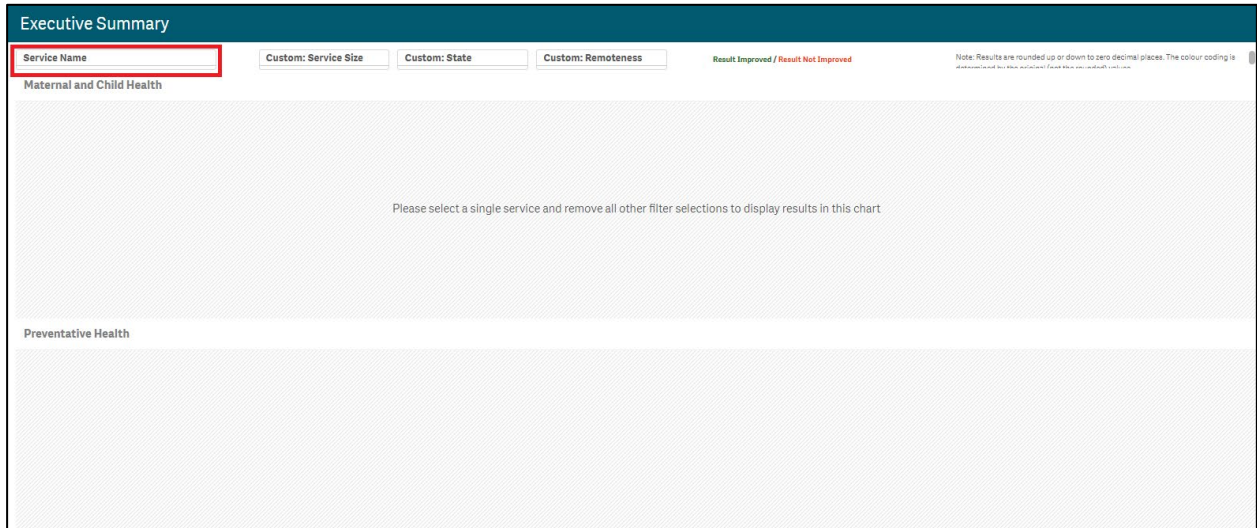
## The Executive Summary sheet

The Executive Summary sheet of the QLIK *Stakeholder nKPI & OSR Report* allows you to see the results for a health service of your choice for the three most recent collection periods, for each indicator by indicator grouping. It also shows how the results compare to the results of the pre-determined comparison groups sourced from the *nKPI Summary sheets*.

The following procedure is used to view the Executive Summary sheet results for a selected health service.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Executive Summary** tile.

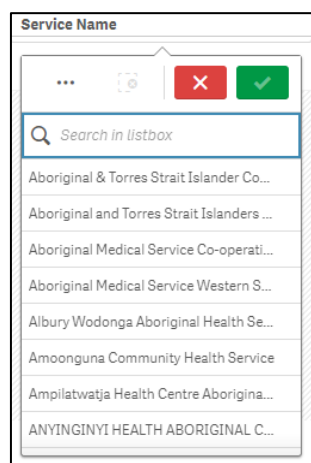
The Executive Summary sheet will display.



The Executive Summary sheet will display as blank as you need to select the health service you wish to view summary information for.

2. To do this, select  in the top left-hand corner of the sheet.

The Service Name search box will display.



3. From the list that displays, select the health service you wish to view the summary data for and select .



If needed, you can start typing in the name of the health service you are looking for and then select it.

The Executive Summary sheet will update to display the results for the selected health service.

Executive Summary																	
Service Name		Custom: Service Size		Custom: State		Custom: Remoteness		Result Improved / Result Not Improved		Note: Results are rounded up or down to zero decimal places. The colour code determined by the original (not the rounded) values.							
<b>Maternal and Child Health</b>																	
#	Q	Indicator	nKPI	Q	Focus Area	Q	Preferred Outcome	Q	Jun 2022	Dec 2022	Jun 2023	My Service Target: Jun 2023	National: Jun 2023	Service Size: >2000	State: Qld	Remoteness: Major Cities of Australia	Custom: No filters selected
1	P113	P113-Proportion of Indigenous regular clients who had their first antenatal care visit within specified period			Before 11 weeks		Higher-0		17%	29%	8%			33%	33%	36%	23%
2	P101	P101-Proportion of Indigenous babies born within the previous 12 months whose birthweight has been recorded					Higher-0		96%	78%	87%			77%	76%	71%	82%
3	P103	P103-Proportion of Indigenous regular clients with a current completed Indigenous health assessment			Age 0-4 yrs previous 12 months		Higher-0		17%	15%	18%	28%		37%	39%	43%	43%
4	P103	P103-Proportion of Indigenous regular clients with a current completed Indigenous health assessment			Age 0-14 yrs previous 12 months		Higher-0		19%	16%	16%			35%	37%	43%	45%
5	P102	P102-Proportion of Indigenous babies born within the previous 12 months whose birthweight falls into low normal or high			Low birthweight		Lower-0		4%	13%	15%			12%	13%	12%	16%
6	P111	P111-Proportion of Indigenous regular clients who gave birth within the previous 12 months with a smoking status of 'current smoker', 'ex-smoker' or 'never smoked'			Current smoker		Lower-0		33%	46%	29%			42%	44%	43%	31%
<b>Preventative Health</b>																	
#	Q	Indicator	nKPI	Q	Focus Area	Q	Preferred Outcome	Q	Jun 2022	Dec 2022	Jun 2023	My Service Target: Jun 2023	National: Jun 2023	Service Size: >2000	State: Qld	Remoteness: Major Cities of Australia	Custom: No filters selected
7	P109	P109-Proportion of Indigenous regular clients whose smoking status has been recorded					Higher-0		96%	96%	96%			71%	74%	72%	73%
8	P116	P116-Proportion of Indigenous regular clients whose alcohol consumption status has been recorded previous 12 months					Higher-0		73%	76%	68%			55%	57%	55%	64%
9	P103	P103-Proportion of Indigenous regular clients with a current completed Indigenous health assessment			Age 15-24 yrs previous 24 months		Higher-0		46%	35%	33%			46%	44%	55%	53%
10	P103	P103-Proportion of Indigenous regular clients with a current completed Indigenous health assessment			Age 25-54 yrs previous 24 months		Higher-0		52%	45%	41%	55%		42%	45%	54%	52%
11	P103	P103-Proportion of Indigenous regular clients with a current completed Indigenous health assessment			Age 55+ yrs previous 24 months		Higher-0		68%	63%	61%	65%		54%	58%	66%	65%
12	P120	P120-Proportion of Indigenous regular clients who have had the necessary risk factors assessed to enable cardiovascular disease (CVD)					Higher-0		49%	49%	47%			48%	50%	49%	48%
13	P121	P121-Proportion of Indigenous regular clients who have had a cervical screening (HPV) test			15-74 years: previous 5 yrs -- 1-Dec-17		Higher-0		54%	55%	56%			42%	44%	45%	43%
14	P114	P114-Proportion of Indigenous regular clients aged 6 months and over who are immunised against influenza					Higher-0		15%	16%	16%	28%		26%	21%	19%	20%
15	P110	P110-Proportion of Indigenous regular clients with a smoking status of 'never smoked'			Current smoker		Lower-0		45%	43%	43%			47%	47%	43%	42%

The following are the key elements of the *Executive Summary* sheet:

- **Custom filter fields** – allow you to build your own customised comparison group for which results will then display in the *Custom* column of the *Comparison group* table.
- **Indicator and nKPI columns** – describe each of the indicators included in the specified grouping.
- **The Focus Area column** – where applicable, shows the area of focus for the indicator.
- **The Preferred Outcome column** – informs you whether the desired result for the indicator is for a higher or lower result
- **Collection period columns** – shows the selected health service’s results for the last three collection periods for each of the indicators in the specified grouping.
  - If a result is *better* than the corresponding result for the previous period, the result will display in *green*.
  - If a result is *worse* than the corresponding result for the previous period, the result will display in *red*.
- **The My Service Target column** – shows your selected health service’s self-determined target for the most recent collection period, for the applicable indicators.
- **Comparison group table** – shows the results for the most recently completed collection period for the comparison groups shown in the *nKPI Summary sheets* and the customised comparison group, that can be set using the custom filter fields at the top of the sheet.

## The nKPI Summary sheets

The *QLIK Stakeholder nKPI & OSR Report* contains three summary indicator sheets:

- The Maternal and Child Health Summary
- The Preventative Health Summary
- The Chronic Disease Management Summary.

These summary sheets allow you to, for a selected health service, see results for the most recent and previous collection period and compare these results to pre-set comparison groups.

The following procedure is used to view the *nKPI Summary sheets* for a selected health service.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the applicable summary sheet tile.

The selected blank nKPI Summary sheet will display.

The summary sheet will display as blank as you need to select the health service you wish to view summary information for.

2. To do this, select  at the top of the sheet.

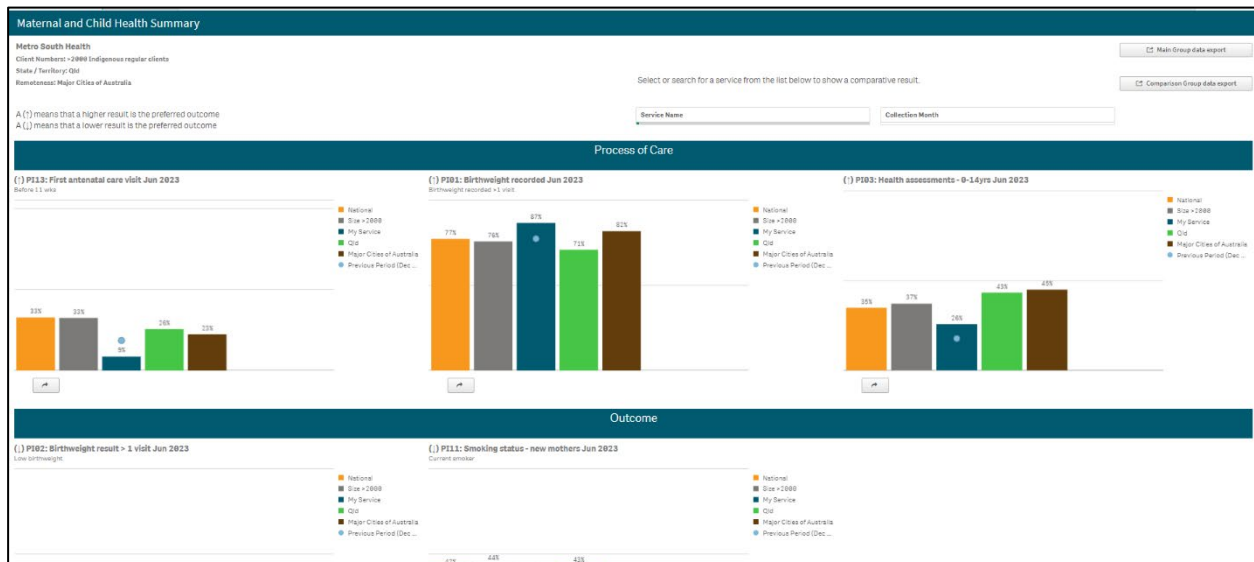
The Service Name search box will display.

3. From the list that displays, select the health service you wish to view the summary data for and select .



If needed, you can start typing in the name of the health service you are looking for and then select it.

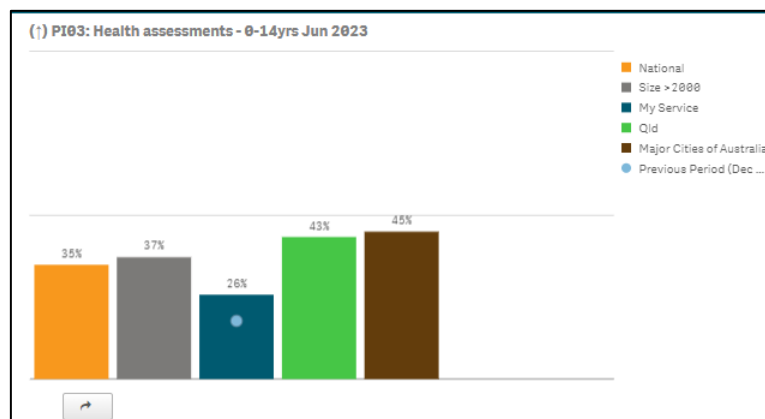
The selected summary sheet will update to display the results for the selected health service.



In the three *nKPI Summary sheets* in the *QLIK Stakeholder nKPI & OSR Report*, the indicators are grouped by *Process of care* (top half of the sheet) and *Outcome* (bottom half of the sheet).

- *Process of care* indicators focus on the extent to which eligible clients have received a particular test or screening or have had specific information recorded in their records (e.g., *PI01 Birthweight recorded*).
- *Outcome* indicators reflect the prevalence of specific health conditions or health behaviours among the clients of an organisation. Health outcomes are affected by many factors and should not be the direct result of the process-of-care indicators (e.g., *PI02 Birthweight results*).

There is at least one graph for each indicator in each of the summary sheets but, for some indicators, there may be more than one.



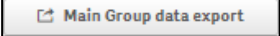


Each of the *nKPI Summary sheets* display the following information as bars in the graph (from left to right):

- National results (orange bar);
- Results for services with the same number of clients as your selected service (grey);
- Your selected service's results for the current or most recent collection period (dark blue);
- Your selected service's results for the same indicator for the previous collection period (shown as a light blue dot on the dark blue bar in the graph);
- The results for all services in the same state as your selected service (green);
- The results for all services with the same remoteness as your selected service (brown).



If the arrow to the left of the title of the indicator/graph you are looking at is pointing **up**, this means that a higher result/percentage is the preferred outcome. If the arrow is pointing **down**, this means that a lower result/percentage is preferred.

Other functions available on each of the *nKPI Summary sheets* are:

-  - Allows you to export your selected health service(s) nKPI data to Excel.
-  - Allows you to export a comparison group's nKPI data (will be the national dataset if no comparison group has been applied) to Excel.
-  - Takes you to the detailed individual indicator sheet for the selected graph. This button appears underneath every graph in the *nKPI Summary sheets*.



The *Maternal and Child Health Summary* sheet is shown in the screenshots above, but the same elements are also contained within the *Preventative Health and Chronic Disease Management Summary* sheets.

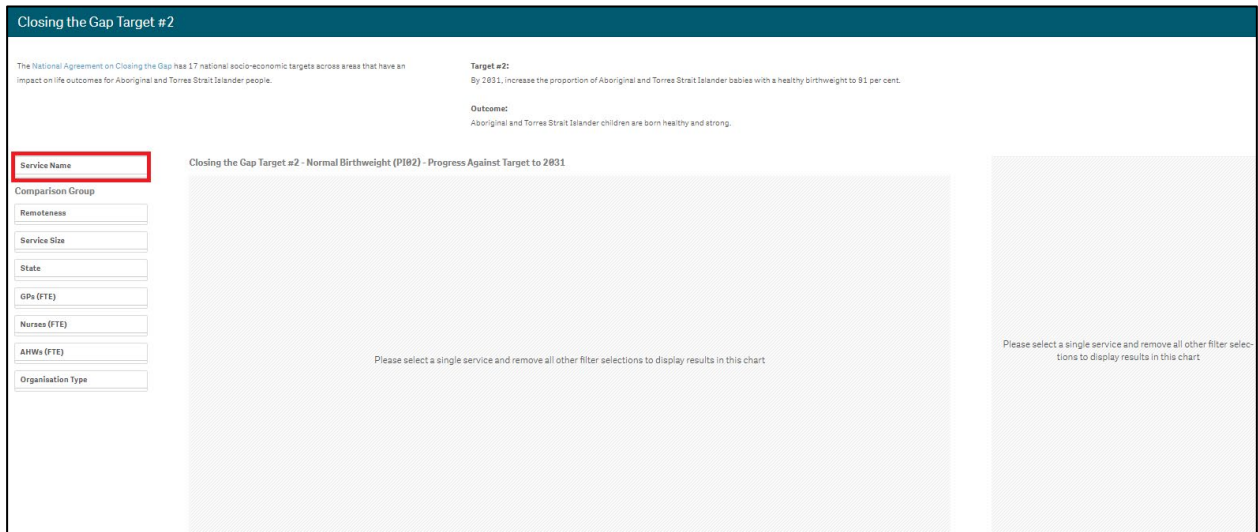
## The Closing the Gap Target #2 sheet

The Closing the Gap Target #2 sheet in the *QLIK Stakeholder nKPI & OSR Report* surfaces the nKPI data for health services directly related to the Closing the Gap Target #2 - “By 2031, increase the proportion of Aboriginal and Torres Strait Islander babies with a healthy birthweight to 91%”.

The following procedure is used to view the Closing the Gap Target #2 sheet for a selected health service.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Closing the Gap Target #2** tile.

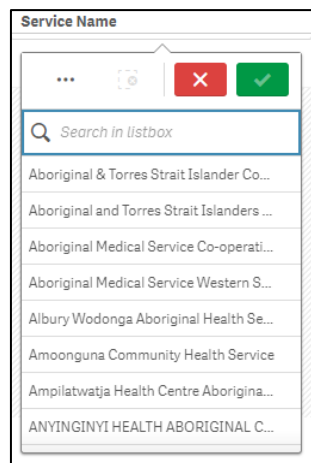
The blank Closing the Gap Target #2 sheet will display.



The Closing the Gap Target #2 sheet will display as blank as you need to select the health service you wish to view the target information for.

2. To do this, select  on the left-hand side of the sheet.

The Service Name search box will display.

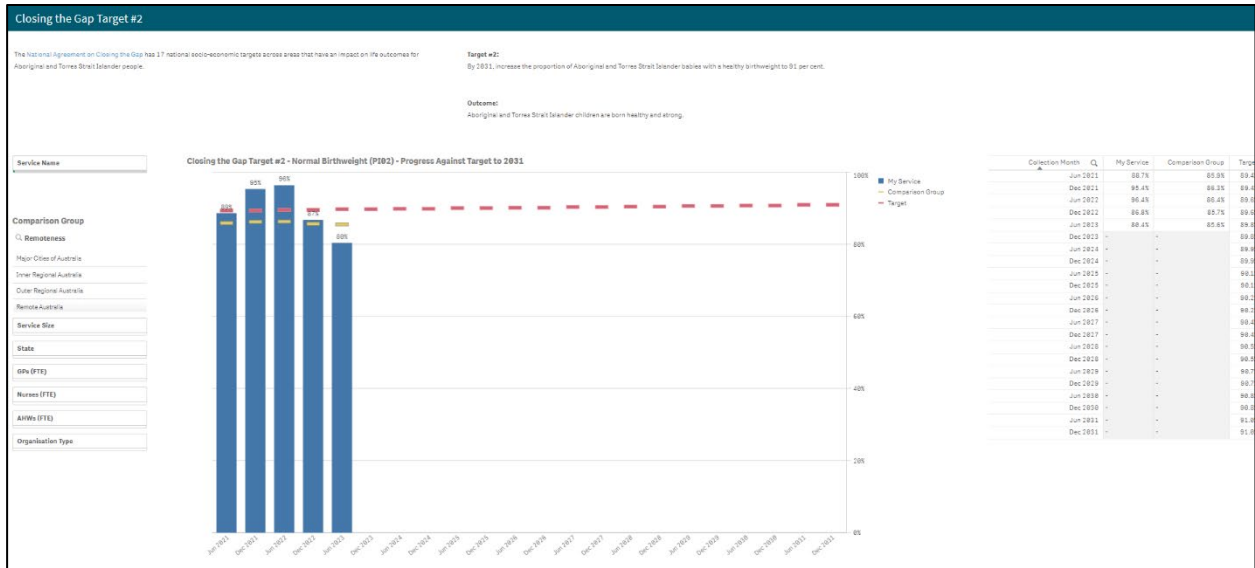


3. From the list that displays, select the health service you wish to view the summary data for and select .



If needed, you can start typing in the name of the health service you are looking for and then select it.

The Closing the Gap Target #2 sheet will update to display the *PI02 Normal birthweight* results for the selected health service, from June 2021.



The Closing the Gap Target #2 sheet shows your selected health service’s results for the *Normal birthweight* band of PI02 (as the blue bars) and how these results compare to the *Closing the Gap* target that has been set to be 91% by 2031 and displays as - - -.

In addition to showing the health service’s results and the *Closing the Gap* target line, the orange comparison group line — will also display in the graph. By default, this line will represent the national average for *PI02 Normal birthweight*.

If needed, you can create your own customised comparison group using the *Comparison Group* section on the left-hand side of the sheet. The comparison group line — will then update to reflect the results of your selected comparison group.

In addition to the Closing the Gap Target #2 – Normal Birthweight (PI02) – Progress Against Target to 2031 graph, a data export table will also display.

Collection Month	My Service	Comparison Group	Target
Jun 2021	85.7%	85.9%	89.4%
Dec 2021	91.7%	86.3%	89.4%
Jun 2022	94.3%	86.4%	89.6%
Dec 2022	-	-	89.6%
Jun 2023	-	-	89.8%
Dec 2023	-	-	89.8%
Jun 2024	-	-	89.9%
Dec 2024	-	-	89.9%
Jun 2025	-	-	90.1%
Dec 2025	-	-	90.1%
Jun 2026	-	-	90.2%
Dec 2026	-	-	90.2%
Jun 2027	-	-	90.4%
Dec 2027	-	-	90.4%
Jun 2028	-	-	90.5%
Dec 2028	-	-	90.5%
Jun 2029	-	-	90.7%
Dec 2029	-	-	90.7%
Jun 2030	-	-	90.8%
Dec 2030	-	-	90.8%
Jun 2031	-	-	91.0%
Dec 2031	-	-	91.0%

The Closing the Gap Data Export Table shows the applicable data collection months, your selected health service’s *PI02 Normal birthweight* results for each collection period, the

corresponding results for your selected comparison group, and the *Closing the Gap Target* percentage for each collection period, until *December 2031*.

If needed, you can export the data from the table to Microsoft Excel by right-clicking on the table, selecting **Download as...** and then **Data**. You can then click on the link to that displays to download the Excel spreadsheet, which you can then filter and save as needed.


## The National Trajectories sheet

The following procedure is used to view the *National Trajectories* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **National Trajectories** tile.

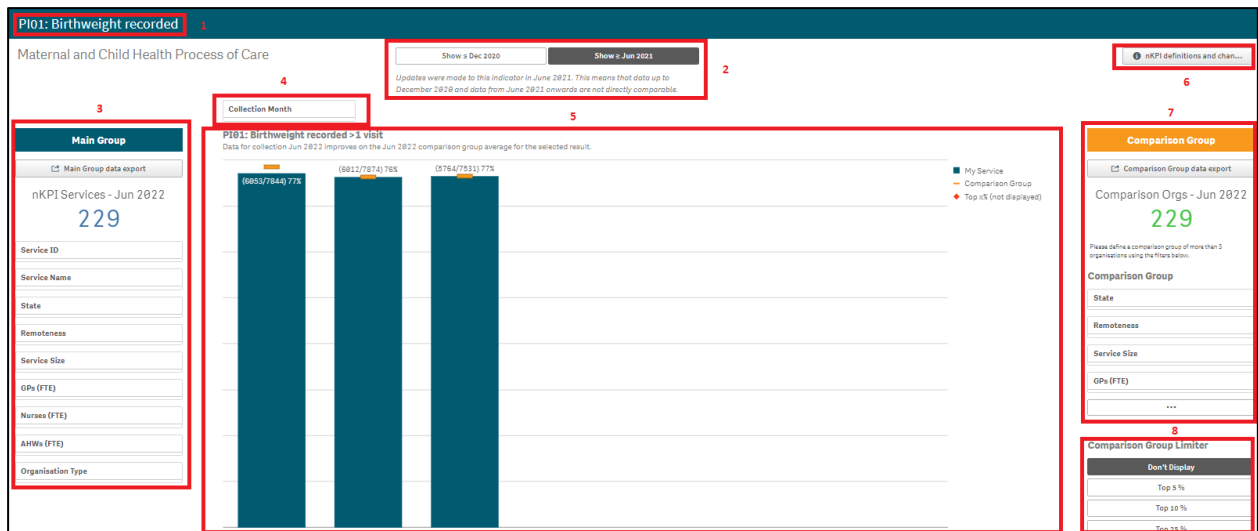
The National Trajectories sheet will display.



The *National Trajectories* sheet displays nKPI results for your selected health service (represented by the blue bars) along with the corresponding national trajectories (represented by ) back to *December 2014*, for the five indicators that have had national trajectories set for them by the AIHW. There are eight graphs on the sheet across the five applicable indicators, due to some of the indicators containing multiple result bands.

**Collection Month** - If needed, you can select the *Collection Month* filter field at the top of the sheet to only show results against the national trajectories for a particular collection period(s).

## The Individual Indicator Sheets – Overview



There are 23 individual indicator sheets in QLIK for the 22 indicators currently reported on by health services through the Health Data Portal. There are common elements contained within each of these sheets, as indicated by the highlighted sections in the above screenshot.

These elements are explained below:


- 1. Sheet Title** – The title of each individual indicator sheet displays in the title bar at the top of the sheet.
- 2. Time Series toggle buttons**

Show ≤ Jun 2020
Show ≥ Dec 2020

- Allow you to choose whether you view your data for before or after the specification changes were made to the applicable indicators for either the *December 2020* or *June 2021* collection periods. Please be aware that if you select either

Show ≥ Dec 2020
or
Show ≥ Jun 2021

you will only see one or two bars.
- 3. Main Group section** - Allows you to select either an individual health service or a cohort of health services to display data for in the selected individual indicator sheet. Once chosen, the data for the selected service(s) will display as the dark blue bars in the graph. The My Service Data Export in this section takes you to a sheet from where you can export the nKPI data for the selected service(s).
- 4. Filter fields** Collection Month - Allows you to filter the results displayed in the graph/graphs on the sheet by certain characteristics, such as *Collection Month* or *Service Mode*. When a selection is made through a filter field, this selection will appear in the grey *Filter Bar* at the top of the sheet. For more information, see *Working with Filters* later in this section of the user guide.
- 5. Main window** – This is where the applicable graph/graphs displaying your selected health service's results for all collection periods back to *December 2014*, for the selected indicator will display. More information regarding what displays in this window is provided in the detailed descriptions of each individual indicator sheet later in this guide.
- 6.** For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top left-hand corner of the sheet.
- 7. Comparison Group section** – Allows you to create a comparison group of your choice (e.g., all services from the same state) to compare your selected results against for the selected indicator. This section will either display on the right-hand side of the sheet, or in the bottom half of the sheet, depending on which indicator you are working with. For more information, see the *Working with Comparison Groups* section later in this user guide.

The  in this section takes you to a sheet that allows you to export either the national dataset or the nKPI results for a selected Comparison Group, to an Excel spreadsheet for analysis as needed.

Don't Display
Top 5 %
Top 10 %
Top 25 %

- 8. Comparison Group Limiter** - Allows you to display the top 5, 10 or 25% of services contained within the selected comparison group. For more information, see the *Comparison Group Limiters* section later in this user guide.

## Breaks in Time Series

Prior to the *January* and *July 2021* and *January 2023* reporting rounds in the Health Data Portal, specification changes were made to some of the indicators being reported on.

The following indicators had changes made to them for the **January 2021** reporting round:

- **PI03: Health assessments 0-14** – age group change from **0-4** to **0-14** years
- **PI03: Health assessments 15-65yrs+** - addition of the **15-24**, **55-64** and **65 year and over** age groups.
- **PI14: Immunised against Influenza** – age groups included changed from **50+** to **6 months +**.
- **PI22: Cervical screening** – The **65-69yr** and **70-74yr** age groups were grouped into **65 – 74yr** and only the results for the HPV test were included.

The following indicators had changes made to them for the **July 2021** reporting round:

- **PI01: Birthweight recorded** – the definition of the indicator changed to only record the birthweight for those babies who had more than one visit to the service
- **PI02: Birthweight result** - the definition of the indicator changed to only record the birthweight result for those babies who had more than one visit to the service
- **PI09: Smoking status recorded** – the **11-14** age group was added
- **PI10: Smoking status result** - the **11-14** age group was added
- **PI11: Smoking status new mothers** – the **15–19**, **20-24** and **25-34** age groups were changed to **less20yr** and **20-34yr**
- **PI13: First antenatal care visit** – the gestational ages changed to include **<11 weeks** and **11-14 weeks**.
- **PI24: Blood pressure result** – the threshold blood pressure reading changed to **140/90 mmHg**.

The following indicators had changes made to them for the **January 2023** reporting round:

- **PI12: Body Mass Index** – the **18 – 24** years age group was added and the *Underweight*, *Normal Weight* and *Not Calculated* columns were added to the indicator. Lastly the “*Total clients with BMI recorded*” column has been replaced by “*Total clients*”.
- **PI18: Kidney function test recorded** - the **0 – 14** years age group was added, as was the “*Neither eGFR nor ACR*” column. Also, two extra *Clients with Type 2 diabetes AND/OR cardiovascular disease (CVD) with test result recorded within the last 12 months* tables (one each for *Males* and *Females*) have also been added.

The following indicators have had changes made to them for the **July 2022** reporting round:

- **PI18: Kidney Function Test recorded** – The *0-14 year* age group that was added for *January 2022* reporting has been removed, and the *15 – 24 year* age group has been changed back to *18 – 24 years*.
- **PI19: Kidney function result categories** – The *Severe* and *Indeterminate* risk categories have been removed from the indicator.

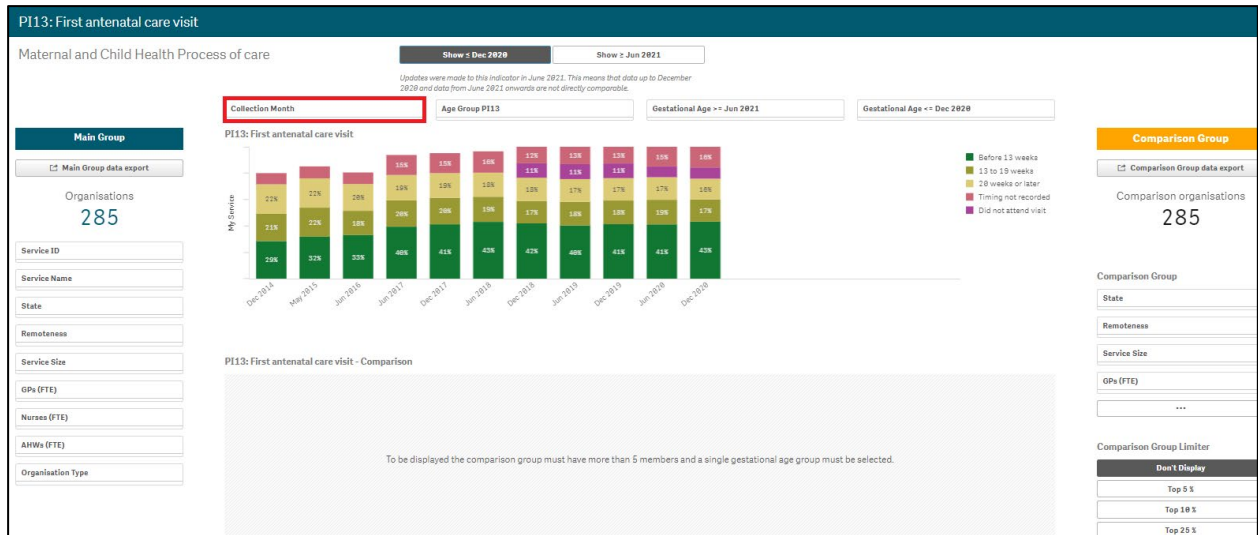
The data for these indicators before and after the changes can't directly be compared in the *QLIK Stakeholder nKPI & OSR Report* so, to resolve this, the **Show ≤ Jun 2020**, **Show ≥ Dec 2020**, **Show ≤ Dec 2020**, **Show ≥ Jun 2021**, **Show ≤ Jun 2021** and **Show ≥ Dec 2021** buttons were added to the top of each of the applicable individual indicator sheets as needed (as highlighted in red below).



These buttons allow you to choose which time periods you wish to view data for in the applicable sheet.



## Work with Filters



When the data for your selected health service displays in the individual indicator sheets in QLIK, it shows all your selected health service’s results for the selected indicator for each collection period back to *December 2014*. There may be times, however, when you don’t want to see all your data in the sheet as you wish to focus on a particular collection period, for example.


If this is the case, you can use the *Filter* fields at the top of the sheet to change the data that displays in the graph. The *Filter* fields available in each sheet will differ depending on the indicator. Some indicator sheets will only allow you to filter your results by *Collection Month* while others will give you additional options.

### To apply a filter to your results in an individual indicator sheet:



- i. Select the applicable **Filter** field.

The Filter dialog box will display.

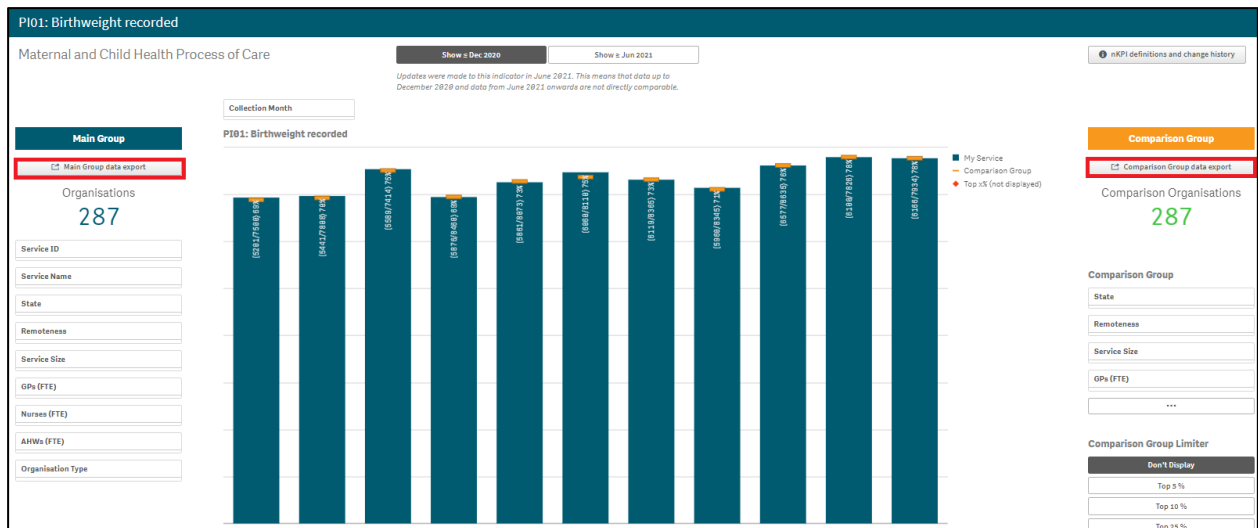
- ii. Select the option you wish to filter the data by.

- iii. To continue, select .

The filter has now been applied to the graph in the sheet.

 To remove the filter and return the graph to its original view, select  on the selection in the grey *Filter* bar at the top of the sheet.

## Export Sheet Data





When working with data in the various individual indicator sheets in QLIK, you may wish to export the data out of QLIK so you can share it with colleagues who don't have access to the Health Data Portal and QLIK. Alternatively, you may wish to export your data into Excel so you can work with it in other applications as required.

The export function in QLIK will allow you to export either just your selected health service's results or the results of your selected comparison group/the national data set.



When exporting data from QLIK, you can export it as a .png, a PDF or an Excel spreadsheet. In this section, we focus on exporting your data to an Excel spreadsheet.

To export data from an individual indicator sheet in QLIK:

- i. Apply any filters/Comparison Groups to your results as needed to ensure the required data is displayed in the graph.
- ii. To commence the export of your health service's results, select  from the **Main Group** section on the left-hand side of the sheet.
- iii. To commence the export of your Comparison Group's results, select  from the **Comparison Group** section on the right-hand side of the sheet.

The applicable Data Export screen will display.

- iv. To continue, right click anywhere on the Data Export table and select **Download as...** from the menu that displays.

- v. Select **Data**.

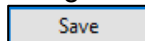
The Export complete dialog box will display.

- vi. Select the **Click here to download your data file** link.

- vii. In the pop up that appears at the bottom of the screen, select **Save > Save as**.

The Save as dialog box will display.

- viii. Navigate to the location you wish to save the spreadsheet to and then select



You can now analyse/manipulate the data in the spreadsheet as required.

## Work with Comparison Groups

As mentioned above, comparison groups allow you to build a customised group of health services to compare your results to for certain indicators. For example, you may wish to compare your results for an indicator to the results of health services of the same remoteness category with a similar number of clients.

The *Comparison Group/Comparison View* section of the individual indicator sheets in QLIK will appear differently, depending on the individual indicator sheet you are working in.

### Single Dimension Indicators

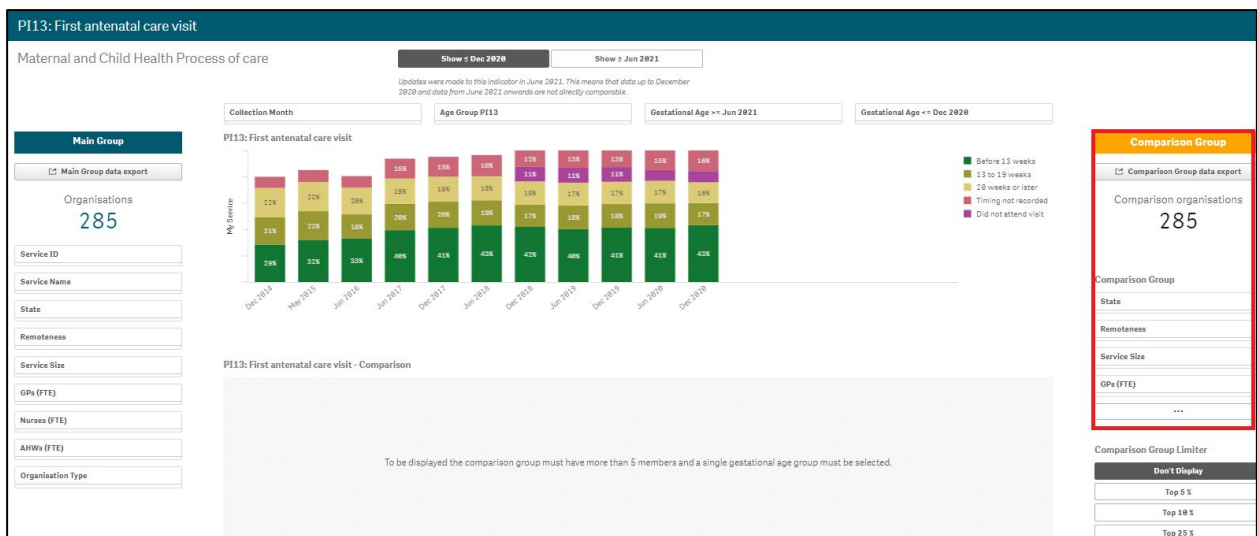


For those indicators with a single dimension (e.g., *PI01: Birthweight recorded*) one bar chart is used to display both your selected health service's results over time and comparison data from the national average or other organisations.

The *Comparison Group* section will appear on the right-hand side of the sheet (highlighted in red above) and the results for the current comparison group (will default to the national average if no comparison group is selected) will appear in the graph as orange lines ( — ).

You can use the selection options in the *Comparison Group* section on the right-hand side of the sheet to build the desired comparison group. The graph will then update to display the results for the selected comparison group.

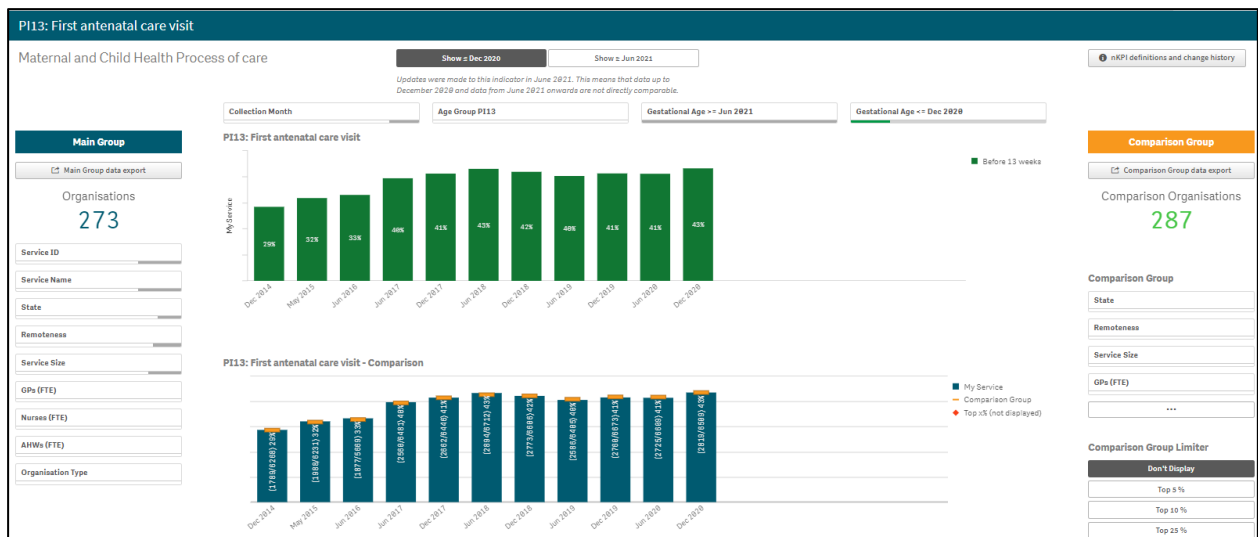
### Indicators with Multiple Result Bands



For those indicators which contain multiple results bands (for example, *Low, Normal* and *High* birthweight results) two bar charts will be shown in the indicator's sheet. The top chart displays

all result bands for your health service while the bottom chart will be blank to begin with but will display comparison data when a single result band is selected in the top half of the sheet.

Once a result band is selected, the *Comparison View* in the bottom half of the sheet will update to display the national averages for the selected results band.



You can then create a comparison group for the selected indicator using the selection options in the *Comparison Group* section on the right-hand side of the sheet. The graph in the *Comparison View* section will then update to display the results for the selected comparison group.

### Create a Comparison Group

To create a comparison group in this type of individual indicator sheet:

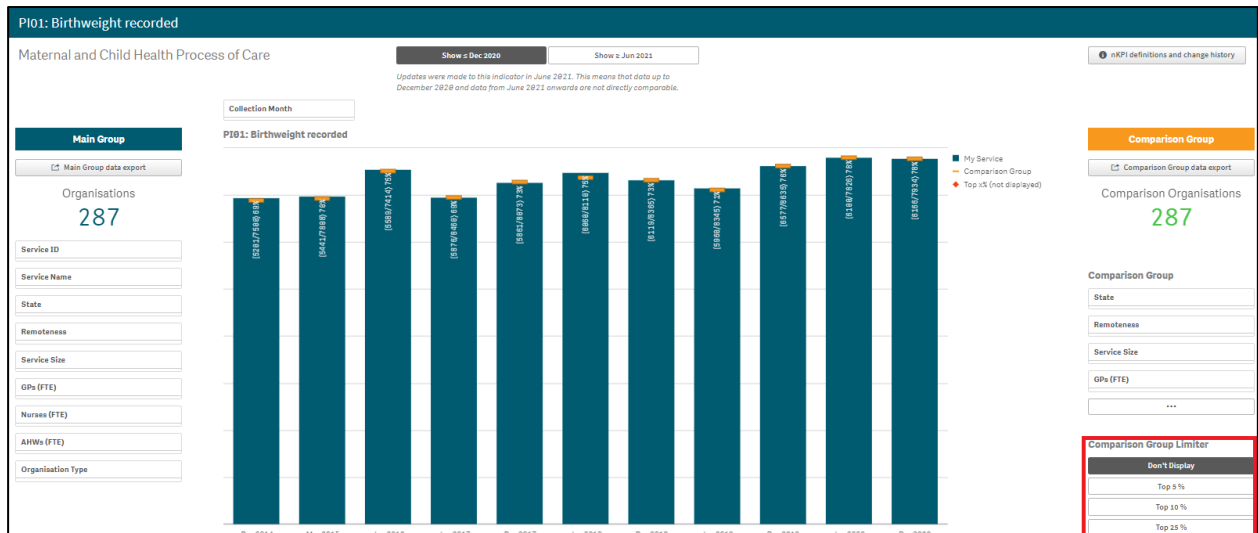
- i. In the **Comparison Group** section, select the applicable filter field for the first option to be added to your comparison group.



If you wish to see more selection options for the building of your comparison group, select . The additional options that will display are Nurses (FTE), AHWs (FTE) and Organisation Type.

- ii. Select the applicable option and then select  to confirm.
- iii. Make any further selections as required.

## Comparison Group Limiters



Once you have selected a comparison group to compare your selected health service's results to in the selected indicator sheet, you can further limit the comparison group results you are comparing your results to in the graph, by using the Comparison Group Limiters. These limiters allow you to compare your results to the top 5, 10 or 25% of health services within your selected comparison group.

To filter the data in a graph on an indicator sheet using a comparison group limiter:

- i. Select the applicable limiter from the **Comparison Group Limiter** section in the bottom right-hand corner of the sheet.
- ii. The selection will now be added to the graph and will display as a ◆.

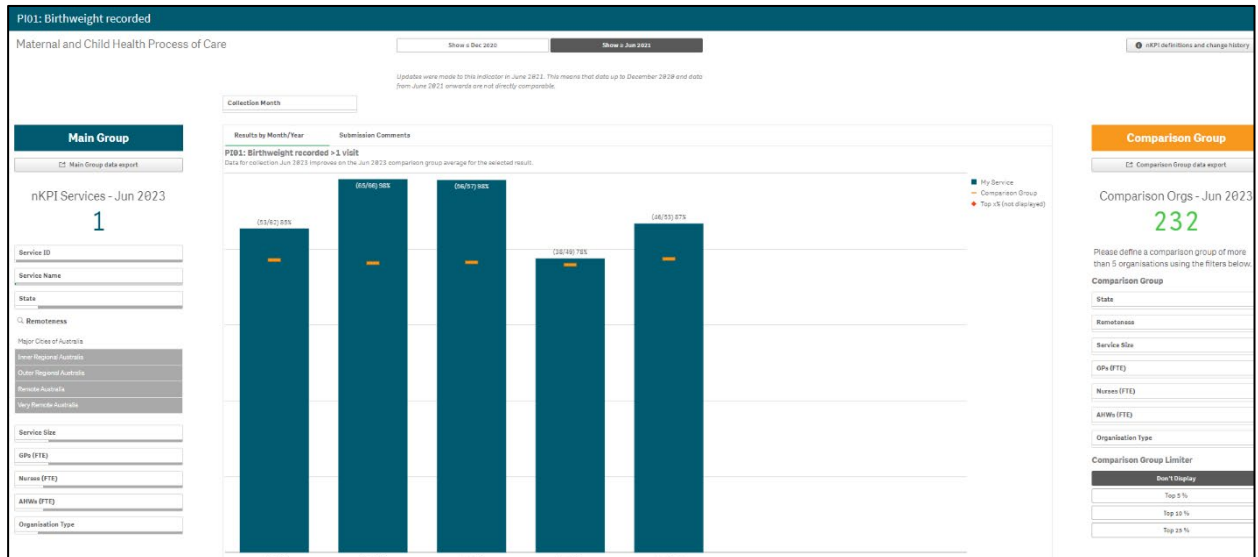
The legend on the right-hand side of the graph will also update to confirm whether the ◆ in the graph represents the top 5, 10 or 20 percent of health services contained within the selected comparison group.

- iii. To remove the selection from the graph, select Don't Display in the **Comparison Group Limiter** section.

## The Detailed Indicator Sheets – Maternal and Child Health

### PI01: Birthweight recorded

The *PI01 Birthweight recorded* individual indicator sheet contains a graph which shows the percentage of your selected health service's babies born (*along with the raw values*) that have had a birthweight recorded, for each collection period, from the current collection period back to *December 2014*.



**Show > Jun 2021** will default as selected at the top of the sheet and your selected health service's birthweight recorded data from *June 2021* on, when a change was made to the indicator to include the birthweight recorded only for babies with more than one visit, will display.



To show your selected health service's birthweight data from *December 2014* to *December 2020*, select **Show < Dec 2020** at the top of the sheet.

If needed, you can filter your results by *Collection Month*, using the **Collection Month** *Filter* field at the top of the sheet.

The *PI01: Birthweight recorded >1 visit* graph contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the . You can change the comparison group as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



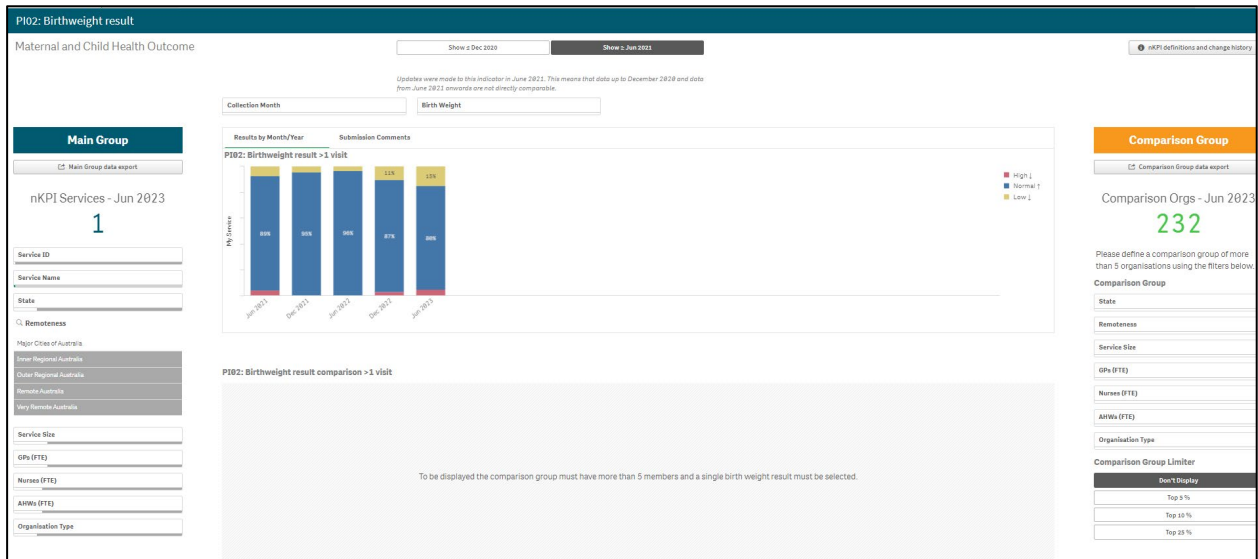
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI01 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI02: Birthweight result

The *PI02: Birthweight result* individual indicator sheet contains two sections: *PI02: Birthweight result >1 visit (top half of the sheet)* and *PI02: Birthweight result comparison >1 visit (bottom half of the sheet)*.



The *PI02 Birthweight result >1 visit* graph at the top of the sheet shows birthweight results for babies born for each collection period, from the current collection period back to December 2014. For each collection period, the graph will show your selected health service’s birthweight result percentages by *Low*, *Normal* and *High* birth weight.

**Show > Jun 2021** will default as selected at the top of the sheet, and your selected health service’s birthweight results for *June 2021* onwards, when a change was made to the indicator to include the birthweight results only for babies with more than one visit, will display.



To show the birthweight results from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

To display the accompanying comparison graph in the *PI02: Birthweight result comparison >1 visit* section in the bottom half of the sheet, you need to select **Birth Weight** at the top of the sheet and select a particular birth weight (*Low*, *Normal* or *High*) to compare results for.

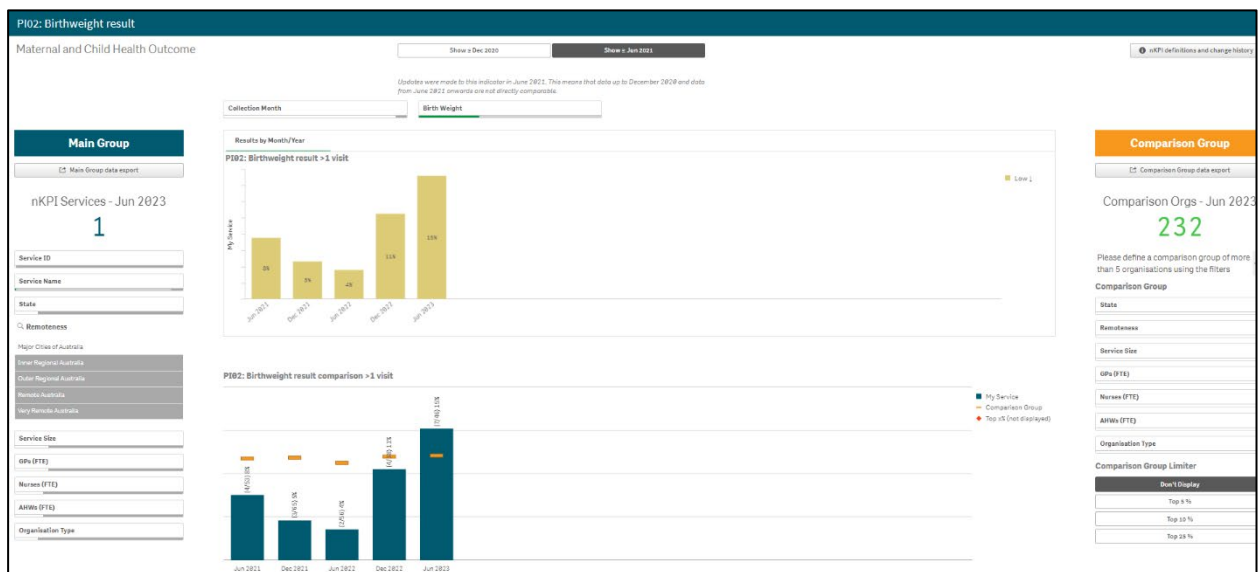


The following filters are also available at the top of the sheet to filter your results by if needed:

- **Collection Month** - Allows you to filter your selected data by a particular collection period.



Once this is done, the comparison graph will display in the *PI02: Birthweight result comparison* section, showing your results for the selected birth weight, in comparison to the national average.



You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



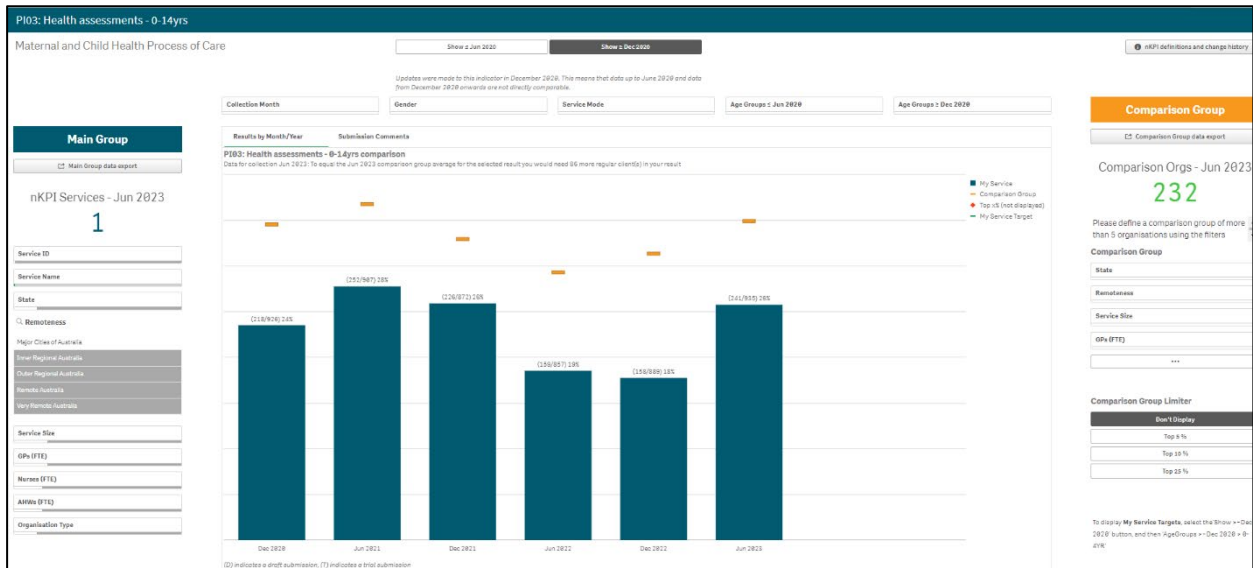
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI02 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above

### PI03: Health assessments – 0-14 years

The *PI03: Health assessments – 0-14 years* individual indicator sheet contains a graph which shows the percentage of your selected health service’s clients (0 to 14 years of age) that have had a health assessment for each collection period from December 2020 onwards.



**Show ≥ Dec 2020** will default as selected at the top of the sheet, and your selected health service’s health assessment results for *December 2020* onwards, when a change was made to the age groups included in the results, will display.



To show data for *0-4* year old clients from *June 2020* back to *December 2014*, select

**Show ≤ Jun 2020**

at the top of the sheet. The data displaying in the graph will change and the title of the sheet will change to *PI03: Health assessments - 0-4 years*.

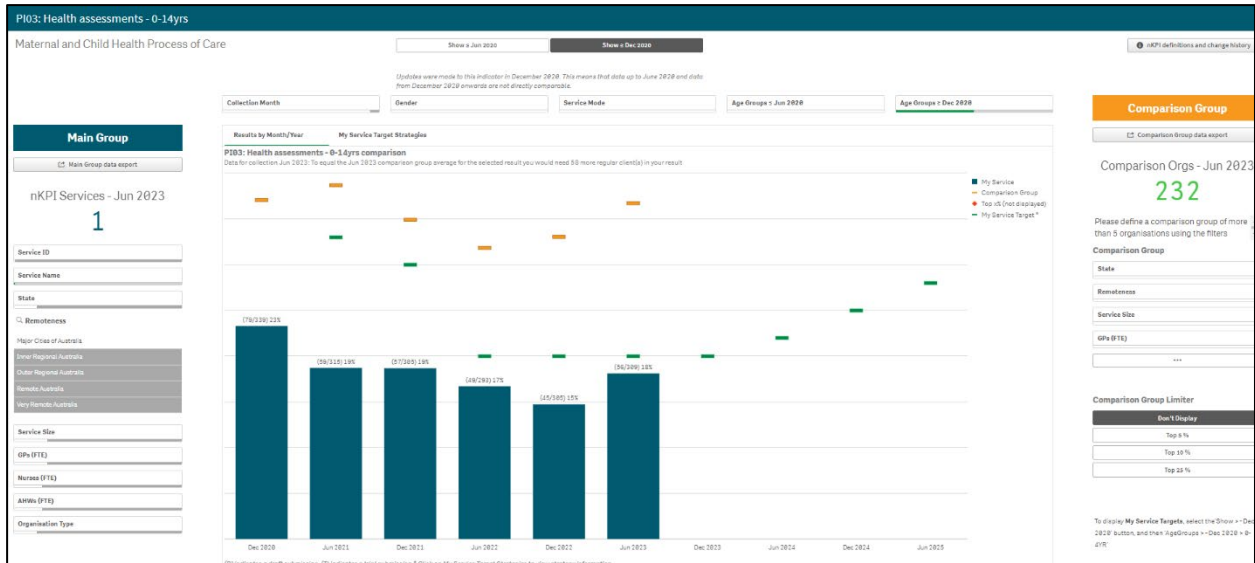




The following filters are available at the top of the sheet to filter your results by if needed:

- Allows you to filter your health service’s data by a particular collection period.
- Allows you to filter your data by gender.
- Allows you to filter your data by either *In Person* or *Telehealth*.
- Allows you to filter your data to show your values for only *0-4 years* clients up until June 2020.
- Allows you to filter your data to show your values for either *0-4* or *5-14 years* clients, as this data from December 2020 on.


You can change the comparison group that displays in the graph as needed, using the *Comparison Group* section on the right-hand side of the sheet.

To show your selected service’s future self-determined targets on the graph (as entered on the *nKPI Targets* tab of the nKPI form in the Health Data Portal) ensure **Show ≥ Dec 2020** is selected at the top of the sheet and then select **Age Groups ≥ Dec 2020** in the top right-hand corner of the sheet and select **0–4YR**. The service’s targets will now display on the graph as **—**.



 You can also display the selected service’s targets for *PI03 0-4 yrs* by selecting  at the top of the sheet, right-clicking on *My Service Targets - PI03 – 0-4 yrs – In Person* and selecting *Apply selections*. You then need to reselect the health service using the *Main Group* section on the left-hand side of the sheet and the targets will now display on the graph.

If your selected health service entered accompanying strategy text for their *PI03 0-4yrs* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.

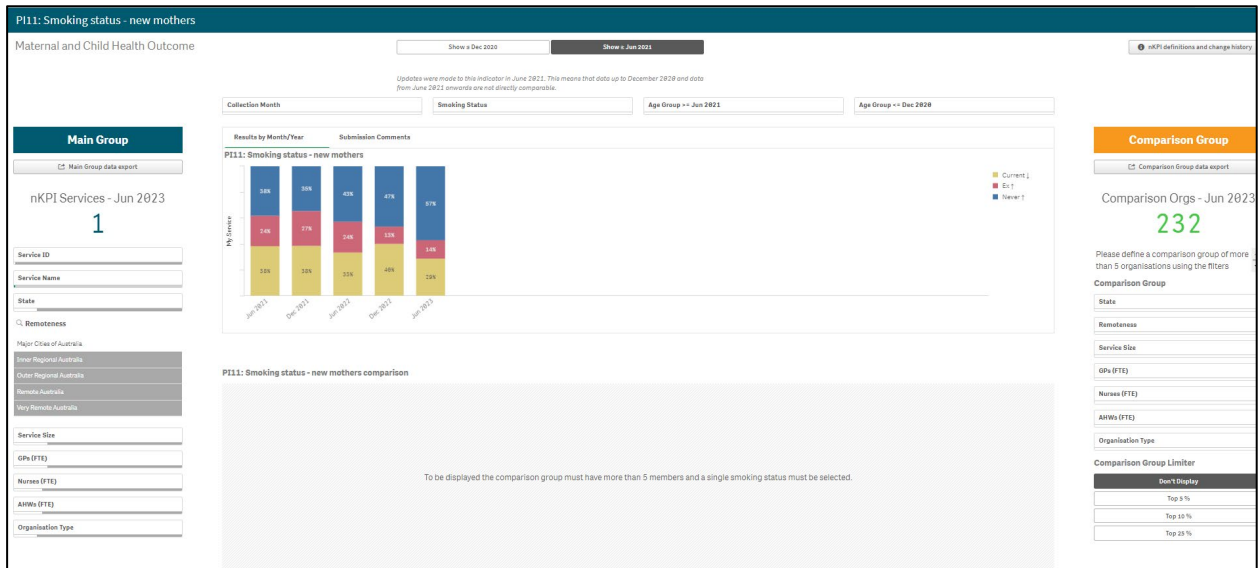
 Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s *PI03* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.


## PI11: Smoking status – new mothers

The *PI11: Smoking status – new mothers* individual indicator sheet contains two separate sections: *PI11: Smoking status – new mothers* (top half of the sheet) and *PI11: Smoking status – new mothers comparison* (bottom half of the sheet).




The *PI11 Smoking status – new mothers* graph at the top of the sheet shows your selected health service’s new mother smoking statuses for each collection period, from the current collection period back to *December 2014*. For each collection period, the graph will show the selected service’s new mother smoking status percentages by *Never smoked*, *Ex-smoker* and *Current smoker*.

**Show >= Jun 2021** will default as selected at the top of the sheet, showing the new mother smoking status results from *June 2021* onwards, when a change to the age groups included in the indicator was made.

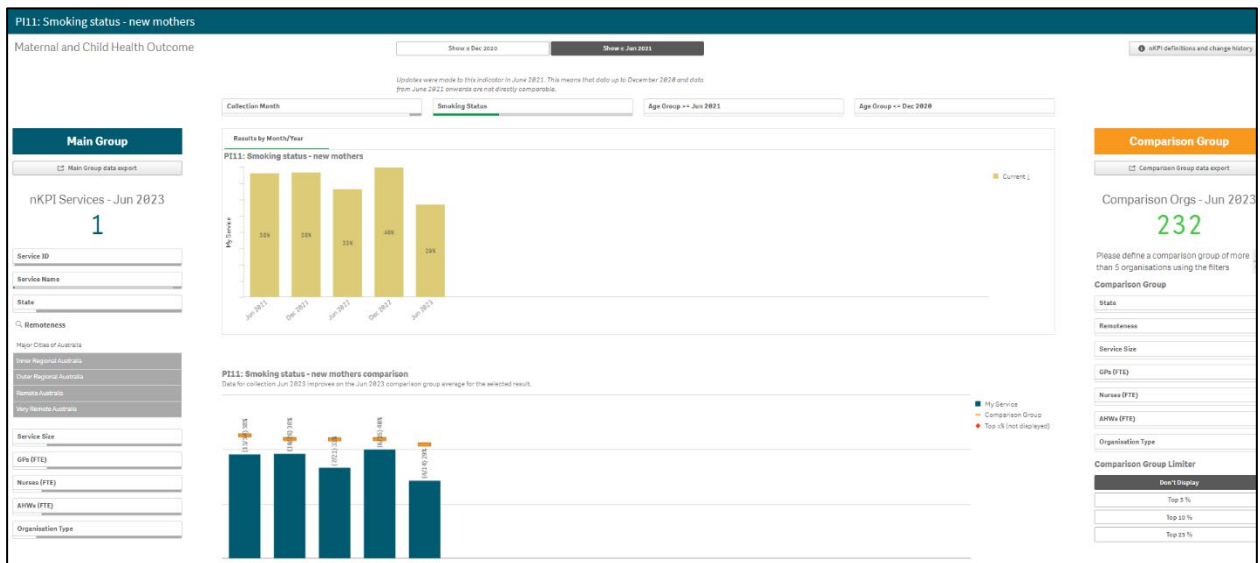
 To show your selected data from *December 2014* to *December 2020*, before the change was made, select **Show <= Dec 2020** at the top of the sheet.

To display the accompanying comparison graph in the bottom half of the sheet, you need to use **Smoking Status** at the top of the sheet to select a particular smoking status (*Current*, *Ex* or *Never*) to compare results for.

 The following filters are also available at the top of the sheet to filter your results by if needed:

- Collection Month** - Allows you to filter your health service’s data by a particular collection period.
- Age Group >= Jun 2021** - Allows you to filter your data to show your values for new mothers of *less20YR*, *20-34YR* and *35ANDOVER* as these age groups apply from June 2021 on
- Age Group <= Dec 2020** - Allows you to filter your data to show your values for new mothers of *15-19yr*, *20-24yr*, *25-34yr* and *35ANDOVER*, which applied up until December 2020.

Once this is done, the comparison graph will display in the bottom half of the sheet, showing your selected health service's results for the selected smoking status, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



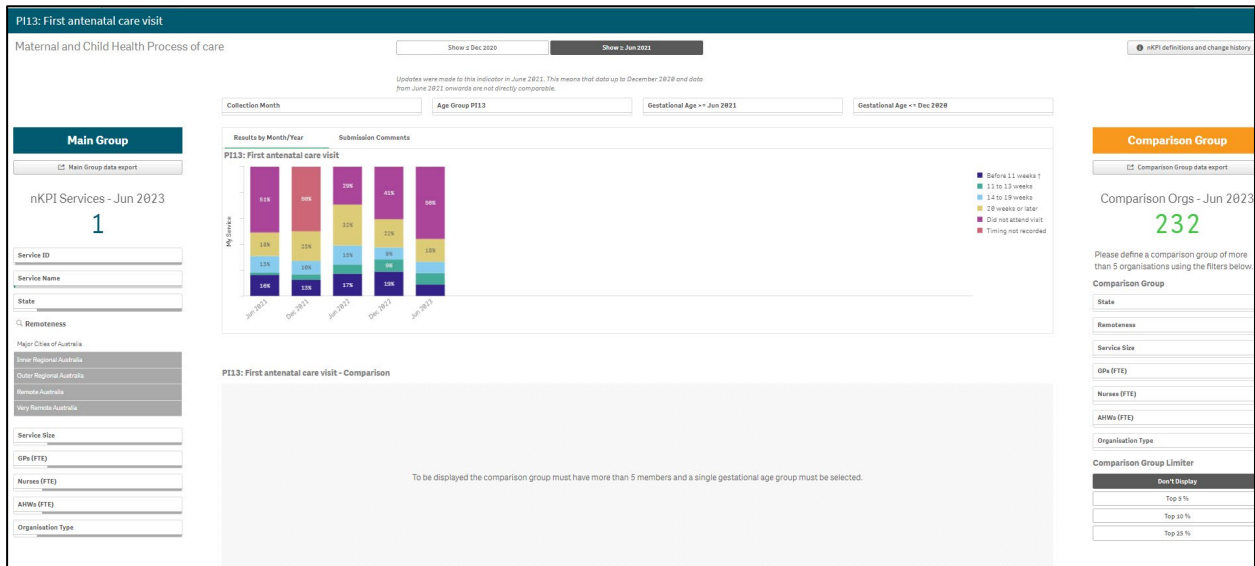
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI11 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

### PI13: First antenatal care visit

The PI13: First antenatal care visit individual indicator sheet contains two separate sections: PI13: First antenatal care visit (top half of the sheet) and PI13: First antenatal care visit – Comparison (bottom half of the sheet).



The graph at the top of the sheet shows your selected health service’s results for each collection period, for each gestational age group (*before 13 weeks, 13 to 19 weeks, 20 weeks or later, timing not recorded, and did not attend visit*) back to December 2014.

**Show >= Jun 2021** will default as selected at the top of the sheet, showing your antenatal care visit results from *June 2021* onwards, when a change was made to the indicator to adjust the included age ranges.

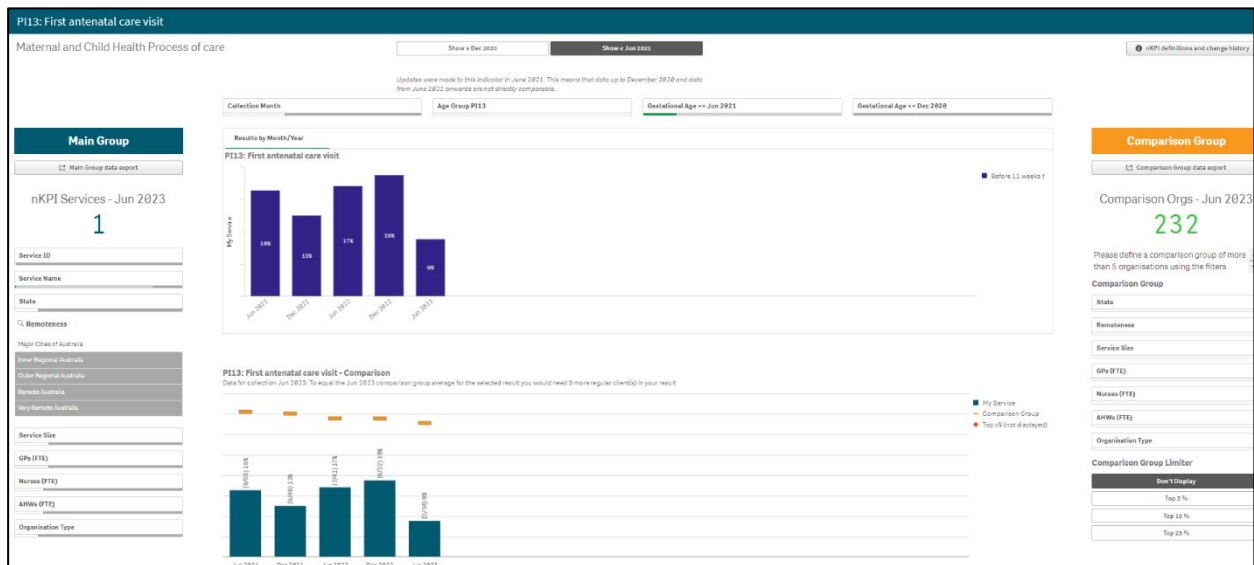
To show data from *December 2014* to *December 2020*, before the change was made, select **Show <= Dec 2020** at the top of the sheet.

To display the accompanying comparison graph in the bottom half of the sheet, you need to use **Gestational Age <= Dec 2020** at the top of the sheet to select a particular gestational age to compare results for.

The following filters are also available at the top of the sheet to further filter your results by if needed:

- **Collection Month** - Allows you to filter the health service’s data by a particular collection period.
- **Gestational Age >= Jun 2021** - Allows you to filter the data in the top graph by gestational ages that have been applicable since *June 2021* (*Before 11 weeks, 11 to 13 weeks, 14 to 19 weeks, 20 weeks or later, Timing not recorded and Did not attend visit*).
- **Gestational Age <= Dec 2020** - Allows you to filter the data in the top graph by gestational ages that were applicable up until Dec 2020 (*Before 13 weeks, 13 to 19 weeks, 20 weeks or later, Timing not recorded and Did not attend visit*).

Once this is done, the comparison graph will display at the bottom of the sheet, showing your selected health service’s results for the selected gestational age, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s PI13 data will be visible through the *Submission Comments* tab.

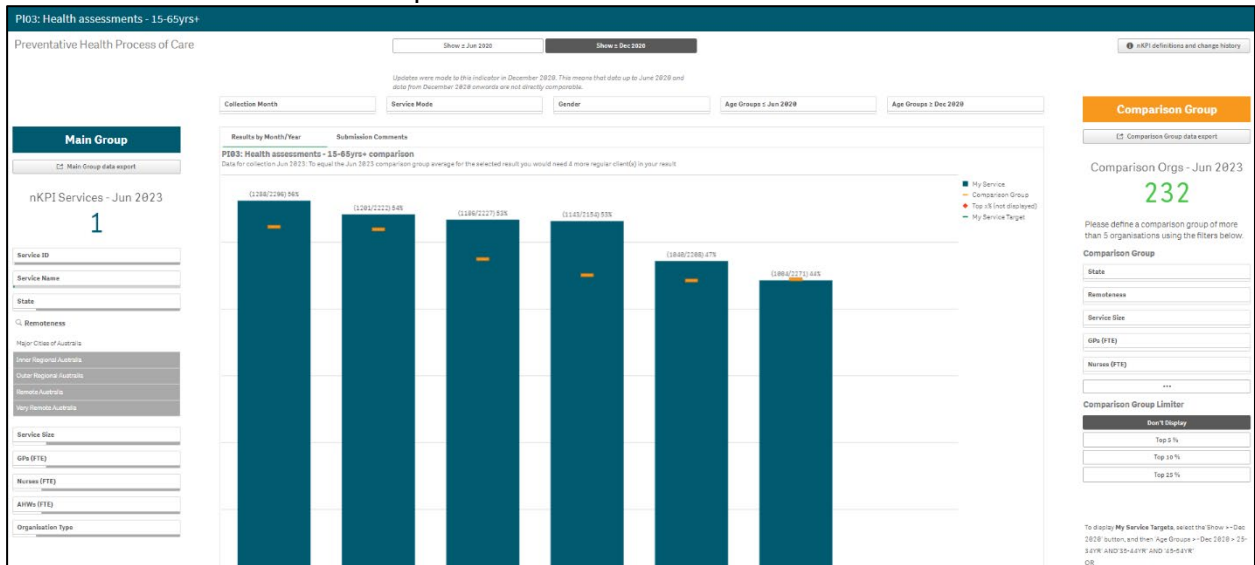
For more information on how to create a comparison group, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## The Individual Indicator Sheets – Preventative Health

### PI03: Health assessments – 15-65yrs+

The *PI03: Health assessments – 15-65yrs+* individual indicator sheet shows the percentage of your selected health service’s clients aged between 15 and 65+ that have claimed a health assessment for each collection period.







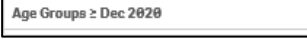
**Show >= Dec 2020** will default as selected at the top of the sheet, showing your 15-65+ yr health assessment results from *December 2020* onwards, when a change was made to the indicator to adjust the included age ranges.



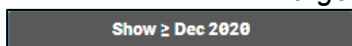
To show data for 25 – 54 year old clients from *June 2020* back to *December 2014*, before the change was made, select **Show <= Jun 2020** at the top of the sheet. The data displaying in the graph will change and the title of the sheet will change to *PI03: Health assessments - 25-54 years*.



The following filters are available at the top of the sheet to filter your results by if needed:

-  - Allows you to filter your health service’s data by a particular collection period.
-  - Allows you to filter your data by either *In Person* or *Telehealth*.
-  - Allows you to filter your data by gender.
-  - Allows you to filter your data to show your values for only *25-34yr, 35-44yr and 45-54yr* clients up until June 2020.
-  - Allows you to filter your data to show your values for either *15-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr and 65ANDOVER* clients from December 2020 on.

To show your selected service’s future self-determined targets on the comparison graph (as entered on the *nKPI Targets* tab of the nKPI form in the Health Data Portal) ensure

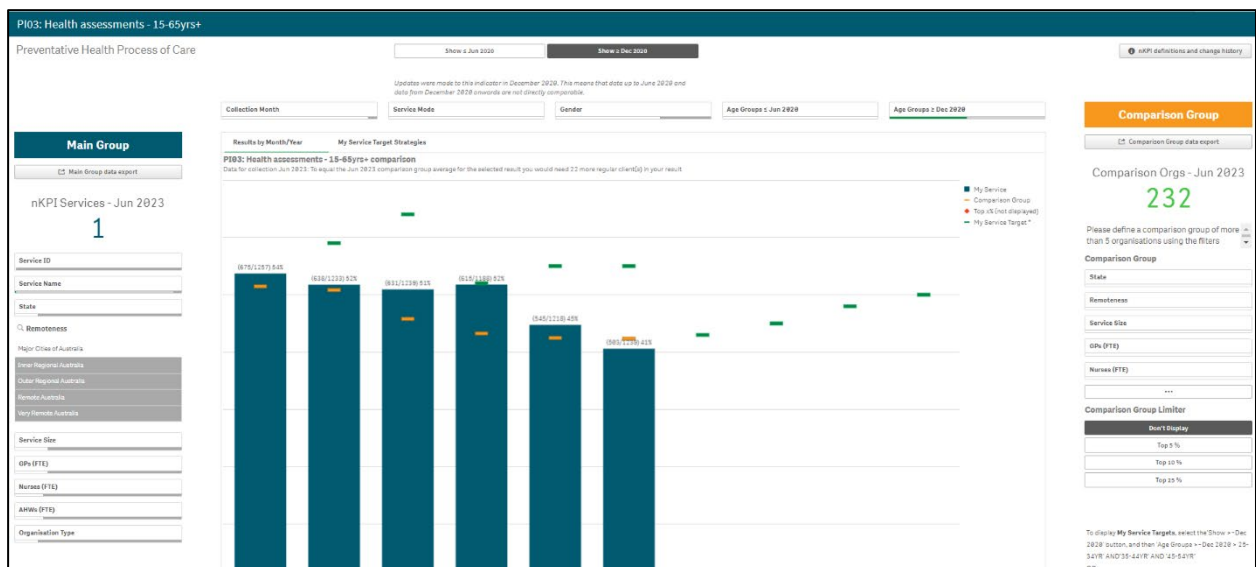



is selected at the top of the sheet and then select



and select the applicable age groups. The service’s targets will now display on the comparison graph as .





You can also display your selected service's targets for both *PI03 25-54* and *55+* years by selecting  and then right-clicking on either *My Service Targets - PI03 – 25-54 yrs – In Person* or *My Service Targets - PI03 – 55+ yrs – In Person*. When you then select *Apply selections* the targets will display on the graph. You then need to re-select the service using the *Main Group* section on the left-hand side of the sheet.

If your selected health service entered accompanying strategy text for their *PI03 25-54yrs* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

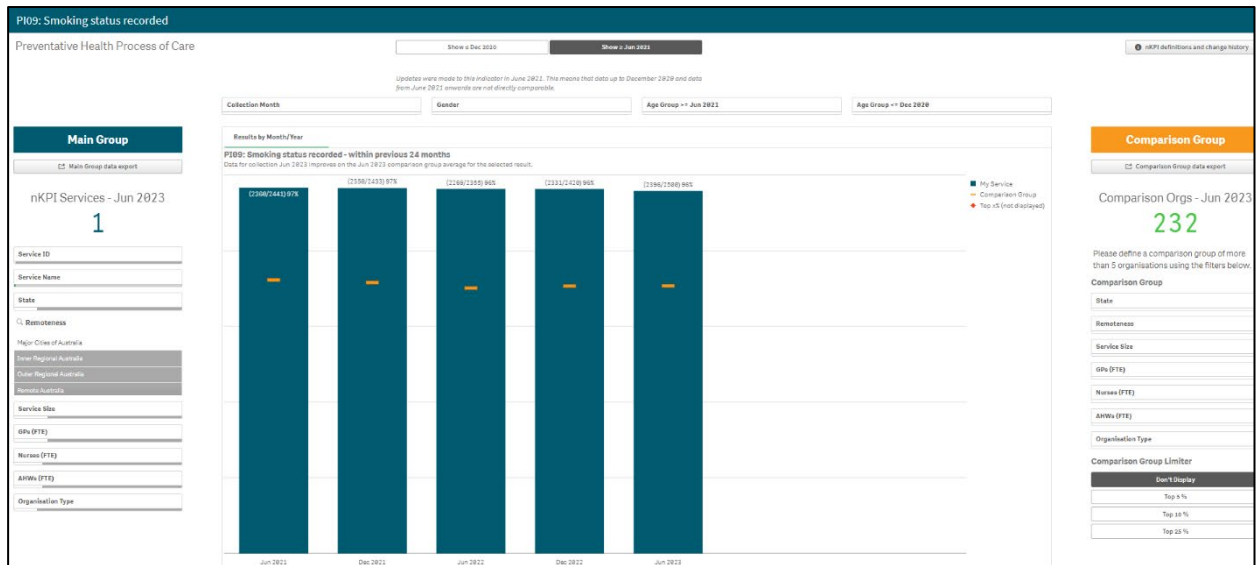


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's *PI03* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI09: Smoking status recorded



The *PI09: Smoking status recorded – within previous 24 months* graph shows the percentage of your selected health service’s clients with a smoking status recorded, for each collection period, from the current collection period back to *December 2014*.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing the percentage of your selected health service’s clients with a recorded smoking status from *June 2021* onwards, when a change was made to the indicator to include the *11 – 14* age group.



To show data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the .

The following filters are available at the top of the sheet to filter the results by if needed:

- **Collection Month** - Allows you to filter the health service’s data by a particular collection period.
- **Gender** - Allows you to filter the data to only display your results for a particular gender.
- **Age Group >= Jun 2021** - Allows you to filter the smoking status recorded data from *June 2021* by the applicable age groups (11-14 yr, 15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- **Age Group <= Dec 2020** - Allows you to filter the smoking status recorded data up until *Dec 2020* by the age groups applicable at that time (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).

You can change the comparison group that displays in the graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



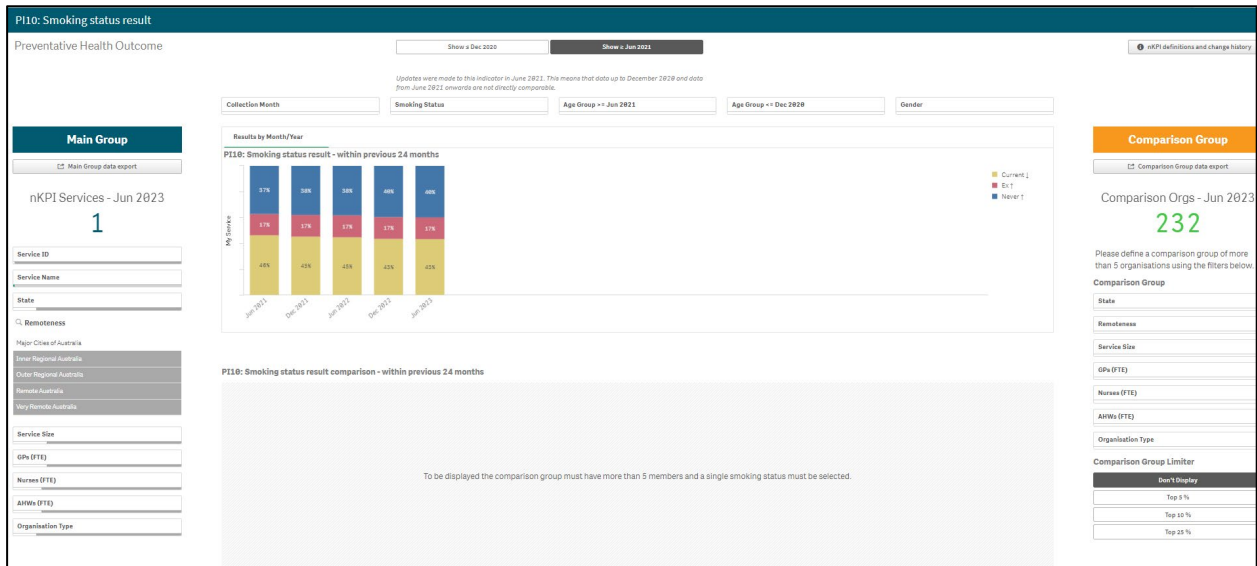
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s PI09 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI10: Smoking status result

The *PI10: Smoking status result* individual indicator sheet contains two separate sections: *PI10: Smoking status result – within previous 24 months* (top half of the sheet) and *PI10: Smoking status result comparison – within previous 24 months* (bottom half of the sheet).



The *PI10 Smoking status result – within previous 24 months graph* at the top of the sheet shows your selected health service’s smoking status result percentages for each collection period, from the current collection period back to *December 2014*. For each collection period, the graph will show the percentage of clients who are *current smokers*, *ex-smokers*, or who have *never smoked*.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing the smoking status results from *June 2021* onwards, when a change was made to the indicator to include the 11 – 14 year age group in the results.

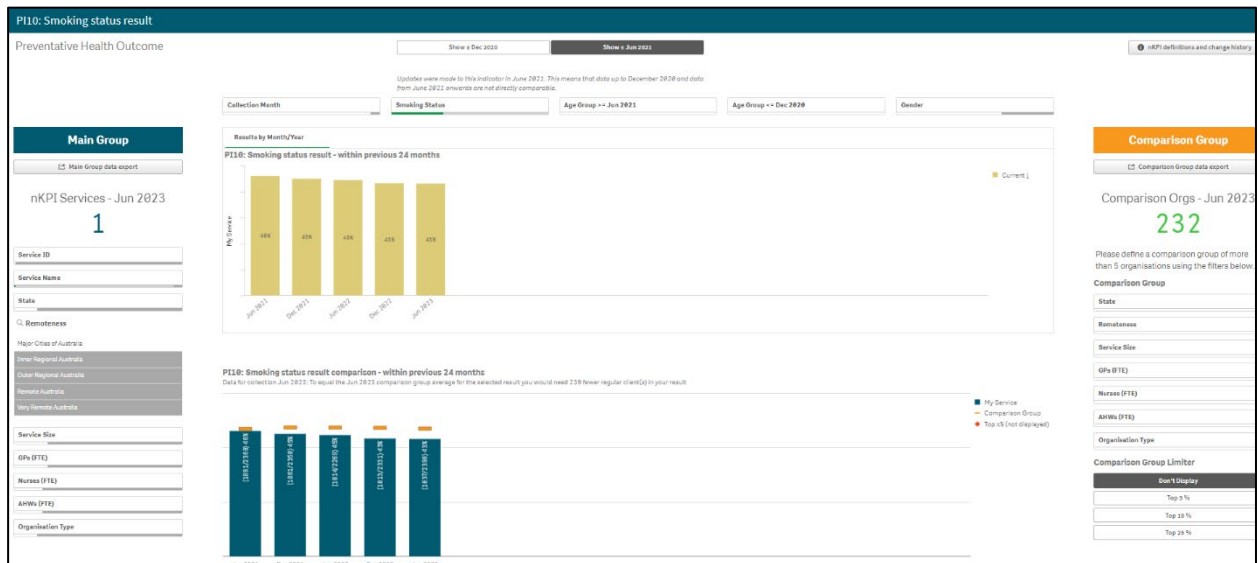
To show the smoking status results from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

To display the accompanying comparison group in the section in the bottom half of the sheet, you need to use **Smoking Status** at the top of the sheet to select a particular smoking status to compare results for.

The following filters are also available at the top of the sheet to filter the results by if needed:

- Collection Month** - Allows you to filter your health service’s data by a particular collection period.
- Gender** – Allows you to filter your smoking status results by gender.
- Age Group >= Jun 2021** - Allows you to filter your smoking status results from *June 2021* by the applicable age groups (11-14 yr, 15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- Age Group <= Dec 2020** - Allows you to filter your smoking status results up until *Dec 2020* by the age groups applicable at that time (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).

Once this is done, the comparison group will display in the bottom half of the sheet, showing the health service's results for the selected smoking status, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



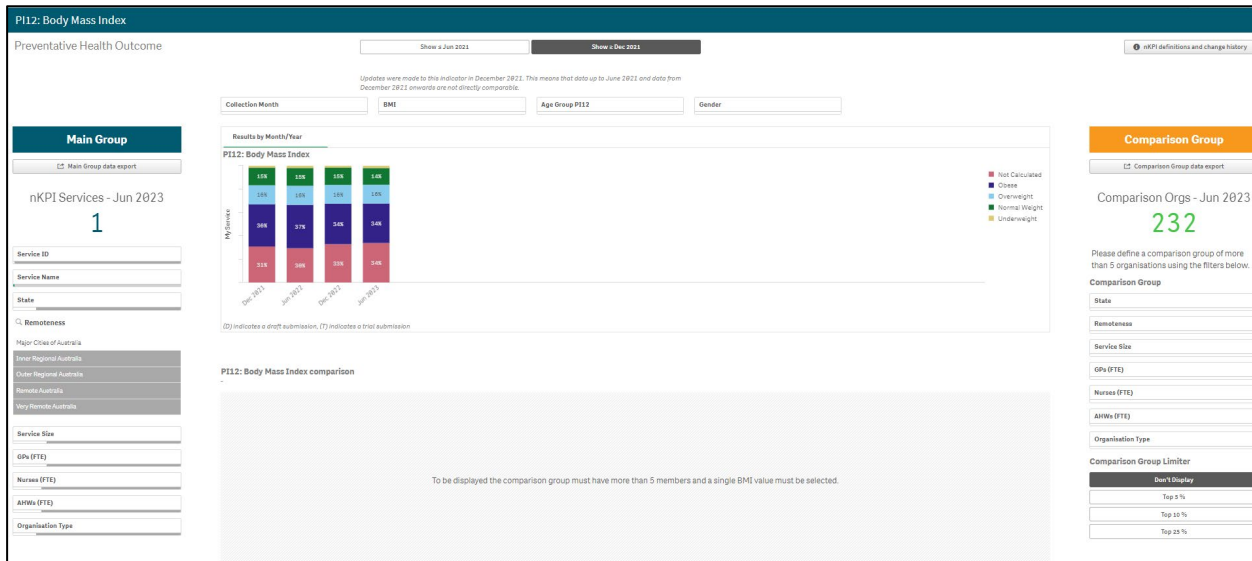
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI10 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

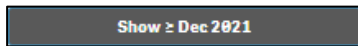
For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI12: Body Mass Index

The *PI12: Body Mass Index* individual indicator sheet contains two separate sections: *PI12: Body Mass Index* (top half of the sheet) and *PI12: Body Mass Index comparison* (bottom half of the sheet).



The *PI12: Body Mass Index* graph at the top of the sheet shows the percentage of your selected health service’s clients that are *overweight*, *obese*, *underweight*, *normal weight* or *Not Calculated* for each collection period.

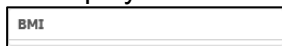


**Show >= Dec 2021** will default as selected at the top of the sheet, showing the results from *December 2021* onwards, when a change was made to the indicator to include the *underweight*, *normal weight* and *Not Calculated* age group.



To show the results from *December 2014* to *June 2021*, when the only included categories were *overweight* and *obese*, select **Show <= Jun 2021** at the top of the sheet.


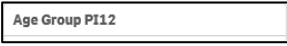

To display the accompanying comparison group in the bottom half of the sheet, you need to use



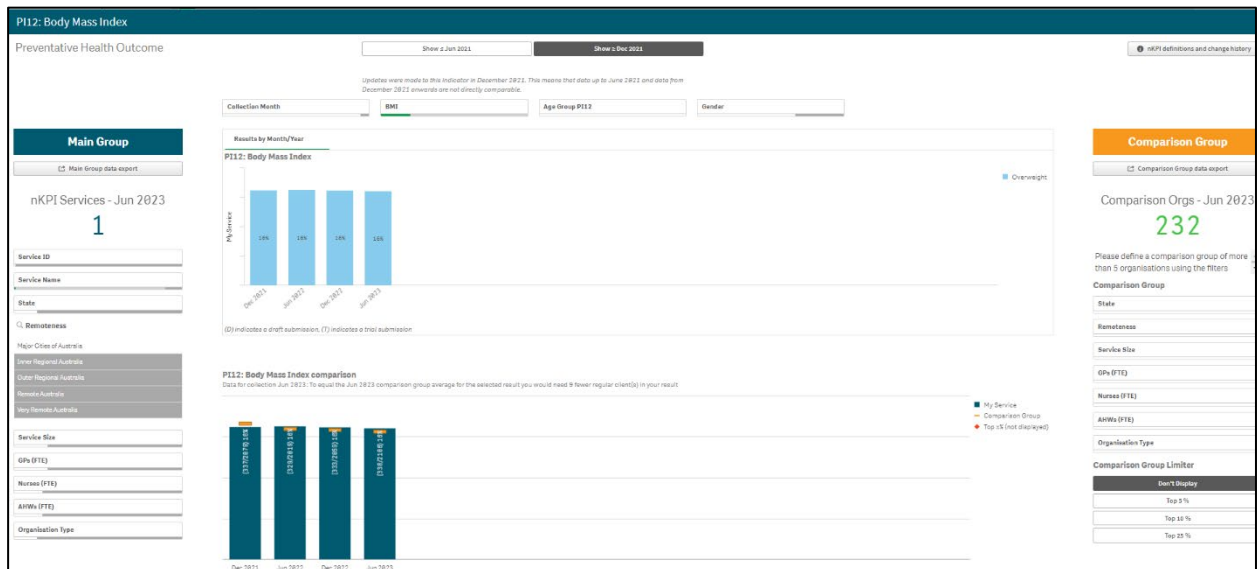
**BMI** at the top of the sheet to select a particular BMI to compare results for. The options are *Not Calculated*, *Obese*, *Overweight*, *Normal Weight* or *Underweight*.



The following filters are also available at the top of the sheet to filter the results by if needed:

-  - Allows you to filter the health service’s data by a particular collection period.
-  - Allows you to filter the health service’s results by a particular age group (*18-24*, *25-34*, *35-44*, *45-54*, *55-64* and *65ANDOVER*).
-  – Allows you to filter the results by gender.

Once this is done, the comparison group will display in the bottom half of the sheet, showing the health service's results for the selected BMI, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

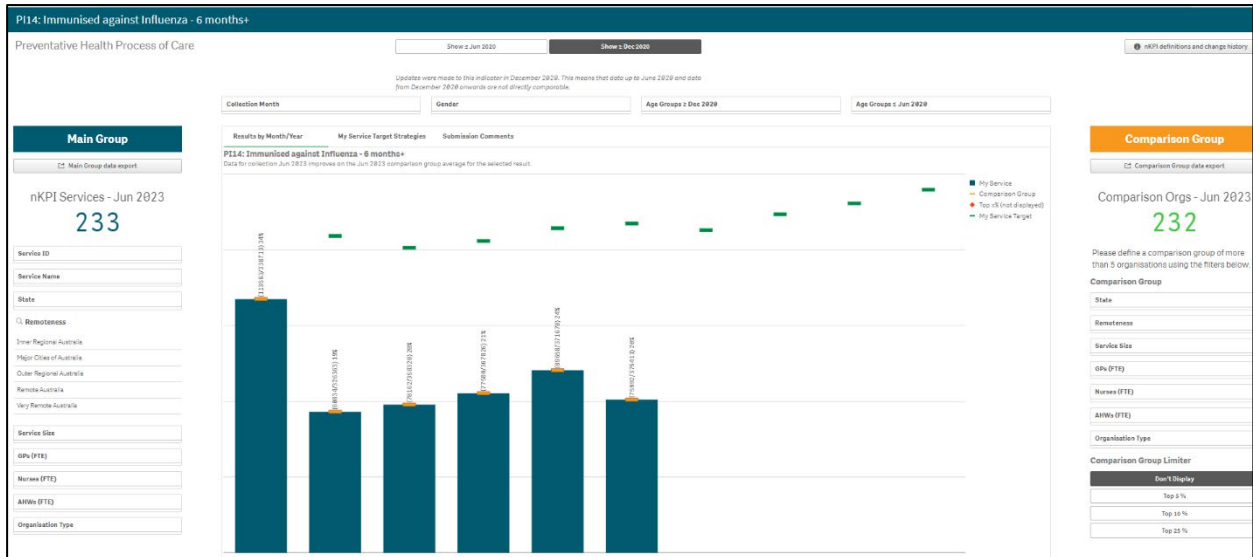


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI12 data will be visible through the *Submission Comments* tab.

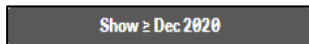
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI14: Immunised against influenza



The *PI14: Immunised against influenza – 6+ months* graph shows by default the percentage of the selected health service’s clients that are immunised against influenza, for each collection period.




will default as selected at the top of the sheet, showing the results from *December 2020* onwards, when a change was made to the indicator to include results for all regular clients older than six months.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.



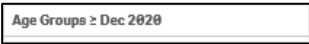
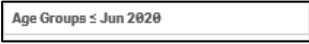
The service’s self-determined future targets also display on the graph as —.

If your selected health service entered accompanying strategy text for their *PI14* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.



To display the Immunisation data for *December 2014* to *June 2020*, before the change was made, select  at the top of the sheet. The title of the sheet will change to *PI14: Immunised against influenza 50+*.

The following filters are available at the top of the sheet to filter the results by if needed:

-  - Allows you to filter the health service’s results by a particular collection period.
-  - Allows you to filter the health service’s data to only display your results for a particular gender.
-  - Allows you to filter the data to show your values for either *5-14yr*, *15-24yr*, *25-34yr*, *35-44yr*, *45-54yr*, *55-64yr* and *65ANDOVER* clients from *December 2020* on.
-  - Allows you to filter the data to show your values for *50YRS+*

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s *PI14* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

### PI16: Alcohol consumption recorded



The *PI16: Alcohol consumption recorded* graph shows the percentage of your selected health service’s clients with their alcohol consumption recorded, for each collection period, from the current collection period back to *December 2014*.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

The following filters are available at the top of the sheet to filter the results by if needed:

- Collection Month - Allows you to filter the health service’s data by a particular collection period.
- Age Group PI16 - Allows you to filter the health service’s data by a particular age group (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- Gender - Allows you to filter the health service’s data to only display your results for a particular gender.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s PI16 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.



## PI20: CVD assessment risk factors



The *PI20: CVD assessment risk factors* graph shows the percentage of your selected health service’s clients with CVD assessment risk factors, for each collection period, from the current collection period back to *December 2014*.

The graph also contains the results of the selected comparison group (the national average if no *Comparison Group* has been selected) identified by the —.

The following filters are available at the top of the sheet to filter your results by if needed:

- - Allows you to filter the health service’s data by a particular collection period.
- - Allows you to filter the health service’s data to only display your results for a particular gender.
- - Allows you to filter the health service’s data by a particular age group (35–44yr, 45–54yr, 55–64yr, 65–74yr).

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



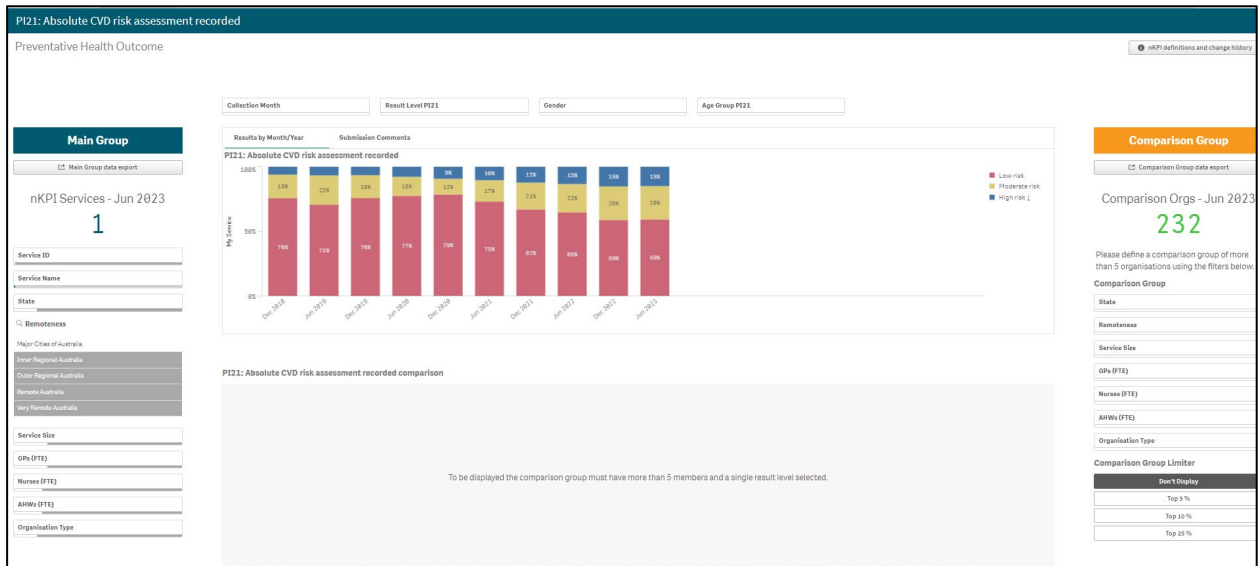
Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s PI20 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI21: Absolute CVD risk assessment recorded

The *PI21: Absolute CVD risk assessment recorded* individual indicator sheet contains two separate sections: *PI21: Absolute CVD risk assessment recorded (top half of the sheet)* and *PI21: Absolute CVD risk assessment recorded comparison (bottom half of the sheet)*.



The *PI21: Absolute CVD risk assessment recorded* graph at the top of the sheet shows your selected health service’s percentage of clients with a CVD risk assessment and the risk category they fall into for each collection period, from the current collection period back to *December 2014 (Low risk, Moderate risk, High risk)*.

To display the accompanying comparison graph in the bottom half of the sheet, you need to use

**Result Level PI21**

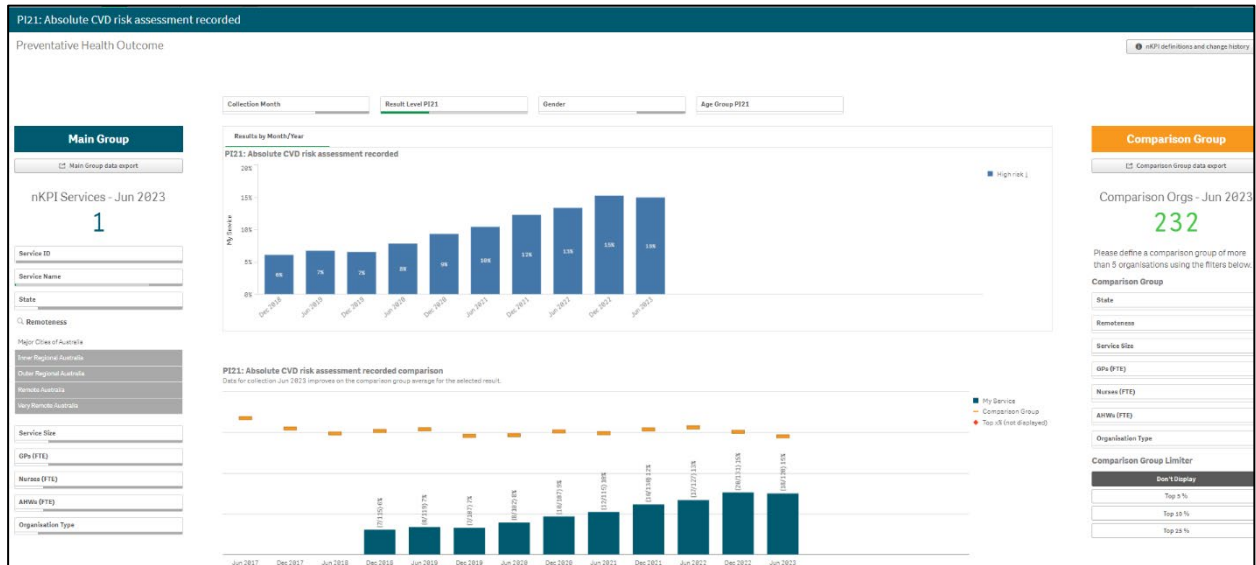
at the top of the sheet to select a particular risk level to show results for.



The following filters are also available at the top of the sheet to filter your results by if needed:

- **Collection Month** - Allows you to filter the health service’s data by a particular collection period.
- **Gender** - Allows you to filter the health service’s data to only display your results for a particular gender.
- **Age Group PI21** – Allows you to filter the health service’s results by a particular age group (35-44, 45-54, 55-64 and 65-74).

Once this is done, the comparison graph will display, showing the health service's results back to *December 2014* for the selected risk level, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

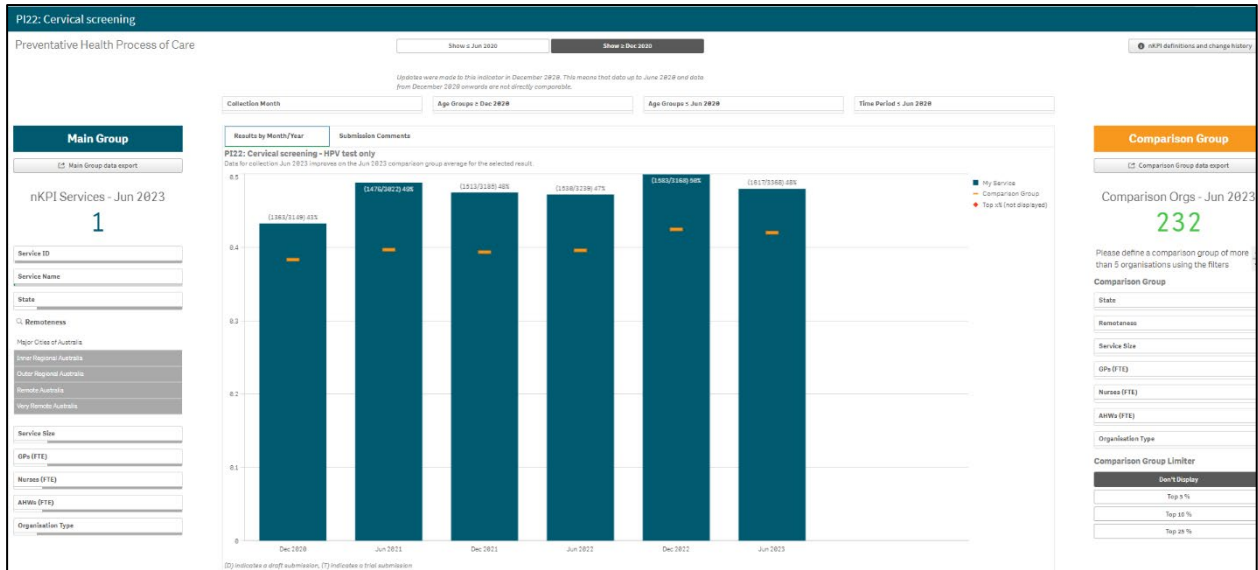


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI21 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.


For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI22: Cervical screening



The *PI22: Cervical screening* graph shows your selected health service’s percentage of clients with a cervical screening result for each collection period.


**Show ≥ Dec 2020** will default as selected at the top of the sheet, showing the results from *December 2020* onwards, when a change was made to the indicator to include results for all the HPV test only.

 To change the parameters of the sheet and display cervical screening data broken down over the last 2, 3 or 5 years, select **Show ≤ Jun 2020** at the top of the sheet.

The following filters are available at the top of the sheet to filter your results by if needed:

- **Collection Month** - Allows you to filter the health service’s data by a particular collection period.
- **Age Groups ≥ Dec 2020** - Allows you to filter the data to show your values for 20-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr and 65-74yr clients from December 2020 on.
- **Age Groups ≤ Jun 2020** - Allows you to filter the data to show your values for 20-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr, 65-69yr and 70 to 74yr clients up until June 2020.
- **Time Period ≤ Jun 2020** - If **Show ≤ Jun 2020** has been selected at the top of the sheet, you will need to select a *Time Period* (2, 3 or 5 years) from here display results in the graph.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

 Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s PI22 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI25: STI result recorded



The *PI25 STI result recorded* individual indicator sheet shows the percentage of your selected health service's clients with a Sexually Transmissible Infection test result recorded, from *June 2022*.



As PI25 is currently being piloted, the data will not be included in the national data set until after the pilot has been concluded.

The following filters are available on the left-hand side of the sheet to filter your selected results by if needed:

- - Allows you to filter your selected health service's results by a particular collection period.
- - Allows you to filter your selected health service's data to only display your results for a particular gender.
- - Allows you to filter your selected results by a particular age group (15-19, 20-24, 25-29 or 30-34yrs).



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI25 data will be visible through the *Submission Comments* tab.

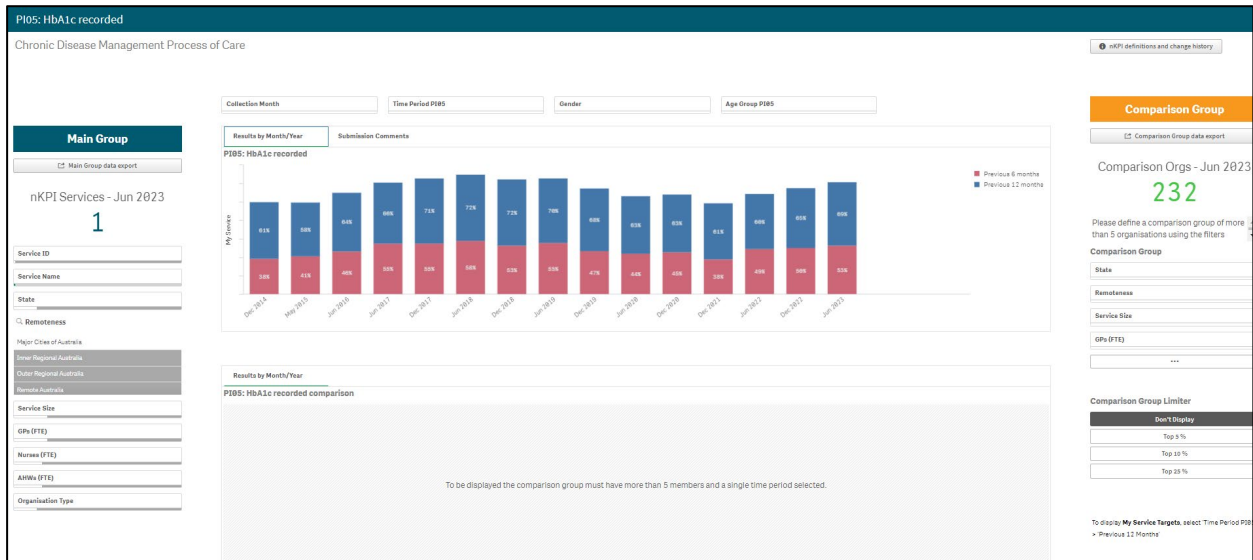
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

# The Individual Indicator Sheets – Chronic Disease Management

## PI05: HbA1c recorded

The *PI05: HbA1c recorded* indicator sheet contains two separate sections: *PI05: HbA1c recorded* (top half of the sheet) and *PI05: HbA1c recorded comparison* (bottom half of the sheet).



The *PI05: HbA1c recorded* graph in the top half of the sheet shows your selected health service’s percentage of clients with HbA1c recorded for each collection period, from the current collection period back to *December 2014* (for the previous 6 months and the previous 12 months).


To display the accompanying comparison graph in the bottom half of the sheet, you need to use  at the top of the sheet to select a particular time to compare results for.

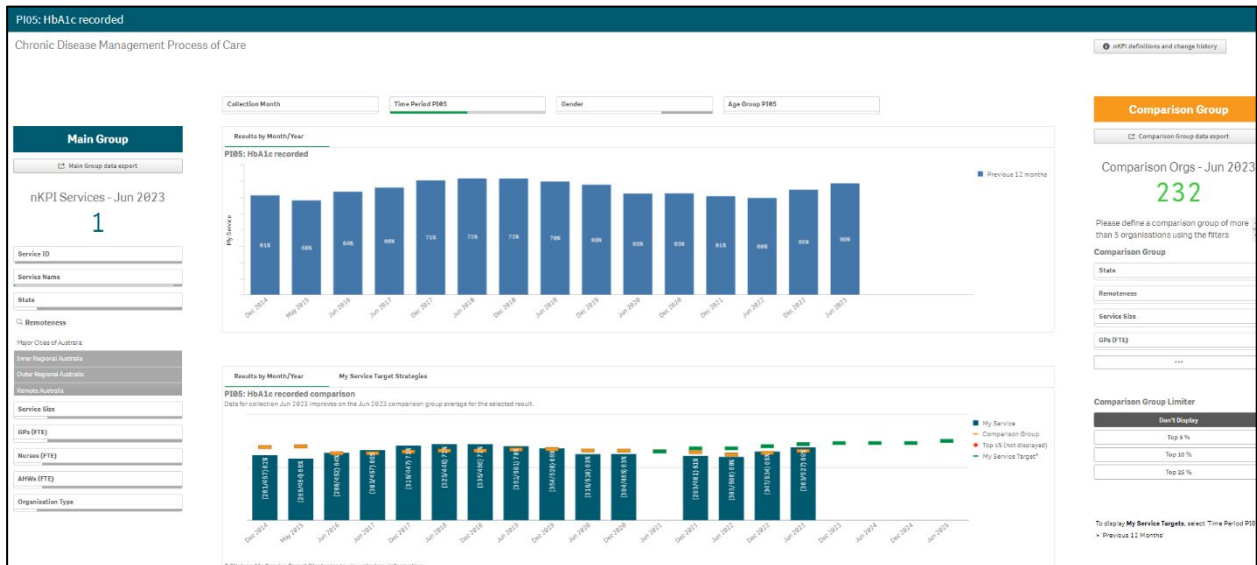




The following filters are also available at the top of the sheet to filter the results by if needed:

- - Allows you to filter the health service’s data by a particular collection period.
- - Allows you to filter the health service’s data to only display your results for a particular gender.
- – Allows you to filter the health service’s results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

Once this is done, the comparison graph will display at the bottom of the sheet, showing your selected health service’s results back to *December 2014* for the selected period, in comparison to the national average.


Your service’s self-determined future targets, as entered in the nKPI Targets tab of the nKPI form, will also display on the comparison graph as , if *Previous 12 months* was selected in the *Time Period P105* filter field at the top of the sheet.



 You can also display the service’s targets for *PI05* by selecting , right-clicking on *My Service Targets - PI05 – Previous 12 months* and selecting *Apply selections*. The service’s targets will now display on the comparison graph. You will then need to select the health service again by selecting it in the *Main Group* section on the left-hand side of the sheet.

If your selected health service entered accompanying strategy text for their *PI05* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

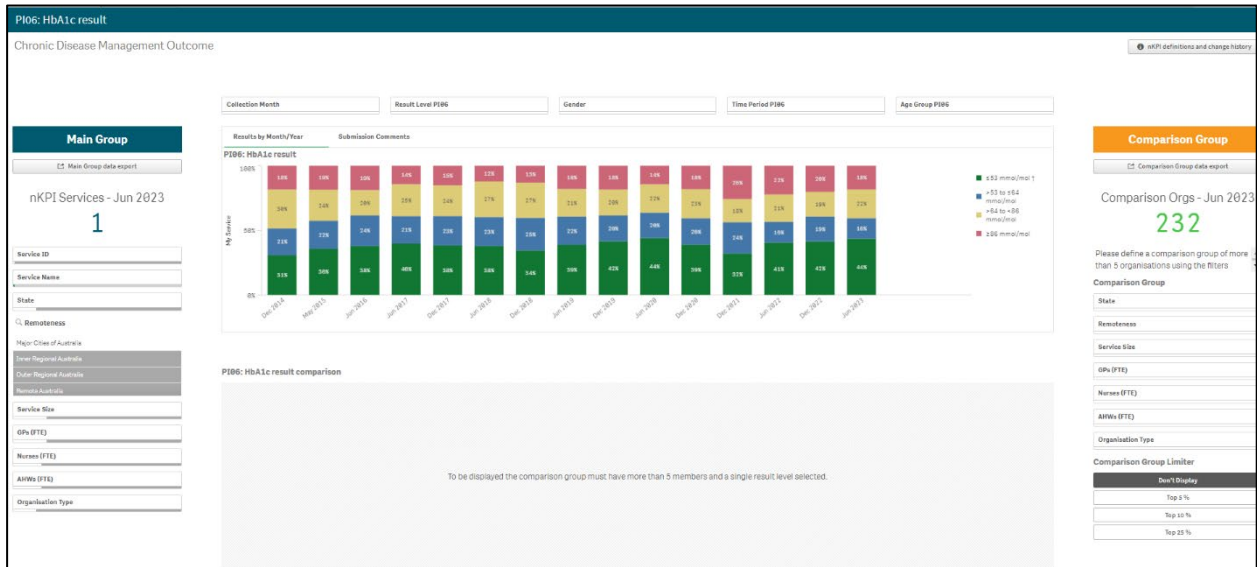
 Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s *PI05* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI06: HbA1c result

The *PI06: HbA1c result* indicator sheet contains two separate sections: *PI06: HbA1c result* (top half of the sheet) and *PI06: HbA1c result comparison* (bottom half of the sheet).



The *PI06: HbA1c result* graph shows your selected health service’s percentage of clients with HbA1c results for each collection period ( $\leq 53$  mmol/mol,  $> 53$  to  $\leq 64$  mmol/mol,  $> 64$  to  $\leq 86$  mmol/mol and  $\geq 86$  mmol/mol) from the current collection period back to December 2014.

To display the accompanying comparison graph in the bottom half of the sheet, you need to use  at the top of the sheet to select a particular result to compare results for.



The following filters are also available at the top of the sheet to filter your results by if needed:

- Allows you to filter the health service’s data by a particular collection period.
- Allows you to filter the health service’s data to only display your results for a particular gender.
- Allows you to filter the results by a particular period. The options are *Previous 6 months* and *Previous 12 months*.
- Allows you to filter the health service’s results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).



Once this is done, the comparison graph will display, showing your health service's results back to *December 2014* for the selected result, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI06 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI07: Chronic Disease Management Plan

The *PI07: Chronic Disease Management Plan* individual indicator sheet shows the percentage of your selected health service's clients that are on a Chronic Disease Management Plan for each collection period, from the current collection period back to *December 2014*.



The following filters are available at the top of the sheet to filter your results by if needed:

- Allows you to filter your selected health service's results by a particular collection period.
- Allows you to filter your selected health service's results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- Allows you to filter your selected health service's data to only display your results for a particular gender
- Allows you to filter the data by either *In Person* or *Telehealth*.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

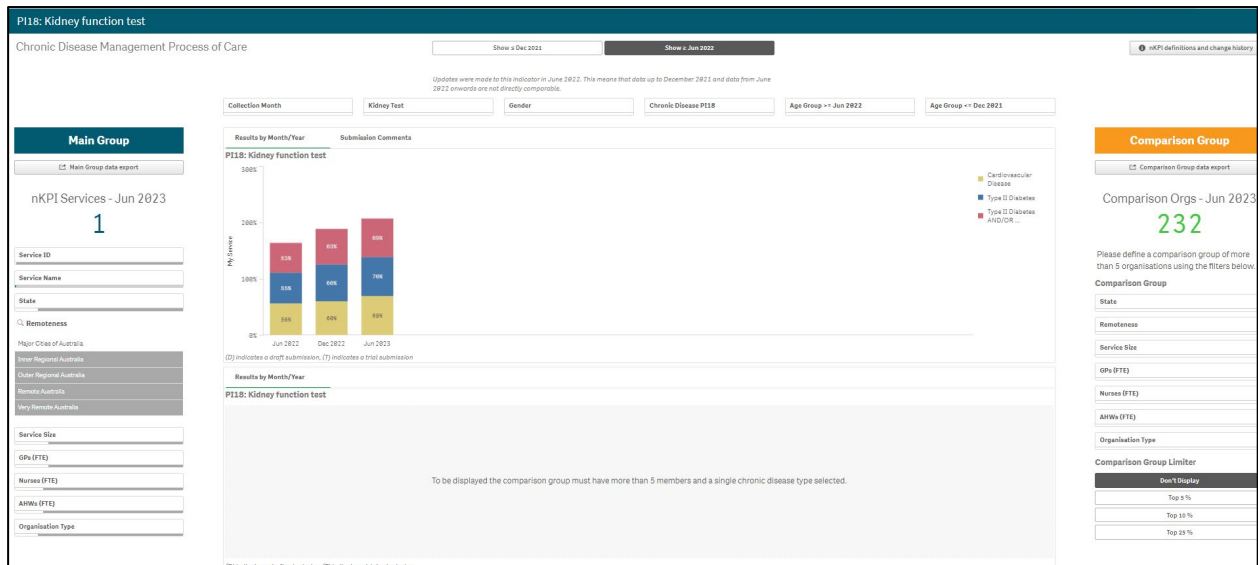


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI07 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI18: Kidney function test



The *PI18: Kidney function test* graph at the top of the sheet shows the percentage of your selected health service’s clients with a kidney function test, for each collection period. The results shown in the graph are displayed for *Cardiovascular Disease* and *Type II Diabetes*.

**Show ≥ Jun 2022** will default as selected at the top of the sheet, showing your selected health service’s kidney function test results from *June 2022* onwards, when the indicator was changed to reflect the *Chronic Kidney Disease Management in Primary Care*. Also, the *0-14 years* age group was removed, and the *15-24 years* age group was changed to *18-24 years*.



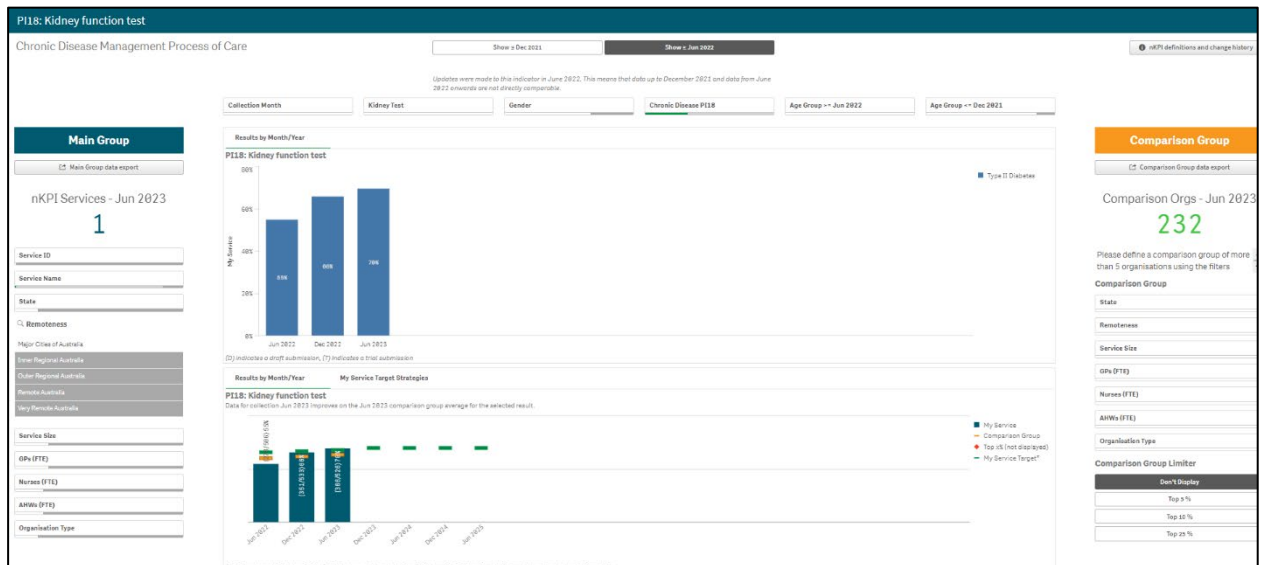
To show data from *December 2014* to *December 2021*, before the change was made, select **Show ≤ Dec 2021** at the top of the sheet (*this is shown above*).


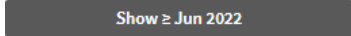
To display the accompanying comparison graph in the bottom half of the sheet, you need to use **Chronic Disease PI18** at the top of the sheet to display a particular disease to compare results for. The options are *Cardiovascular Disease*, *Type II Diabetes* and *Type II Diabetes and/or Cardiovascular Disease*.

The following filters are also available at the top of the sheet to filter your results by if needed:

- **Collection Month** - Allows you to filter your health service’s results by a particular collection period.
- **Kidney Test** - Allows you to filter your results by the type of kidney test. The options are *eGFR only*, *ACR only* or *Both eGFR and ACR*.
- **Gender** - Allows you to filter your health service’s data to only display your results for a particular gender.
- **Age Group >= Jun 2022** - Allows you to filter your results by a particular age group (18-24, 25-34, 35-44, 45-54, 55-64).
- **Age Group <= Dec 2021** - Allows you to filter your results by a particular age group (0-14, 15-24, 25-34, 35-44, 45-54, 55-64).

Once this is done, the comparison graph will display at the bottom of the sheet, showing your selected health service's results for the selected disease, in comparison to the national average.



Your selected service's self-determined future targets, as entered in the nKPI Targets tab of the nKPI form, will display on the comparison graph as  for the next four collection periods if *Type II Diabetes* was selected in the *Chronic Disease PI18* filter field and  is selected at the top of the sheet.

If your selected health service entered accompanying strategy text for their *PI18* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's *PI18* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI19: Kidney function test

The *PI19: Kidney function test individual* indicator sheet contains two separate sections: *PI19: Kidney function test* (top half of the sheet) and *PI19: Kidney function test comparison* (bottom half of the sheet).

The screenshot shows the 'PI19: Kidney function test' dashboard. At the top, there is a warning: 'This indicator was significantly updated in June 2022. Results from before December 2021 are no longer shown in Qlik, but are still available through the My Service data export sheet.' Below this, there are filter sections for 'Main Group' (with a dropdown for 'nKPI Services - Jun 2022' showing '1') and 'Comparison Group' (with a dropdown for 'Comparison Orgs - Jun 2022' showing '229'). The 'Chronic Disease PI19' dropdown is currently empty. The main content area is blank with the text 'To display data, please select a chronic disease'. The right sidebar contains various filter options like State, Remoteness, Service Size, GPs (FTE), Nurses (FTE), AHWs (FTE), and Organisation Type, along with a 'Comparison Group Limiter' section.

By default, the *PI19: Kidney function test* individual indicator sheet will display as blank. To get data to display in this sheet, you first need to select a chronic disease using

**Chronic Disease PI19**

at the top of the sheet. The options are *Cardiovascular disease*, *Type II Diabetes*, and *Type II Diabetes AND/OR Cardiovascular disease*.

The sheet will now update to display the selected health service's results for the selected chronic disease, in the top half of the sheet.

The screenshot shows the 'PI19: Kidney function test' dashboard with data displayed. The 'Chronic Disease PI19' dropdown is now set to 'Cardiovascular Disease'. The main content area displays a bar chart titled 'Results by Month/Year' for 'PI19: Kidney function test - Cardiovascular Disease'. The chart shows the percentage of clients in different risk levels (High Risk, Low Risk, Moderate Risk, Normal Risk, Other) for June 2022 and June 2023. The 'Comparison Orgs - Jun 2023' dropdown shows '232'. The right sidebar contains the same filter options as the previous screenshot.

Month/Year	High Risk	Low Risk	Moderate Risk	Normal Risk	Other
Jun-2022	13%	22%	16%	41%	8%
Jun-2023	13%	20%	16%	41%	8%

The *PI19: Kidney function test - eGFR result* graph at the top of the sheet shows your selected health service's percentage of clients, with the selected chronic disease, with kidney function test results from *June 2022*.



Due to significant changes made to the indicator, only data from June 2022 onwards will display here. The historical data will still be available through the data export sheets, if needed.

The risk levels that display in the graph are:

- High
- Low
- Moderate

- Normal
- Other

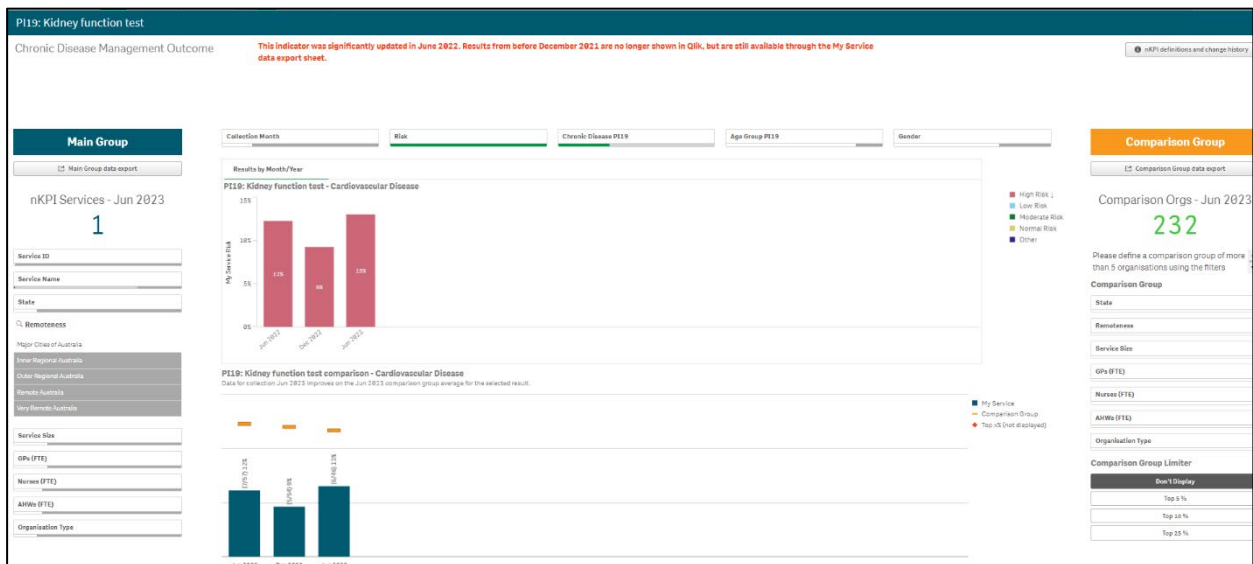
To display the accompanying comparison graph in the Comparison View section in the bottom half of the sheet, you need to use  on the left-hand side of the sheet to select a particular risk level to compare results for.



The following filters are also available at the top of the sheet to filter the results by if needed:

- - Allows you to filter your selected health service's data by a particular collection period.
- - Allows you to filter your selected health service's results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- - Allows you to filter your selected health service's data to only display your results for a particular gender.

Once this is done, the comparison graph will display at the bottom of the sheet, showing your selected health service's results for the selected risk level, in comparison to the national average.



You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

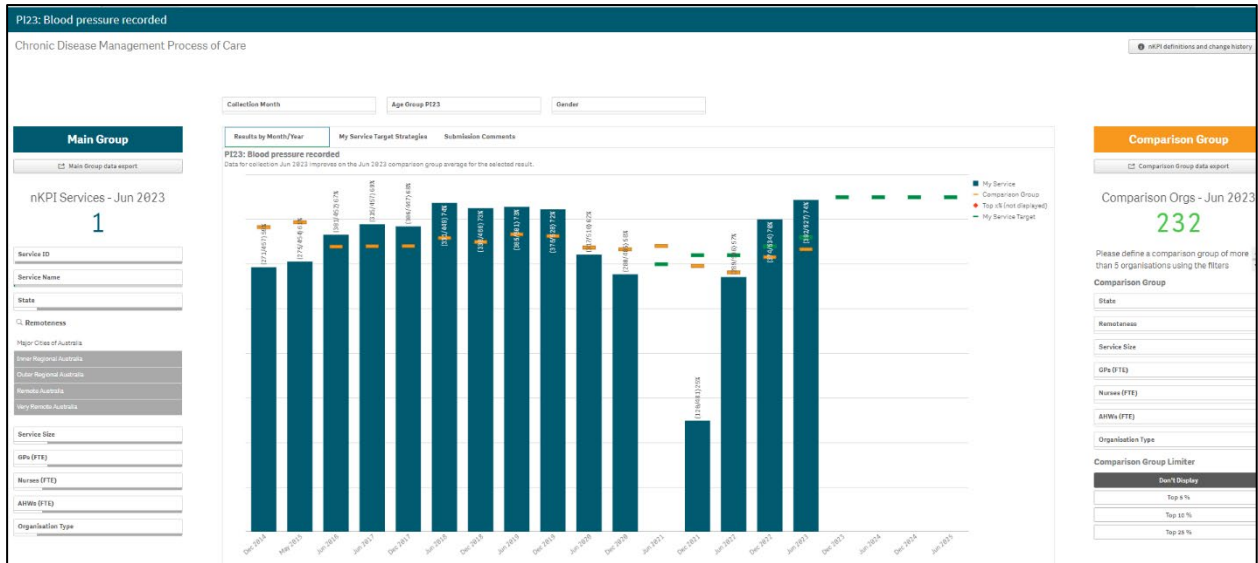


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's P19 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI23: Blood pressure recorded



The *PI23: Blood pressure recorded* graph shows the percentage of your selected health service’s clients with their blood pressure recorded, for each collection period, from the current collection period back to *December 2014*.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the ■.

Your selected service’s self-determined targets for future periods also display on the comparison graph as —.

If your selected health service entered accompanying strategy text for their *PI23* targets in the *nKPI Targets* tab of their nKPI form, select the *My Service Target Strategies* tab to display this text.

The following filters are available at the top of the sheet to filter the results by if needed:

- Collection Month - Allows you to filter the selected health service’s results by a particular collection period.
- Age Group PI23 – Allows you to filter the selected health service’s results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- Gender - Allows you to filter the selected health service’s data to only display results for a particular gender.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.

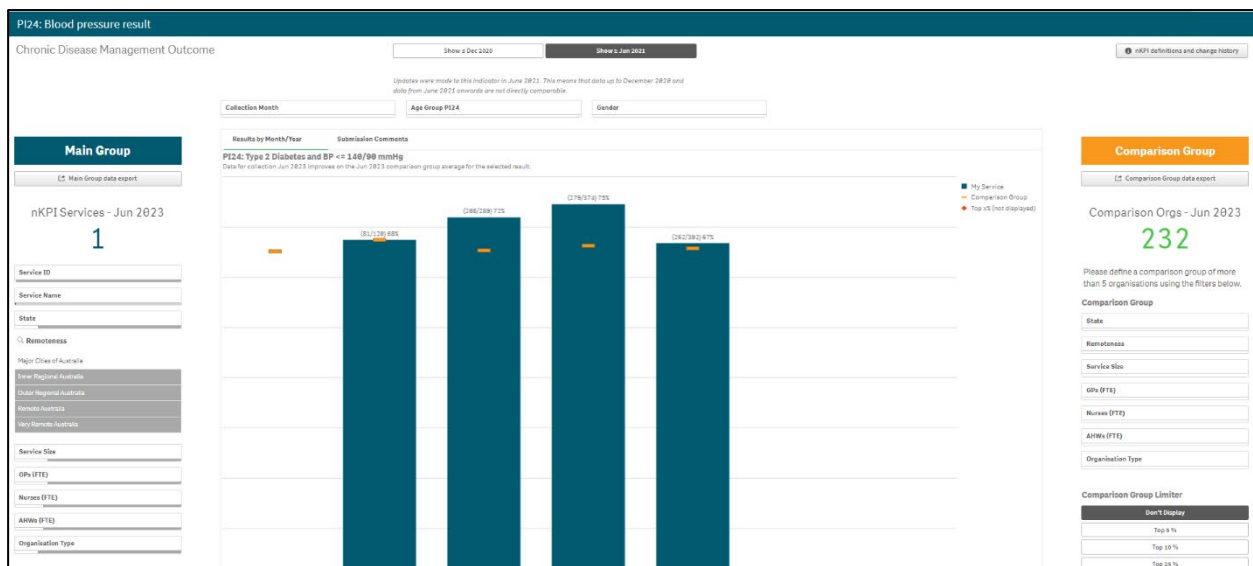


Any comments entered in the nKPI form by either the health service or the AIHW regarding the service’s *PI23* data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

## PI24: Blood pressure result



The *PI24: Blood pressure result* graph shows the percentage of your selected health service's clients with a blood pressure result, for each collection period, from the current collection period back to *December 2014*.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing your selected service's blood pressure results from *June 2021* onwards, when a change was made to the indicator to record results for clients whose blood pressure is less than or equal to 140/90mmHg.



To show data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

The following filters are available at the top of the sheet to filter your results by if needed:

- Allows you to filter your selected health service's results by a particular collection period.
- Allows you to filter the results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- Allows you to filter the health service's data to only display results for a particular gender.

You can change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the right-hand side of the sheet.



Any comments entered in the nKPI form by either the health service or the AIHW regarding the service's PI24 data will be visible through the *Submission Comments* tab.

For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.



## The Data Export – Main Group sheet

The following procedure is used to display the *Data Export – Main Group* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Data Export – Main Group** tile.

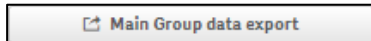
The Data Export – Main Group sheet will display.

**Data export - Main Group**

The use of health service level nKPI and OSR data is subject to strict governance arrangements agreed with the First Nations health sector. First Nations Health Division (FNHD) staff may use health service level data from this QLIK analytics resource as an input into policy discussion and for initiatives to support the sector. Data at health service level may not be circulated or used outside FNHD for any purpose, including ministerial briefings or collaboration with other government agencies. If you have questions about the purposes for which this health service level data can be used, please contact [indigenousreporting@health.gov.au](mailto:indigenousreporting@health.gov.au).

Collection Month	Service Name	Indicat.	Age Group	Gender	Service Mode	Chronic Disease	Time Period	Result Level	BMI	Kidney Test	Smoking Status	Birth Weight	Gestational Age	Risk	Num.	Denom.	Perce.	Exclusion Status
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI02	-	-	-	-	12MONTHS	-	-	-	-	-	-	-	20	23	87%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI02	-	-	-	-	12MONTHS	-	-	-	-	HIGH	-	-	1	20	5%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI02	-	-	-	-	12MONTHS	-	-	-	-	LOW	-	-	3	20	15%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI02	-	-	-	-	12MONTHS	-	-	-	-	NORMAL	-	-	16	20	80%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	0-4YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	37	122	30%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	0-4YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	122	0%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	0-4YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	18	128	14%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	0-4YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	128	0%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	5-14YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	87	250	35%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	5-14YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	250	0%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	5-14YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	79	236	33%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	5-14YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	2	236	1%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	15-24YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	72	270	27%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	15-24YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	270	0%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	15-24YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	46	207	22%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	15-24YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	3	207	1%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	25-34YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	144	405	36%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	25-34YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	10	405	2%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	25-34YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	61	305	20%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	25-34YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	4	305	1%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	35-44YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	80	290	28%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	35-44YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	3	290	1%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	35-44YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	62	240	26%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	35-44YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	4	240	2%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	45-54YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	109	261	42%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	45-54YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	7	261	3%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	45-54YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	73	256	29%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	45-54YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	2	256	1%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	55-64YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	93	241	39%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	55-64YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	241	0%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	65-64YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	65	186	35%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	65-64YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	5	186	3%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	65ANDOVER	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	99	164	60%	Accepted
Jun 2013	Aboriginal Medical Service Co Op Ltd	PI03	65ANDOVER	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	0	164	0%	Accepted

The *Data Export – Main Group* sheet is accessible from any of the summary or individual indicator sheets in the *QLIK Stakeholder nKPI & OSR Report*, by selecting



as well as from the *QLIK Stakeholder nKPI & OSR Report* home screen.

By default, with no filters applied, the *Data Export – Main Group* sheet displays all health service nKPI data for every indicator, for every collection period, back to *December 2014*.

If you have applied filters in the sheet, you are accessing the data from to form a comparison group, then the data displayed here will be the results of that comparison group. To see the comparison group the data is for, simply look at the grey *Filter Bar* above the *Title Bar* to see what comparison group has been created through the filters that have been applied.

If required, you can filter by *Collection* in the top left-hand corner of the sheet to only display data for a particular collection month.

You can also use in the applicable column of the table to filter the data by other values such as *Age group*, *Gender*, or *Indicator*.

To extract the data from QLIK:

- Right-click anywhere on the table and select **Download as....**
- Select **Data**.

The Export complete dialog box will display.

- Select the **Click here to download your data file link**.
- In the dialog box that displays at the bottom of the sheet, either **Save** or **Open** the generated Excel file as required.



This process also applies to extracting the *Data Extract – Comparison Group* sheet detailed below.

## The Data Export – Comparison Group sheet

The following procedure is used to display the *Data Export – Comparison Group* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Data Export – Comparison Group** tile.

The Data Export – Comparison Group sheet will display.


**Data export - Comparison Group**

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Collection: Jun 2023, Dec 2022

State: [Filter] Remoteness: [Filter] Service Size: [Filter] GPs (FTE): [Filter] Nurses (FTE): [Filter] AHWs (FTE): [Filter] Organisation Type: [Filter] Gender: [Filter]


Collection Month	Indicator	Age Group	Gender	Service Mode	Chronic Disease	Time Period	Result Level	BMI	Kidney Test	Smoking Status	Birth Weight	Gestational Age	Risk	Numerator	Denominator	Percentage
Jun 2023	P001	-	-	-	-	12MONTHS	-	-	-	-	-	-	-	5853	7597	77
Jun 2023	P002	-	-	-	-	12MONTHS	-	-	-	-	HIGH	-	-	136	5853	2
Jun 2023	P002	-	-	-	-	12MONTHS	-	-	-	-	LOW	-	-	709	5853	12
Jun 2023	P002	-	-	-	-	12MONTHS	-	-	-	-	HOSPITAL	-	-	5008	5853	86
Jun 2023	P003	0-4YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	6207	17434	36
Jun 2023	P003	0-4YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	66	17434	0
Jun 2023	P003	0-4YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	7690	19029	40
Jun 2023	P003	0-4YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	83	19029	0
Jun 2023	P003	5-14YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	18295	31622	58
Jun 2023	P003	5-14YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	96	31622	0
Jun 2023	P003	5-14YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	11342	39714	29
Jun 2023	P003	5-14YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	125	39714	0
Jun 2023	P003	15-24YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	35147	37274	94
Jun 2023	P003	15-24YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	135	37274	0
Jun 2023	P003	15-24YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	11514	29162	39
Jun 2023	P003	15-24YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	170	29162	0
Jun 2023	P003	15-24YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	14084	35891	39
Jun 2023	P003	15-24YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	297	35891	0
Jun 2023	P003	15-24YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	8007	24569	33
Jun 2023	P003	15-24YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	145	24569	0
Jun 2023	P003	15-24YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	11172	26590	42
Jun 2023	P003	15-24YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	196	26590	0
Jun 2023	P003	15-24YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	8155	28619	29
Jun 2023	P003	15-24YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	241	28619	0
Jun 2023	P003	45-54YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	11188	21187	53
Jun 2023	P003	45-54YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	184	21187	0
Jun 2023	P003	45-54YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	9882	19672	50
Jun 2023	P003	45-54YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	186	19672	0
Jun 2023	P003	55-64YR	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	9524	18349	52
Jun 2023	P003	55-64YR	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	167	18349	0
Jun 2023	P003	55-64YR	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	7888	14946	53
Jun 2023	P003	55-64YR	M	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	113	14946	0
Jun 2023	P003	65ANDOVER	F	In Person	-	12MONTHS	-	-	-	-	-	-	-	7188	13481	53
Jun 2023	P003	65ANDOVER	F	Telehealth	-	12MONTHS	-	-	-	-	-	-	-	80	13481	0
Jun 2023	P003	65ANDOVER	M	In Person	-	12MONTHS	-	-	-	-	-	-	-	1444	8813	16

The Data Export – Comparison Group sheet is accessible from any of the summary or detailed indicator sheets in the *QLIK Stakeholder nKPI & OSR Report*, by selecting  as well as from the *QLIK Stakeholder nKPI & OSR Report* home screen.

By default, with no filters applied, the *Data Extract – Comparison Group* sheet displays national data averages for every indicator, for every collection period, back to *December 2014*.

If you have applied filters in the sheet, you are accessing the data from, then the data displayed here will be the averages of that comparison group. To see the comparison group the data is for, simply look at the grey *Filter Bar* above the *Title Bar* to see what comparison group has been created through the filters that have been applied.

If required, you can filter the *nKPI - Data Export – Comparison Group* sheet by *Collection* to only display data for a particular collection period.

You can also use  in the applicable column to filter the data by other values such as *Age group*, *Gender*, or *Indicator*.

## The Export of Current Reporting Round sheet

The *Export of Current Reporting Round* sheet allows you to easily export nKPI and OSR data out of QLIK in the one table if needed.

The following procedure is used to display the *Export of Current Reporting Round* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Export of Current Reporting Round** tile.

The Export of Current Reporting Round Data sheet will display.

**Export of Current Reporting Round**

Data Export

The use of health service level nKPI and OSR data is subject to strict governance arrangements agreed with the First Nations health sector. First Nations Health Division (FNHD) staff may use health service level data from this QLIK analytics resource as an input into policy discussion and for initiatives to support the sector. Data at health service level may not be circulated or used outside FNHD for any purpose, including ministerial briefings or collaboration with other government agencies. If you have questions about the purposes for which this health service level data can be used, please contact [indigenousreporting@health.gov.au](mailto:indigenousreporting@health.gov.au).

Export Masterlist for OSR Reporting Round Nov 2022 and nKPI Reporting Round Dec 2022

Service Id	Service Name	Servi... Sites	Episo... of Care	Clients	Indig... Clients	Client Cont...	FTE	Clinical FTE	Indig... FTE	Vacant FTE	Board Size	Board ATSI Mem...	Orga... Mem...	P101	P102 Nor...	P102 Low	P103 0-14yrs	P103 15-24yrs	P103 25-54yrs	P103 55+yrs mont...	P105 12 mont...	P105 6 HBA...	P106	
Totals		2	38	6	6	38	16.5	9.5	11.5	0.0	19	6	380	75%	82%	18%	29%	47%	54%	68%	71%	51%	38%	
2431	Durrn Aboriginal Corporation Medical Service	1	38	6	6	38	16.5	9.5	11.5	0.0	19	6	380											
4818	Training User 11 Health Service	0	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	100%	82%	18%	29%	47%	54%	68%	71%	51%	38%	
4878	Stuart's Training Health Service	0	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	77%	82%	18%	29%	47%	54%	68%	71%	51%	38%	

By default, the table in the *Export of Current Reporting Round* sheet displays key OSR data (episodes of care, client numbers etc) along with data for each of the applicable nKPIs.

Other information (organisation characteristics, service sites and data sharing consent responses) can be added to the table if needed, using the buttons on the left-hand side of the sheet.

Once you have added the required data to the table, you can export the data to Excel by right-clicking on the table, selecting *Download as...* and then selecting *Data*.

## The OSR – Data Export sheet

The *OSR – Data Export* sheet allows you to easily export summary OSR data out of the *QLIK Stakeholder nKPI & OSR Report* into Microsoft Excel for an individual health service or a collection of services as needed.

The following procedure is used to display the *OSR – Data Export* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **OSR – Data Export** tile.

The OSR – Data Export sheet will display.

**OSR - Data Export**

Data Export

The use of health service level nKPI and OSR data is subject to strict governance arrangements agreed with the Indigenous health sector. Indigenous Health Division (IHD) staff may use health service level data from this QLIK analytics resource as an input into policy discussion and for initiatives to support the sector. Data at health service level may not be circulated or used outside IHD for any purpose, including ministerial briefings or collaboration with other government agencies. If you have questions about the purposes for which this health service level data can be used, please contact [indigenousreporting@health.gov.au](mailto:indigenousreporting@health.gov.au).

OSR Reporting Round		OSR - Summary Data													
Reporting Round	Service Id	Service Name	Service Sites	Clients	Client Contacts	Episodes of Care	FTE	Indigenous FTE	Admin FTE	Clinical FTE	Vacant FTE	MBS Claims	MBS Benefit Paid		
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	1	2,975	42,769	28,256	61.0	23.8	21.6	36.6	15.6	14,395	\$1,885,821		
Jun 2020	4365	Albury Wodonga Aboriginal Health Service Incorporated	1	2,948	43,716	26,644	39.9	11.0	11.4	25.9	0.0	15,816	\$996,466		
Jun 2019	4365	Albury Wodonga Aboriginal Health Service Incorporated	0	2,661	41,696	33,113	46.0	21.9	16.0	28.0	3.0	14,719	\$967,154		
Jun 2018	4365	Albury Wodonga Aboriginal Health Service Incorporated	1	2,564	37,434	26,683	37.4	18.6	15.8	21.2	0.0	9,849	\$654,966		
Jun 2017	4365	Albury Wodonga Aboriginal Health Service Incorporated	1	2,769	36,282	19,354	48.9	28.8	13.7	26.4	1.1	7,912	\$562,498		
Jun 2016	4365	Albury Wodonga Aboriginal Health Service Incorporated	1	2,587	32,688	17,516	39.9	18.4	15.0	22.3	0.0	6,847	\$388,794		
Jun 2015	4365	Albury Wodonga Aboriginal Health Service Incorporated	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0	\$0		

OSR - Client Numbers											
Reporting Round	Service Id	Service Name	Gender	Indigenous Status	Age Group	Client Numbers					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	60-64YR	50					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	65YRPLUS	53					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	55-59YR	69					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	50-54YR	63					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	40-44YR	65					
Jun 2021	4365	Albury Wodonga Aboriginal Health Service Incorporated	F	Indigenous	45-49YR	69					

OSR - Episodes of Care

By default, the *OSR – Data Export* sheet will display OSR data for all reporting health services, for all collection periods, back to 2016. The data in this sheet is broken down into several tables, one for each different element of the OSR data.

If required, you can use the filter fields in the top left-hand corner of the sheet to filter the data displayed in the table to show for a particular *reporting round*.

You can also use the filter fields in the *Organisation* section if needed to filter the data displaying in the table by characteristics such as *state*, *remoteness* and/or *service size*. If you wish to just export the data for a particular service, you can do this using the *Service Name* field.



In addition to the above, you can also filter the data displayed by collection period by using the magnifying glass at the top of the *Calendar Month* column.

Once you have applied any required filters to the data, the following procedure can be used to export the data to Microsoft Excel.

2. Right-click anywhere on the data export table and select **Download as... > Data**.
3. In the window that displays, select the **Click here to download your data file** link.
4. In the Download bar that displays at the bottom of the sheet, select the arrow, and then select **Open**.

The Microsoft Excel spreadsheet containing the selected data set will now display and can be edited, saved, and shared as needed.

## The Organisation Masterlist sheet

The Organisation Masterlist sheet allows you to overlay different organisational characteristics to display combinations of data for reporting health services, using the *Characteristics* section on the left-hand side of the sheet and the *Calculations* section on the right-hand side of the sheet.

The following procedure is used to view the Organisation Masterlist sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Organisation Masterlist** tile.

The Organisation Masterlist sheet will display.

The screenshot shows the 'Organisation Masterlist' interface. On the left, under 'Characteristics', there is a list of 18 characteristics, each with a 'Remove Characteristic' and 'Add Characteristic' button. The central area is titled 'Organisation Masterlist for Jun 2022' and contains a large empty space with the text 'Incomplete visualization'. On the right, under 'Calculations', there is a list of 18 calculation options, each with an 'Add Calculation' and 'Remove Calculation' button.

The *Characteristics* section is where you select the characteristic you wish to add to the master list.

The *Calculations* section produces values for the selected characteristic. For example, if you have selected *Service Name* in the *Characteristics* section, then the values for whatever option you select under *Calculations* will display for each of the health services.

The following is an example of how you could use the organisation master list:

2. Select **Service Name** under **Add Characteristics** in the **Characteristics** section on the left-hand side of the sheet.
3. Select **Clients** under **Add Calculations** in the **Calculations** section on the right-hand side of the sheet.
4. Select **Organisation Members.** under **Add Calculations** in the **Calculations** section on the right-hand side of the sheet.

The Organisation Masterlist sheet updates to display the organisation masterlist containing the selected elements.

The screenshot shows the 'Organisation Masterlist' interface. On the left, there are 'Characteristics' filters for Service Name, Service State, Indigenous Region, Indigenous Location, Service Address, Data Sharing Response, PHN Code, Remoteness, MMM, Service Size, IRSE0, Governance Model, Incorporated, and Incorporated With. The main table is titled 'Organisation Masterlist for Jun 2022' and has a search bar for 'Service Name Q'. The table columns are 'Service Name', 'Values', 'Clients', and 'Organisation Members'. The 'Calculations' section on the right includes filters for Total Sites, Clinical Del. Sites, Episodes of Care, Clients, Clients by Site (Est.), Indigenous Clients, Indig. Clients by Site (Est.), Client Contacts, FTE, Clinical FTE, Indigenous FTE, Vacant FTE, Board Size, and Board ATSI.

Service Name	Clients	Organisation Members
Aboriginal & Torres Strait Islander Community Health Service Mackay Ltd	3,478	58
Aboriginal and Torres Strait Islander Community Health Service Brisbane Limited	17,159	148
Aboriginal Medical Service Co Op Ltd	4,886	156
Access Services for Kooroos Ltd	1,982	60
Albury Wodonga Aboriginal Health Service Incorporated	3,581	139
Ampliviva Health Centre Aboriginal Corp	993	124
Anglicare WA Inc	76	0
ANYINGINYI HEALTH ABORIGINAL CORPORATION	3,842	682
Apuripima Cape York Health Council Limited	5,976	1,752
Archa Health Limited	3,213	62
Armanjui Health Service Aboriginal Corporation	5,885	142
Avakakal Ltd	8,734	976
Balarat & District Aboriginal Cooperative	1,585	518
Barossa Hills Fleurieu Local Health Network Incorporated	772	0
Bega Gungahlin Health Services Incorporated	4,588	189
Bendigo and District Aboriginal Co-operative	2,834	599
Bidjardi Aboriginal & Torres Strait Islanders Corp Com Service Central Qld	4,248	16
Biripi Aboriginal Corporation Medical Centre	3,183	588
BNMAC - Gogahwera General Practice	1,837	28
BNMAC - Richmond Valley	2,233	28
Boab Health and Community Services Ltd	4,364	18
Bourke Aboriginal Corporation Health Service	2,898	438
Broome Regional Aboriginal Medical Service	6,556	88
Budja Budja Aboriginal Cooperative	855	36
Bulgari Ngaru Medical Aboriginal Corporation	3,138	38
Bullimah Aboriginal Health Service Limited	1,774	142
CAAC - Amonguna Community Health Service	638	2,028
CAAC - Ngawere Health Aboriginal Corporation	597	2,028
CAAC - Mutjulu Community Health Service	1,888	2,028
CAAC - Uquj Medical Service	444	2,028
Cairns and Hinterland Hospital and Health Service	21	0
Cape Barren Island Aboriginal Corporation	95	74
State Work Health & Safety		

The Organisation Masterlist sheet is now updated to display the list of health services on the left-hand side of the table, with their client and member numbers displaying on the right-hand side.

Some of the key pieces of information you can obtain through the *Organisation Masterlist* are:

- A list of health services and their data sharing consent question responses (by selecting *Service Name* and *Site Name* in the *Characteristics* section).
- A list of health services and their accreditation status and details (by selecting *Service Name*, *Accreditation RACGP*, *Org Accred* and *Org Accred Type* in the *Characteristics* section).
- A list of health services and their client numbers and/or FTE (by selecting *Service Name* under *Characteristics* and *Clients* and *FTE* in the *Calculations* section).
- A list of health services and their clinics (by selecting *Service Name* and *Site Name* in the *Characteristics* section).



If any of the characteristics you have added to the masterlist contain multiple values, you can filter these values using the corresponding button that displays above the table (for example, **Data Sharing Re...**). You can then select the required value and confirm the selection and the masterlist will be filtered to just display these values.

5. To export the data out of QLIK and into an Excel spreadsheet by right-clicking anywhere on the table and selecting **Download as... > Data**.



If required, you can limit the data being displayed in the master list to a particular collection period, using the **OSR Reporting Round** filter field at the top of the sheet.

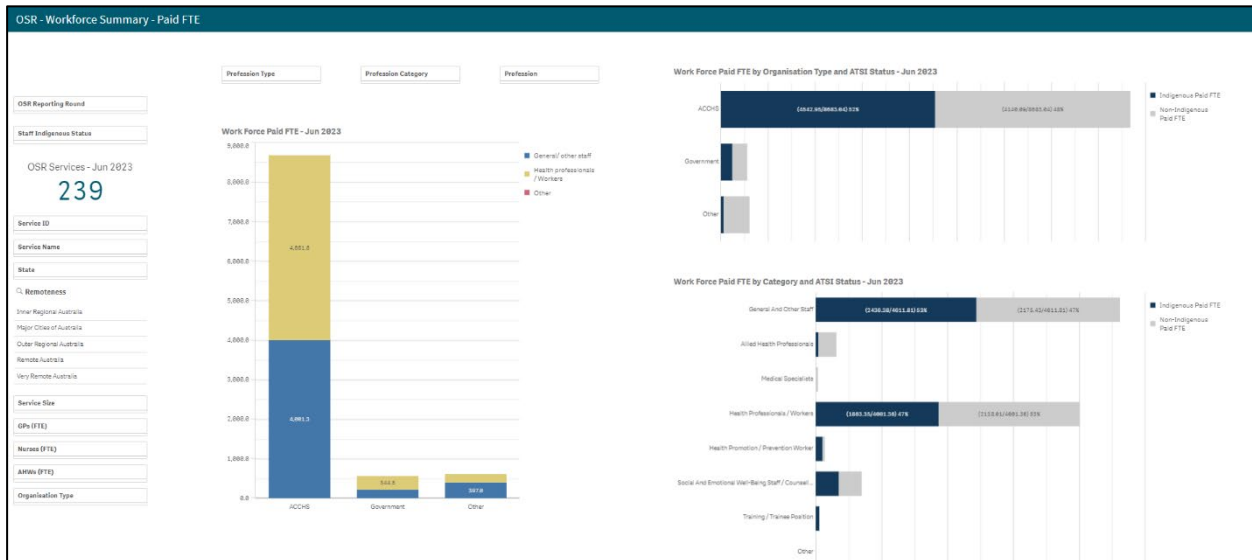
## The OSR - Workforce Summary – Paid FTE sheet

The OSR – Workforce Summary – Paid FTE sheet displays, by default, summary workforce information for all reporting health services, showing the breakdown of FTE for position types by organisation type, category and ATSI status.

The following procedure is used to display the *OSR – Workforce Summary – Paid FTE* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **OSR – Workforce Summary – Paid FTE** tile.

The OSR – Workforce Summary sheet – Paid FTE will display.



The Organisations section on the left-hand side of the sheet can be used as needed to filter the workforce summary data by characteristics such as state, remoteness, or service size.

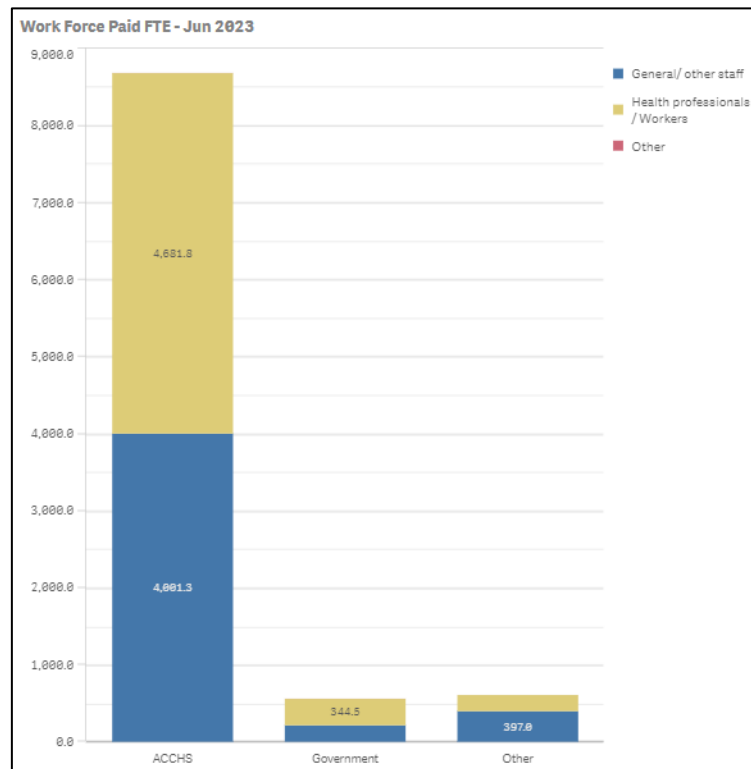
OSR Reporting Round
Staff Indigenous Status
Organisations <b>321</b>
Service ID
Service Name
State
Remoteness
Service Size
GPs (FTE)
Nurses (FTE)
AHWs (FTE)
Organisation Type

The *OSR Reporting Round* and *Staff Indigenous Status* fields directly above the *Organisations* section can also be used to display the workforce summary data for just a particular year or for staff with a particular Indigenous status.

2. Select the required filter field (such as ) from the **Organisations** section.

3. Make the applicable selection from the list that displays and select .

The OSR – Workforce Summary sheet will update to only display data for the characteristic(s) selected from the *Organisations* section. The number displayed in the *Organisations* section will also update to display the number of health services included in the current selection.



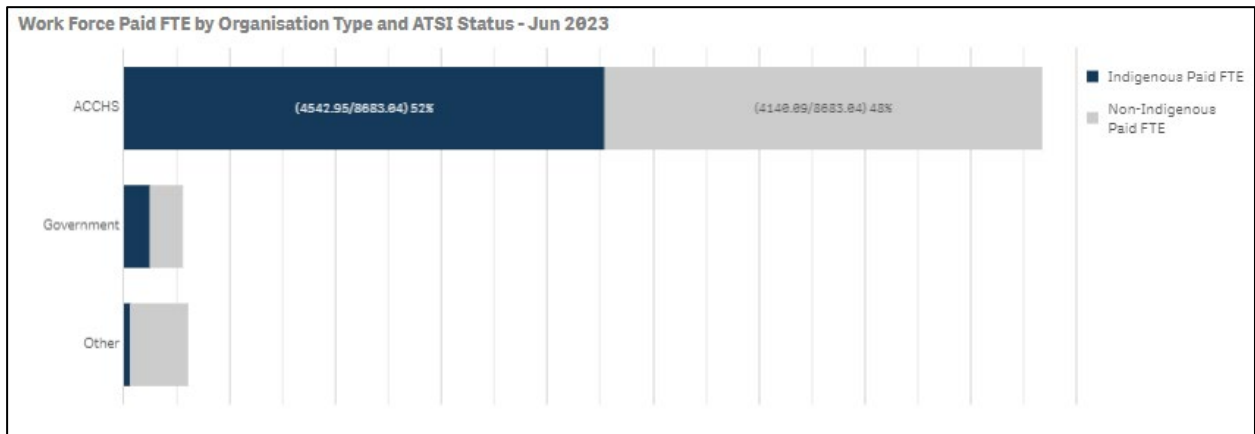
The *Work Force Paid FTE – Jun 2023* graph will display a graphical breakdown of FTE by organisation type. The different organisation types (*ACCHS, Local Government etc*) will be listed on the Y (vertical) axis of the graph.

The bars on the graph will then show, in 000's, the number of paid/unpaid FTE for each organisation type for *General/other staff, Health professionals/Workers* and *Other*.

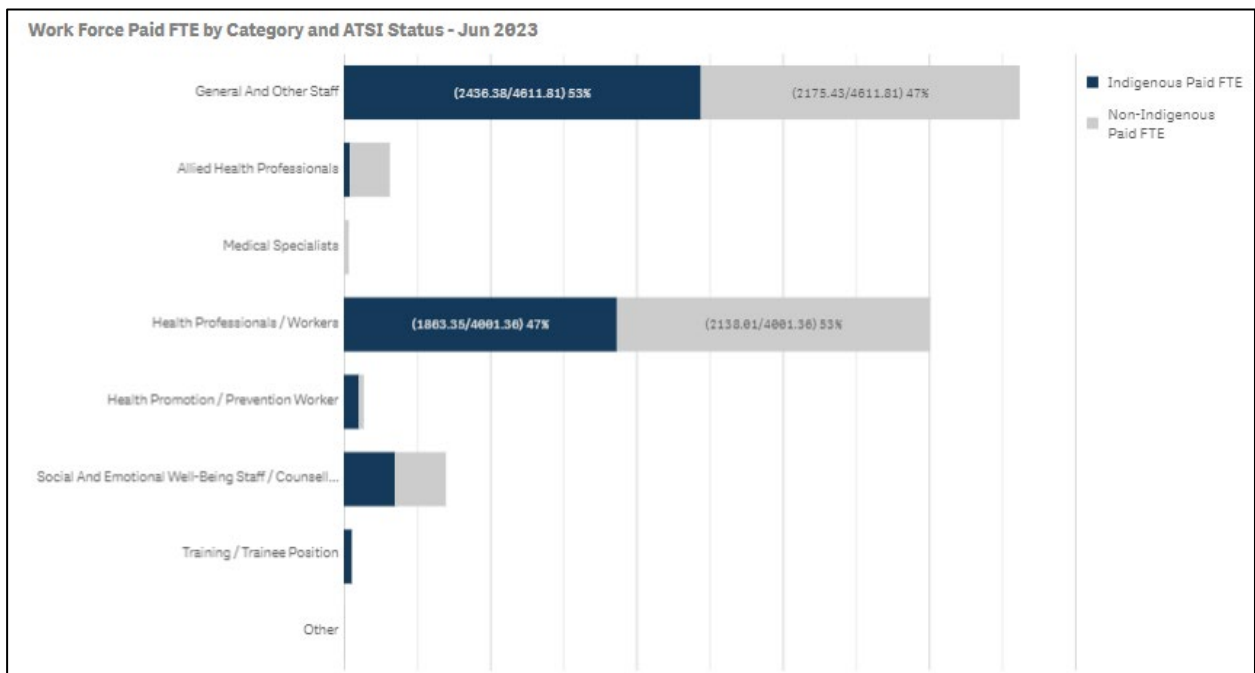
If needed, you can also filter the data displaying in the graph by the following:

- - Allows you to filter the data displayed in the graph by one of *General/ other staff, Health professionals / Workers* or *Other*.
  - If you select **General/ other staff**, values will display for *General and Other Staff and Transport Workers*.
  - If you select **Health professionals / Workers**, values will display for *Health professionals / Workers, Allied Health Professionals, Health Promotion / Prevention Workers, Medical Specialists, Other Health / Clinical Staff, Social and Emotional Well-Being Staff / Counsellors and Training / Trainee Positions*.
  - If you select **Other**, values will display for many positions including *Aboriginal Care Coordinators, Aboriginal Community Care Workers, Aboriginal Community Workers – Mental Health, Aboriginal Family Violence Case Managers, Aboriginal Healing Workers, Aboriginal Health Worker Trainees, and Accounts Officers*.
- - Allows you to filter the data displayed in the graph by one of the applicable position types, such as *Allied Health Professionals, Medical Specialists* or *Transport Workers*.
- - Allows you to filter the data displayed by individual positions.





The *Work Force Paid FTE by Organisation Type and ATSI Status – Jun 2023* graph shows the FTE breakdown across the different organisation types, by *Indigenous* and *Non-Indigenous* FTE.



The *Work Force Paid FTE by Category and ATSI Status – Jun 2023* graph shows the FTE breakdown across the different position types, by *Indigenous* and *Non-Indigenous* FTE.

## The OSR - Workforce Detail sheet

The OSR – Workforce Detail sheet displays more detailed workforce information for health services, building on the information provided in the *OSR – Workforce Summary* sheet.

The following procedure is used to display the *OSR – Workforce Detail* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **OSR – Workforce Detail** tile.

The OSR – Workforce Detail sheet will display.

OSR Reporting Round	Workforce over Time																								
	Profession Type		Profession Cate...		Calendar Month		Values		Jun 2016		Jun 2017		Jun 2018		Jun 2019		Jun 2020		Jun 2021		Jun 2022		Jun 2023		
	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	Paid FTE	Unpaid FTE	
Staff Indigenous Status	All FTE	8,218	288	384	8,258	263	372	8,096	323	393	8,026	451	396	7,448	286	411	8,438	381	572	8,448	239	835	8,448	274	1,483
	General/ other staff	3,355	33	37	3,374	34	72	3,553	38	75	4,228	42	92	3,117	31	184	3,034	37	156	3,989	31	195	4,812	24	298
OSR Services - Jun 2023	Health professionals / Workers	4,871	255	244	4,976	238	258	5,443	293	288	5,698	419	282	4,331	255	289	4,896	264	462	5,848	268	582	5,237	258	873
	Other	0	0	23	0	0	42	0	0	29	0	0	21	0	0	19	0	0	34	0	0	37	0	0	0

The *Organisations* section on the left-hand side of the sheet can be used as needed to filter the workforce details, back to *June 2016*, by characteristics such as *state*, *remoteness*, or *service size*.


The *OSR Reporting Round* and *Staff Indigenous Status* fields directly above the *Organisations* section can also be used to display the workforce detail data for just a particular year or for staff with a particular Indigenous status.

2. Select the required filter field (such as ) from the **Organisations** section.

3. Make the applicable selection from the list that displays and select .

The *OSR – Workforce Detail* sheet will update to only display data for the characteristic(s) selected from the *Organisations* section. The number displayed in the *Organisations* section will also update to display the number of health services included in the current selection.

Workforce over Time																																			
Profession Type <input type="text"/>		Profession Cate... <input type="text"/>		Calendar Month <input type="text"/>		Values <input type="text"/>																													
Profession <input type="text"/>																																			
		Jun 2016			Jun 2017			Jun 2018			Jun 2019			Jun 2020			Jun 2021			Jun 2022			Jun 2023												
		Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE										
All FTE		2,875	84	73	1,995	35	48	2,877	117	86	2,521	79	86	1,678	78	59	2,269	35	126	2,338	65	144	2,843	62	286										
General/ other staff		931	15	13	837	5	22	859	13	12	1,088	4	27	691	4	16	928	6	34	1,048	3	33	1,489	7	63										
Health professionals / Workers		1,144	68	49	1,158	31	23	1,219	104	67	1,441	75	52	978	66	41	1,342	29	98	1,290	62	185	1,434	56	134										
Other		0	0	11	0	0	3	0	0	7	0	0	7	0	0	2	0	0	2	0	0	6	0	0	18										

The *Workforce over Time* table displays *Paid*, *Unpaid* and *Vacant FTE* values by position grouping, for the selected health service(s), back to *June 2016*. By default, only the high-level position groupings will display, however, using  next to each grouping, you can expand the list to display sub-groupings and then individual positions.

Workforce over Time																																			
Profession Type <input type="text"/>		Profession Cate... <input type="text"/>		Calendar Month <input type="text"/>		Values <input type="text"/>																													
Profession <input type="text"/>																																			
		Jun 2016			Jun 2017			Jun 2018			Jun 2019			Jun 2020			Jun 2021			Jun 2022			Jun 2023												
		Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE	Paid FTE	Unpaid FTE	Vacant FTE										
All FTE		2,875	84	73	1,995	35	48	2,877	117	86	2,521	79	86	1,678	78	59	2,269	35	126	2,338	65	144	2,843	62	286										
General/ other staff		931	15	13	837	5	22	859	13	12	1,088	4	27	691	4	16	928	6	34	1,048	3	33	1,489	7	63										
General And Other Staff		931	15	13	837	5	22	859	13	12	1,088	4	27	691	4	16	928	6	34	1,048	3	33	1,489	7	63										
Administrative / Support Trainees		23	2	1	48	2	0	34	0	0	44	0	0	25	1	0	46	0	1	53	1	4	35	0	2										
Administrative And Clerical Staff		333	0	6	263	0	15	293	4	6	403	1	12	265	1	9	361	2	14	385	0	19	496	2	41										
Clinical		26	1	0	23	0	0	26	0	0	29	0	0	25	0	0	25	0	0	27	0	1	25	1	0										
Cleaners / Security / Other Support Staff		219	6	2	128	1	0	113	1	0	113	0	1	34	1	0	45	1	2	55	1	4	178	3	1										
Drivers / Field Officers		83	0	1	105	0	1	104	1	2	104	0	4	87	0	0	87	1	3	97	0	2	92	0	3										
Finance And Accounting Staff		50	0	1	56	0	0	56	0	0	62	0	0	45	0	1	63	0	2	71	0	1	75	0	0										
IT And Data Management Staff		26	0	0	29	1	0	29	6	0	43	0	0	31	0	0	50	1	1	56	1	0	73	0	3										
Managers / Supervisors		171	2	3	164	0	6	165	1	4	272	3	18	490	1	6	352	1	11	397	0	7	433	1	14										
Health professionals / Workers		1,144	68	49	1,158	31	23	1,219	104	67	1,441	75	52	978	66	41	1,342	29	98	1,290	62	185	1,434	56	134										
Other		0	0	11	0	0	3	0	0	7	0	0	7	0	0	2	0	0	2	0	0	6	0	0	18										

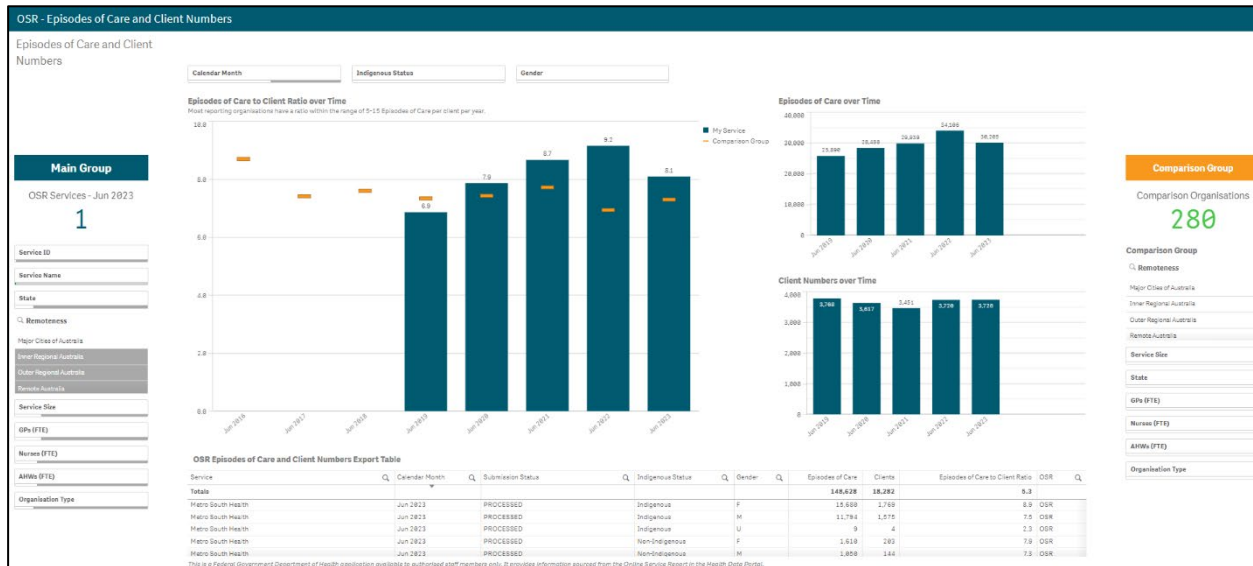
 If you wish to expand all the values in the table to display all the applicable positions, right-click in the *All FTE* column and then select **Expand / Collapse > Expand all**.

As you can in the *OSR – Workforce Summary* sheet, you can also filter the data displaying in the table by *Profession Type*, *Profession Category* and *Profession*.

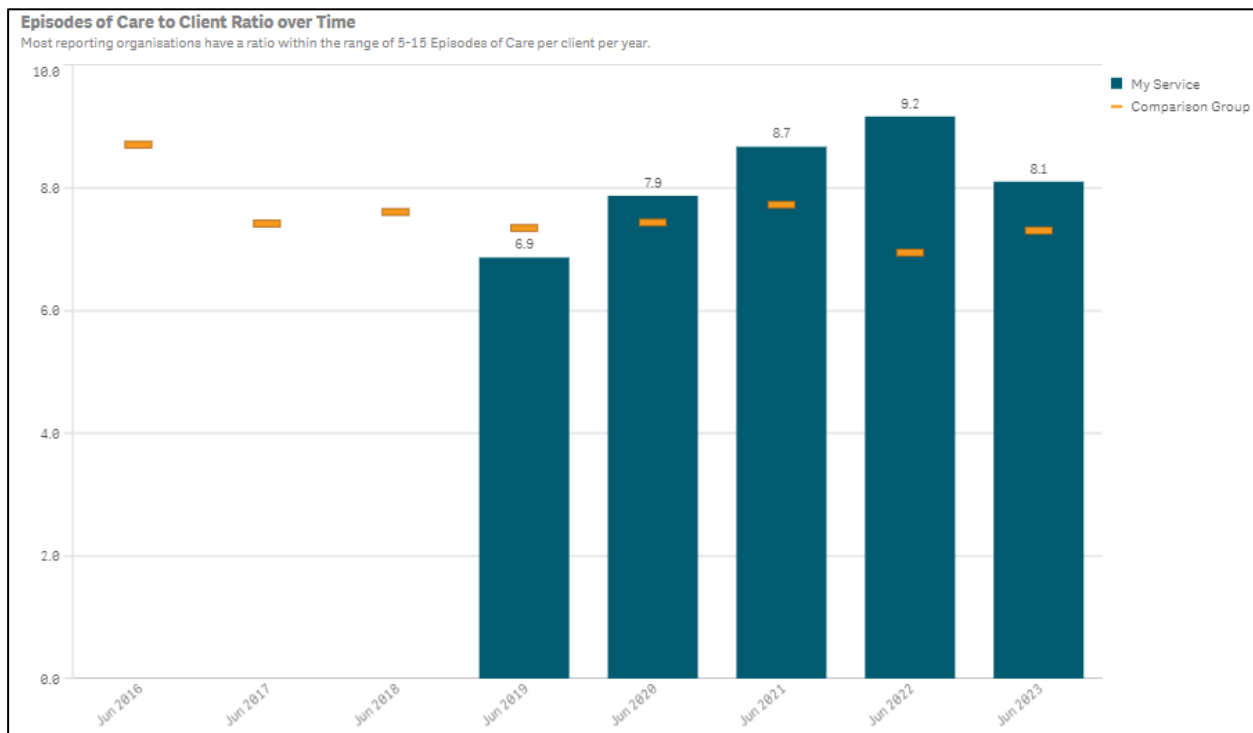
## The OSR – Episodes of Care and Client Numbers Sheet

The OSR – Episodes of Care and Client Numbers sheet is launched from the *Stakeholder nKPI & OSR Report* screen and allows you to analyse the trends in *Episodes of Care* and *Client Numbers* data over time. Like with the nKPI sheets, you can also compare the OSR data for your selected service to that of other services, either by creating your own comparison groups or using pre-existing groups.

The sheet is broken down into four sections, each containing different elements of a service’s OSR data.



### Episodes of Care to Client Ratio Over Time graph



The *Episodes of Care to Client Ratio over Time* graph shows your selected service’s episodes of care to client numbers ratio for each year back to *December 2014*. The episodes of care to client numbers ratio is simply the episodes of care numbers divided by client numbers for each year. As the text in the graph states, most services have a ratio of between 5 – 15 episodes of care per client each year.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the .

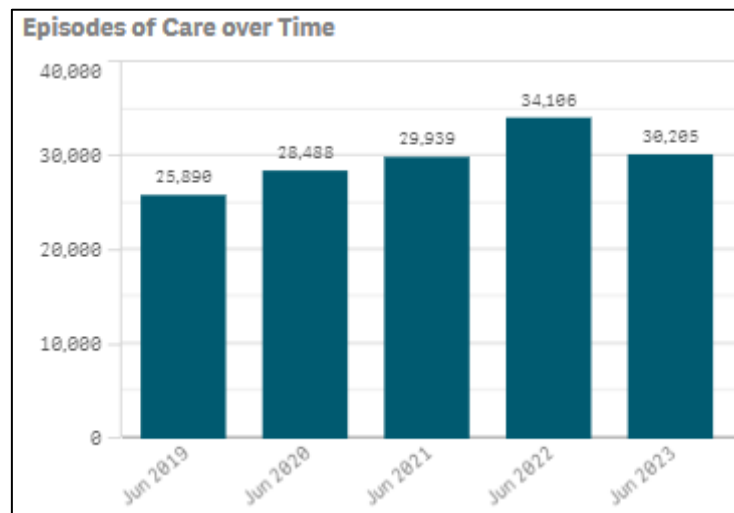
The following comparison groups are available to be selected:

- - (*Defaults as selected*). Displays the results for the customised comparison group you have created using the **Create Comparison Group** section in the bottom left-hand corner of the screen. If no comparison group is created, the national average will display.
- - Displays the national average as the comparison group.
- - Displays the average results for all services in your state as the comparison group.
- - Displays the average results for all services with the same remoteness category as the comparison group.

The following filters are available on the left-hand side of the sheet to filter your results by if needed:

- - Allows you to filter your results by a particular calendar month.
- - Allows you to filter the ratio by *Indigenous*, *Non-Indigenous* or *Unknown* clients.
- - Allows you to filter your selected data to only display your results for a particular gender.

## Episodes of Care Over Time

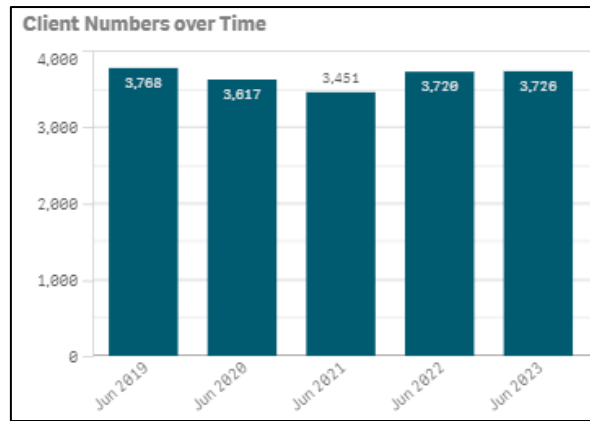


The *Episodes of Care over Time* graph shows your selected episodes of care values over time, from 2014 to the most recent OSR collection.

The following filters are available on the left-hand side of the sheet to filter your results by if needed:

- - Allows you to filter your results by a particular calendar month.
- - Allows you to filter the ratio by *Indigenous*, *Non-Indigenous* or *Unknown* clients.
- - Allows you to filter your health service's data to only display your results for a particular gender.

### Client Numbers Over Time



The *Client Numbers over Time* graph shows your selected client numbers over time, from 2014 to the most recent OSR collection.

The following filters are available on the left-hand side of the sheet to filter your results by if needed:

- Allows you to filter your results by a particular calendar month.
- Allows you to filter the ratio by *Indigenous*, *Non-Indigenous* or *Unknown* clients.
- Allows you to filter your data to only display your results for a particular gender.

### OSR Episodes of Care and Client Numbers Export Table

OSR Episodes of Care and Client Numbers Export Table									
Calendar Month	Submission Status	Indigenous Status	Gender	Episodes of Care	Client Numbers	My Service	OSR		
<b>Totals</b>				<b>118,423</b>	<b>14,956</b>	<b>5.3</b>			
Jun 2021	PROCESSED	Indigenous	F	18,289	1,757	10.4	OSR		
Jun 2021	PROCESSED	Indigenous	M	12,688	1,524	8.3	OSR		
Jun 2021	PROCESSED	Indigenous	U	1	1	1.0	OSR		
Jun 2022	PROCESSED	Non-Indigenous	F	1,925	237	8.1	OSR		
Jun 2022	PROCESSED	Non-Indigenous	M	1,188	168	6.6	OSR		

This is a Federal Government Department of Health application available to authorised staff members only. It provides information sourced from the Online Service Report in the Health Data Portal.

The *OSR Episodes of Care and Client Numbers Export Table* presents all the OSR episodes of care and client numbers data in a table that can be easily exported to Microsoft Excel.

Before exporting your data, you can use to filter the data by any of the columns containing a (for example, *Calendar Month*, *Gender*, and *Indigenous Status*).

When you are ready to export the selected data to Excel, simply right click on the table and select **Export > Export data**. An Excel spreadsheet containing your data will be downloaded so you can save and use it as needed.

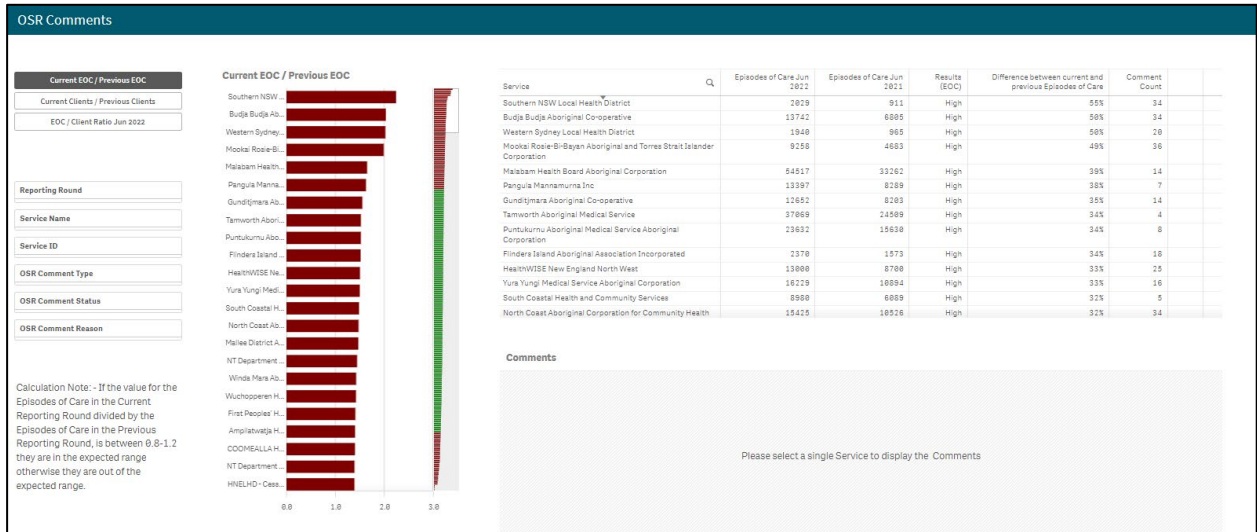
## The OSR Comments sheet

The OSR Comments sheet is used by FNHD to identify discrepancies between health services' episodes of care and client number data from year to year. It can also be used to identify any Episodes of Care (EOC) to client ratios for the most recent collection period that are outside of the expected range. Once the discrepancies are identified, the *Comments* table in the sheet can then be used to identify why the discrepancies are occurring.

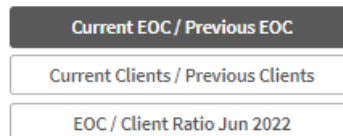
The following procedure is used to display the *OSR Comments* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **OSR Comments** tile.

The OSR Comments sheet will display.



The *OSR Comments* sheet is broken down into five different sections, which combine to allow you to identify services with discrepancies in their EoC and client number data and then display comments that explain those discrepancies.



This section (*top left-hand corner of the sheet*) allows you to decide which key pieces of OSR information you wish to compare, to identify any discrepancies for. The options are:

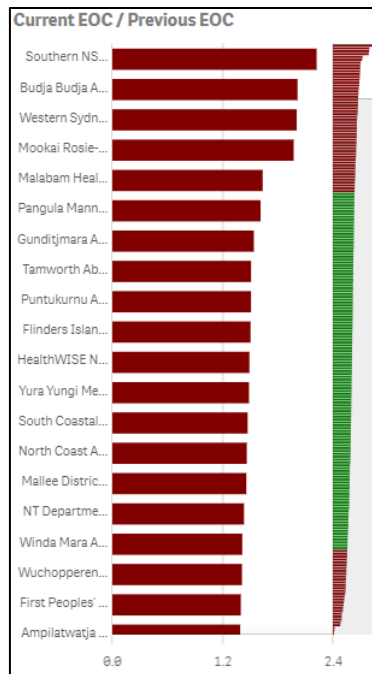
- **Current EOC/Previous EOC** – Will default as selected and displays episodes of care figures for all health services for the two most recent OSR collection periods. It also shows whether the difference between the two values is considered *high*, *low*, or *normal* and what the percentage difference is between the two.
- **Current Clients/Previous Clients** – Displays the OSR client numbers for all health services for the last two collection periods. It also shows whether the difference between the two values is considered *high*, *low*, or *normal* and what the percentage difference is between the two.
- **EOC/Client Ratio Jun 2023** - Displays the OSR episodes of care and client numbers for all health services for the most recently completed collection period. It also shows the EOC to clients ratio so you can quickly identify those services whose ratio is outside of the expected ratio of between 5 and 15 EOC per client per year.

Reporting Round
Service Name
Service ID
OSR Comment Type
OSR Comment Status
OSR Comment Reason

The *Filter* section (*left-hand side of the sheet*) allows you to filter the information displaying on the right-hand side of the sheet by characteristics such as reporting round, health service and OSR comment characteristics.



There is a note section beneath the *Filter* section, which will display instructions on how to read the information in the table on the right-hand side of the sheet, which changes depending on which option is selected in the top left-hand corner of the sheet.



The graph lists all OSR reporting health services on the left-hand side of the graph, with a corresponding bar appearing for each of the services.


The services with the highest calculated ratio for the selected option (*displaying as a title at the top of the graph*) will appear at the top of the graph, and the services with the lowest ratios will appear at the bottom of the graph. The bars for each of these services will be red.

Those health services whose ratios fit within the expected range will appear in the middle of the graph and their corresponding bars will be green.

Service	Client Numbers Jun 2022	Client Numbers Jun 2021	Results (CN)	Difference between current and previous Client Numbers	Comment Count
North Coast Aboriginal Corporation for Community Health	10288	1211	High	88%	34
HNELHD - Narrabri Community Health Service	436	96	High	78%	40
Mallee District Aboriginal Services	8167	2847	High	65%	8
Murray Valley Aboriginal Co-operative (Robinvale)	2105	884	High	58%	4
First Peoples' Health and Wellbeing	1902	1027	High	46%	4
Griffith Aboriginal Medical Service Aboriginal Corporation	7520	4117	High	45%	2
Yerin Aboriginal Health Services Incorporated	3611	2028	High	44%	4
Winda Mara Aboriginal Corporation	2100	1222	High	42%	16
Wellington Aboriginal Corporation Health Service	3948	2317	High	41%	4
MDAS - Swan Hill Aboriginal Health Service	2485	1478	High	41%	2
NT Department of Health - Woodycupildiya Community Health Centre	94	57	High	39%	18
NT Department of Health - All Curung Community Health	1460	890	High	39%	5



The table at the top of the right-hand side of the sheet lists all OSR reporting health services, along with the applicable numbers, based on the selection you have made on the left-hand side of the sheet.

- To investigate a service in more detail by displaying the comments attached to their values, select the service, and then select .

Comments			
OSR Comment Content	OSR Comment Reason	OSR Comment Type	OSR Comment
Transition to hybrid model and covid has challenged data recording capabilities	Data recording changes have changed results	Manual Comment	Completed, all data ac
All client have status recorded	Data are correct	Manual Comment	Completed, all data ac
-	Data are correct	Manual Comment	Completed, all data ac
All data is current	Data are correct	Manual Comment	Completed, all data ac
-	Data are correct	Manual Comment	Completed, all data ac
Unsure why the number was so low last reporting period - possible data entry error	Data are correct	Manual Comment	Completed, all data ac
New hybrid model with opening of AMS and increased client numbers	Data are correct	Manual Comment	Done
Thank you for your comment	Completed, all data accepted	Manual Comment	Completed, all data ac

Once a health service is selected, the *Comments* table will display the details of all comments entered by the service in the most recent OSR submission, related to the applicable values. These comments may provide you with an insight as to why the selected values (year to year client numbers for example) sit outside of the expected/desired range for that service. This information will then assist you make an informed policy decision regarding this service and its funding.

## The nKPI - Definitions sheet

The following procedure is used to display the *nKPI - Definitions* sheet.

- From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **nKPI - Definitions** sheet.

The nKPI – Definitions sheet will display.

nKPI - Definitions			
nKPI Definitions and Change History			
Note: Some values are only partially shown. Mouse-over to see all text in a table cell.			
#	Full Name	Current definition	Indicator change history
PI01	Proportion of Indigenous babies born within the previous 12 months, who attended the organisation more than once whose birthweight was recorded	Proportion of babies born within the previous 12 months, who have had more than one visit and whose birthweight has been recorded at the primary health care service	Indicator changed from June 2021: Addition of 'more than one visit' qualifier  Previous definition: Proportion of babies born within the previous 12 months whose birthweight has been recorded at the primary health care service
PI02	Proportion of Indigenous babies born within the previous 12 months, who attended the organisation more than once whose birthweight result was within specified categories	Proportion of Indigenous babies born within the previous 12 months, who had had more than one visit and whose birthweight results were categorised as one of the following: • Low (less than 2,500 grams) • Normal (2,500 grams to less than 4,500 grams) • High (4,500 grams and over)	Indicator changed from June 2021: Addition of 'more than one visit' qualifier  Previous definition: Proportion of babies born within the previous 12 months whose birthweight has been recorded at the primary health care service
PI03	Proportion of Indigenous regular clients with a current completed Indigenous health assessment	Proportion of Indigenous regular clients who have a current completed Indigenous health assessment as indicated by: • An MBS-rebated Indigenous health assessment: o In-person MBS-rebated items - MBS items: 715 or 228 o Telehealth MBS-rebated items - MBS items: 92004, 92016, 92011 or 92023 • For ages 0-4: an Indigenous health assessment is counted if it was completed within the previous 12 months • For ages 15+ an Indigenous health assessment is counted if it was completed within the previous 24 months	Indicator changed from December 2020: • Changed 0-4 year age group to 0-14 years • Additional MBS items  Previous definition: Proportion of regular clients for whom an MBS Health Assessment for Aboriginal and Torres Strait Islander People (MBS Item 715) was claimed within the previous 24 months
PI05	PI05: Proportion of regular clients with type 2 diabetes who have had an HbA1c measurement result recorded	Proportion of clients with Type 2 diabetes, who have had an HbA1c measurement result recorded within the previous: • 6 months • 12 months	-
PI06	Proportion of regular clients with Type 2 diabetes whose HbA1c measurement result was within a specified level	Proportion of regular clients who are Indigenous, have Type 2 diabetes and whose HbA1c measurement result, recorded within either the previous 6 months or 12 months, was categorised as one of the following: • less than or equal to 7% • greater than 7% but less than or equal to 8% • greater than 8% but less than 10% • greater than or equal to 10%	-
PI07	Proportion of Indigenous regular clients with a chronic disease for whom a Chronic Disease Management Plan was prepared	Proportion of Indigenous regular clients who have a chronic disease (Type 2 diabetes) and for whom a Chronic Disease Management Plan was prepared within the previous 24 months as indicated by: • An MBS-rebated Chronic Disease Management Plan: o In-person MBS-rebated items: 721 or 229 o Telehealth MBS-rebated items: 92024, 92068, 92055, or 92099	Indicator changed from December 2020: • Changed GP Management Plan to Chronic Disease Management Plan • Additional MBS items  Previous definition: Proportion of regular clients who are Indigenous with: • Type II diabetes • cardiovascular disease • chronic obstructive pulmonary disease • chronic kidney disease, for whom a GP Management Plan (MBS Item 721) was claimed within the previous 24 months
PI09	Proportion of Indigenous regular clients whose smoking status was	Proportion of regular clients who are Indigenous, aged 11 and over and whose smoking status has been recorded at the primary health care service	Indicator changed from June 2021.

The nKPI - Definitions sheet contains the number, name, and detailed current definition for each of the indicators contained within the *QLIK Stakeholder nKPI & OSR Report*. In addition, there is a column in the table that explains changes that have been made to any of the indicators, to assist you in interpreting each of the individual indicator sheets in the report.



Only a limited amount of text can be shown in the *nKPI - Definitions* table. If the text in a section of the table is incomplete, simply hover your mouse pointer over the text and the rest of the text will display in a hover text box.

## The Notes and exclusions sheet

The following procedure is used to display the *Notes and exclusions* sheet.

1. From the *QLIK Stakeholder nKPI & OSR Report* screen, select the top half of the **Notes and exclusions** sheet.

The Notes and exclusions sheet will display.

**Notes and exclusions**

**Usage Notes**

- If no data is displayed for a certain collection period, your organisation may not have submitted data.
- In some cases percentages may not add up exactly to 100% due to rounding.

From the December 2020 nKPI collection, updates were made to a number of indicators to keep them aligned with clinical guidelines. Please note the following:

- PI083 and PI087- your results may be higher from Dec 2020 onwards, due to the inclusion of new telehealth items. You can still compare your results over time by using the Service Mode filter to show face-to-face contacts only.
- PI088 has been retired, and is no longer collected from December 2020 on. If needed, your historical data for PI088 can be downloaded using the My Service data export sheet.
- PI14 coverage has been expanded to include all ages from 6months+. This means that meaningful comparison of your results over time will be limited until data for the new age ranges builds up.
- PI22 changed from December 2020 to complete the transition from the Pap test to the HPV test.

From the June 2021 nKPI collection, updates were made to a number of indicators to keep them aligned with clinical guidelines. Please note the following:

- PI01 and PI02 - Now shows birthweight recorded > 1 visit, and birthweight result > 1 visit respectively.
- PI04 has been retired, and the charts removed.
- PI09 and PI10 now show data for the new 11-14 year age range.
- PI10 now show data with the age ranges of less than 20 years, 20-34 years and 35+ years. In Dec 2020 and previous it is 15-19 years, 20-24 years, 25-34 years and 35+ years.
- PI13 has been changed to show gestational age of before 11 weeks. Previously it was before 13 weeks.
- PI24 - Now shows Type 2 Diabetes and BP <= 140/90 mmHg. Previously was 130/80 mmHg.

**Exclusions for Jun 2022**

- PI01: Accepted
- PI02: Accepted
- PI03 (Child): No data available
- PI03 (Adult): Accepted
- PI04: No data available
- PI05: Accepted
- PI06: Accepted
- PI07: Accepted
- PI08: No data available
- PI09: Accepted
- PI10: Accepted
- PI11: Accepted
- PI12: Accepted
- PI13: Accepted
- PI14: Accepted
- PI15 (Type II Diabetes): No data available
- PI15 (COPD): No data available
- PI16: Accepted
- PI17: Accepted
- PI18 (Type II Diabetes): Accepted
- PI18 (CVD): Accepted
- PI19 (Type II Diabetes - eGFR): No data available
- PI19 (Type II Diabetes - HbA1c): No data available
- PI19 (CVD - eGFR): No data available
- PI20: Accepted
- PI21: Accepted
- PI22: Accepted
- PI23: Accepted
- PI24: Accepted

The Notes and exclusions sheet in the *QLIK Stakeholder nKPI & OSR Report* contains disclaimers and additional information relating to most sheets within the report, in the *Usage Notes* section on the left-hand side of the sheet. To avoid cluttering the different sheets in QLIK, the information is placed on the *Notes and exclusions* sheet.

Some of the information currently included in the *Usage Notes* section of the *nKPI - Notes and exclusions* sheet relates to rounding preventing percentages from adding up to 100% within sheets, as well as some KPIs displaying as under/over targets when it isn't the case (due to rounding). These are just examples of the information displayed on this sheet and more notes will be added here over time, so it is good practice to review the *Notes and exclusions* sheet periodically to see if additional notes have been added.

In addition to notes about the information contained within the QLIK sheets, the *Notes and exclusions* sheet will also display a summary of whether any of your selected service's data was excluded by the AIHW for the current collection period. The *Exclusions for xxx* (where xxx is current collection period) section will show a list of sheets and whether the data for each sheet was *Accepted* or *Excluded* by the AIHW. If needed, you can display data the AIHW has excluded/accepted for previous collection periods by selecting the **Collection** filter field at the top of the sheet and selecting the required data collection period.

## The QLIK IAHP – Performance Report app

The *QLIK IAHP – Performance Report* app allows you to compare performance report information over time for an individual service, to allow you to compare their information from year to year to see how they are progressing, where they are improving and where they might still be facing some challenges.



**It is important to note that NACCHO and affiliate/sector support organisation users will only be able to see the Performance Report information for those health services that have agreed to share their finalised, processed data with these entities.**

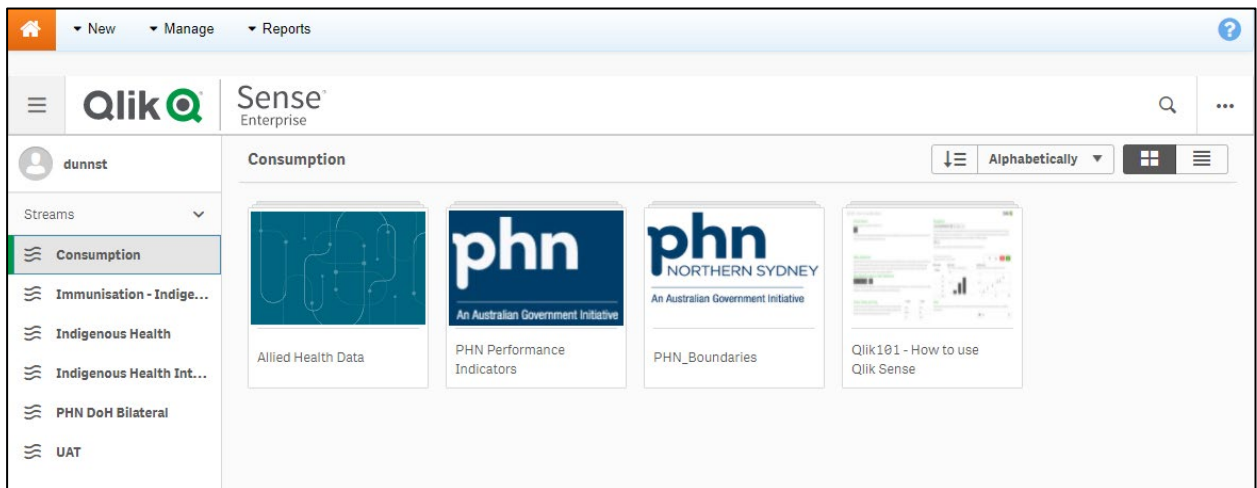
The following procedure is used to display the *QLIK IAHP – Performance Report* sheet.

1. Navigate to the Data Portal home screen.
2. To open QLIK, select **Reports > Interactive Reports** from the menu bar.



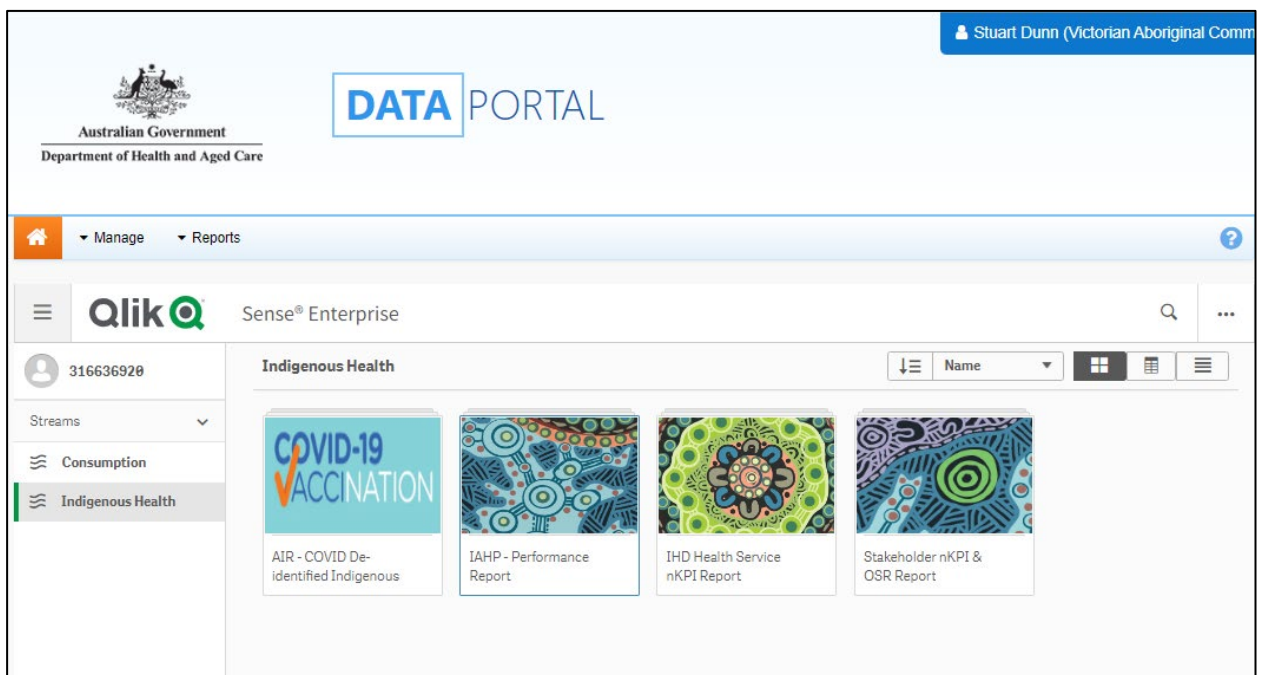
To be able to access QLIK, you must have been given the *Interactive Report Viewer* role by the *FNHD Research, Data, and Performance* Health Data Portal team.

The QLIK Sense interface screen will display.



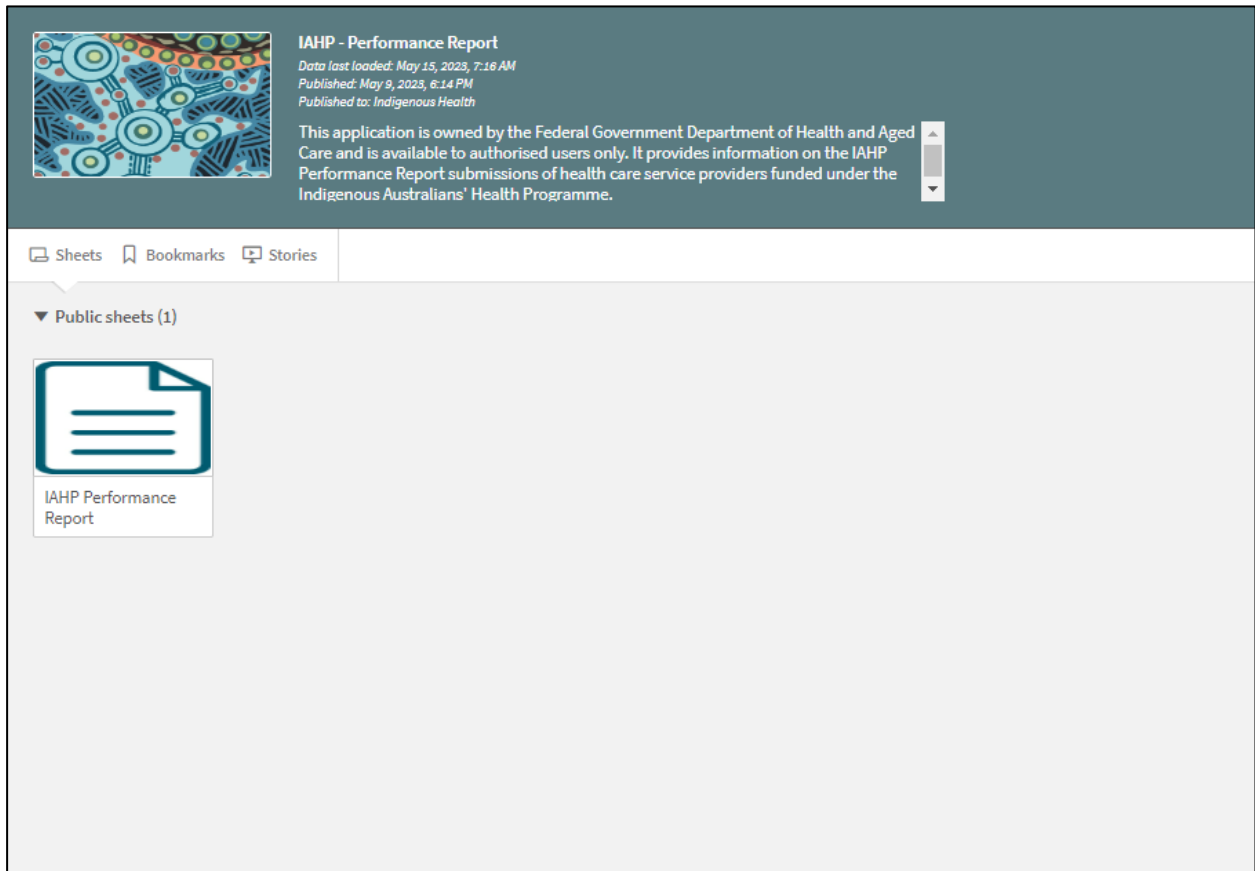
3. To continue, select **Indigenous Health** under **Streams** on the left-hand side of the screen.

The QLIK Sense interface screen will update.



- To access the **QLIK IAHP – Performance Report** within QLIK, select the top half of the **IAHP – Performance Report** app on the right-hand side of the screen.

The IAHP – Performance Report screen will display.



- To continue, select the top half of the **IAHP Performance Report** tile.

The IAHP Performance Report sheet will display.

**IAHP Performance Report**

Primary Health Care	State	Remoteness	Service Size																																																	
Culturally Appropriate Clinic... Increase Access To Health A... Child and Family Wealth Baby and Womens Health Support for Women and Fam... ... Chronic Disease Manage... Improved Outcomes for Clie... Primary Health Care Sett... Eye Health Ear Health Oral Health ...	<table border="1"> <thead> <tr> <th>Service Name - Identified</th> <th>Calendar Month</th> <th>Performance Report Section</th> <th>Performance Report Category</th> <th>Performance Report Question</th> <th>Performance Report Answer</th> <th>Key Achievement Answer</th> </tr> </thead> <tbody> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Grant Information</td> <td>Grant Information</td> <td>Program Schedule Id</td> <td>234234</td> <td>-</td> </tr> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Grant Information</td> <td>Grant Information</td> <td>Activity Id</td> <td>234234234</td> <td>-</td> </tr> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Grant Information</td> <td>Grant Information</td> <td>Grant Id</td> <td>3452342342343x</td> <td>-</td> </tr> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Grant Information</td> <td>Grant Information</td> <td>Program Name</td> <td>234234234</td> <td>-</td> </tr> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Grant Information</td> <td>Grant Information</td> <td>Service Id</td> <td>2342234s</td> <td>-</td> </tr> <tr> <td>MDW's Import Export and Garbage Disposal</td> <td>Jul. 2022</td> <td>Key Health Concerns</td> <td>Key Health Concerns</td> <td>Key Health Concern Progress in Activity Work Plan</td> <td>"Australian peoples" redirects here. For topics relating to Aboriginal peoples in Australia (excluding Torres Strait Islanders), see Aboriginal Australians. For the entire Australian population, see Australians. Aboriginal Australians and Torres Strait Islanders Indigenous Australians Total population 798,365 (2016)[1] 3.3% of Australia's population</td> <td>-</td> </tr> </tbody> </table>	Service Name - Identified	Calendar Month	Performance Report Section	Performance Report Category	Performance Report Question	Performance Report Answer	Key Achievement Answer	MDW's Import Export and Garbage Disposal	Jul. 2022	Grant Information	Grant Information	Program Schedule Id	234234	-	MDW's Import Export and Garbage Disposal	Jul. 2022	Grant Information	Grant Information	Activity Id	234234234	-	MDW's Import Export and Garbage Disposal	Jul. 2022	Grant Information	Grant Information	Grant Id	3452342342343x	-	MDW's Import Export and Garbage Disposal	Jul. 2022	Grant Information	Grant Information	Program Name	234234234	-	MDW's Import Export and Garbage Disposal	Jul. 2022	Grant Information	Grant Information	Service Id	2342234s	-	MDW's Import Export and Garbage Disposal	Jul. 2022	Key Health Concerns	Key Health Concerns	Key Health Concern Progress in Activity Work Plan	"Australian peoples" redirects here. For topics relating to Aboriginal peoples in Australia (excluding Torres Strait Islanders), see Aboriginal Australians. For the entire Australian population, see Australians. Aboriginal Australians and Torres Strait Islanders Indigenous Australians Total population 798,365 (2016)[1] 3.3% of Australia's population	-		
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By default, a table will display a list of all health services you work with/ have access to will display, along with their performance report information, broken down by section, with the *Grant Information* section displaying first.

- If needed, the filter fields at the top of the sheet can be used to filter the information displaying in the table by *state*, *remoteness*, or *service size*.

The magnifying glasses in the header rows of the table can also be used to filter the information by service name, reporting round, and particular elements of the Performance Report itself.

<b>Primary Health Care</b>
Culturally Appropriate Clinical Service
Increase Access To Health Assessm...
<b>Child and Family Wealth</b>
Baby and Womens Health
Support for Women and Families
Immunisation for 0-5yrs
Child Health Checks
<b>Chronic Disease Management</b>
Improved Outcomes for Clients
<b>Primary Health Care Setting</b>
Eye Health
Ear Health
Oral Health
Sexual and Reproductive Health
Mental Health

Lastly, the filter section on the left-hand side of the sheet can be used to filter the information displayed in the table by the different PHC services that health services deliver.

7. To use this filter section, select the service you wish to focus on (for example Eye Health, Ear Health and Baby and Women's Health) and then select either **Achieved**, **Partially Achieved** or **Stalled/Delays**.

The table will then be filtered to display a list of services who have nominated the rating for the selected PHC service they deliver.