INDIGENOUS HEALTH DATA REPORTING IN THE HEALTH DATA PORTAL FOR HEALTH SERVICES

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Contents

About This Guide

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

This user guide contains step-by-step instructions and other important information for the following user groups:

- Health service end users

- Health service *User Administrators*.

Health service end users will perform the following functions in the Data Portal:

- Create/update data assets (nKPI, OSR, HCP, IAHP PHC Activity Work Plan and IAHP PHC Performance Report and TIS Performance Report) and send them on to the next stage of the data asset submission process

- Review data assets

- Amend data assets

- Approve data assets

- Amend data assets as part of exception reporting

- Participate in Interim Processing

- Extract data validation issue history details from data assets as needed

- Manage their user profiles.

Health service User Administrators will perform the following functions in the Data Portal:

- Update user profiles for users in their health service so these users can perform the required Data Portal tasks such as submitting data assets

- Approve/revoke new user profiles for users from other health services who request the creation of profiles within the *User Administrator's* health service

- Complete user profiles for users within their organisation structure who request a user profile in another organisation within that structure (Parent/Child organisation structure only)

- Provide general support to users in their health service in their use of the Data Portal.

Version History

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

Version Number	Date	Change
1.0	24 October 2023	Original version
1.1	21 November 2023	Addition of *Submit your TIS Performance Report* section

Data Portal Terminology

There are terms particular to the Data Portal that you may not have previously encountered.

The table below identifies these terms along with a description of what they mean, with the aim of assisting you in your overall understanding of the Data Portal and how to use it for your Indigenous health data reporting requirements.

Term	Description
Data Asset	The data file being submitted by the health service and its associated information, such as who is submitting the data and for which reporting round and collection period.
	Data asset is a generic term used for all data submitted in the Data Portal, not just data submitted by health services.
	An analogy that is used to describe a data asset is to think of it as the "envelope" that contains the "letter" that is the health service's data and carries it through the data asset submission workflow process.
Data Period	This field identifies the period covered by the data being submitted (e.g., 01/06/23 to 31/12/23).
	⚠️ This field isn't used for Indigenous health data reporting.
B2G	Business to Government. This term describes a data asset that has been uploaded to the Data Portal automatically from a health service's Clinical Information System (Communicare, MMEx, Medical Director or Best Practice) through a direct data load.
Direct Load	Another term for B2G, a "direct load" data asset is one that is automatically transferred from the health service's Clinical Information System (CIS) to the Data Portal at the commencement of a reporting round.
Reporting Round	A scheduled event that triggers the submission of health-related data by health services through the Data Portal.
Trial Submission	An option used by health services to test the submission of their nKPI data in the Data Portal before submitting it to the AIHW as part of the reporting round.
	Trial submissions can also be used by health services to submit data in the Data Portal more frequently, so this data appears in their *QLIK Health Service nKPI Report*.
Organisation	The generic Data Portal term used to describe health services that use the Data Portal. It can be any entity with an ABN or connected to an organisation with an ABN. In the Indigenous health context, each health service required to report will have an organisation record created for it in the Data Portal.
Parent Organisation	A health service that has smaller "child" organisations reporting to it. Parent organisations need to have an ABN recorded in the Data Portal.
Child Organisation	A health service that reports to a larger "parent" organisation. A child organisation is not required to have an ABN.
Action	To move a data asset to the next stage of the data asset submission workflow process, an appropriate action needs to be selected in the Data Portal.

Term	Description
Organisation Type	The category of organisation (for example, ACCHS, Local Government, Non-Government Health Service). This is used for grouping reporting data for certain types of health services.
Shared Data Asset	A data asset that can be seen in the Data Portal by all users with access to a particular folder - this may be across different health services. For example, there may be information Health and Aged Care wants all health services to see - if so, they can disseminate this information as a shared data asset in the Data Portal.
FOFMS ID	FOFMS is the system Health and Aged Care uses to manage grant payments. If a health service receives grants from Health and Aged Care, they should have a FOFMS ID recorded in their organisation record in the Data Portal. ⚠ FOFMS has been renamed to GPS but the Health Data Portal still refers to it as FOFMS.
Status	Shows where a data asset submission is up to in the data asset submission workflow process. There are different statuses in the Data Portal for data assets submitted by health services and for those published through the Data Portal by Health and Aged Care. When a data asset moves from one status to another in the Data Portal, the applicable users will be notified via email of the status change. For more information, see *Portal Statuses* later in this guide.
Folders	Used to provide permissions for submitted data. A user will only be able to submit or update a data asset for information relating to the folder or folders they have been given access to. The *Indigenous Health* folder (and its nKPI, OSR, HCP, Activity Work Plan and Performance Report sub-folders) is the only folder health services will need access to.
Data File	A data file contains the health service's aggregated clinical data, that is either automatically uploaded as part of a data asset (*direct load*) or entered manually (*manual submission*) in the Data Portal during the data asset submission workflow process. For Indigenous health this will be the health service's nKPI, OSR, HCP, IAHP PHC Activity Work Plan or IAHP PHC Performance Report data, depending on what is being reported on. ⚠ This is also known in the Data Portal as an XML file and a Form.
Trading Name	A health service's trading name is what they are known as to customers or people that interact with the health service. A health service could have several trading names listed in their organisation record in the Data Portal.

Data Portal Roles

The table below details each of the user roles available in the Data Portal. Users must have at least one of these roles added to their user profile to be able to use the Data Portal. Roles will be assigned to users by either the *User Administrator* for each health service or by a *User Administrator* from the Department of Health and Aged Care as required.

⚠️ The roles described below are common across all business uses of the Data Portal - they are not specific to Indigenous health.

Role	Description
End User Roles (Data Asset Submission Workflow)	
Submission Uploader	The *Submission Uploader* is the creator (*manual submission*) or initial updater (*direct load*) of a data asset in the Data Portal. They create/update the draft data asset details containing information relevant to their requirements and create/update an attached form containing their aggregated clinical data. In the Indigenous health context, the *Submission Uploader* will sit within a health service. The *Submission Uploader* can send the data asset and the form contained within to a colleague either for review (*Submission Reviewer*) or approval (*Submission Approver*). The *Submission Uploader* may be required to amend a data asset as it progresses through the data asset submission workflow. ⚠️ Displays in the user management area of the Data Portal as *Uploader of data assets for submission*.
Submission Reviewer	The *Submission Reviewer* role is assigned to any users within a health service who have a need to review data assets submitted by other users within the health service. In smaller health services, the *Submission Uploader* and the *Submission Reviewer* may be the same person, while in larger services they will generally be different. The *Submission Reviewer* is responsible for reviewing and verifying the contents of the data asset (and its attached form) that has been sent to them by the *Submission Uploader*. The *Submission Reviewer* can request revisions to the data asset if needed, in which case the submission is returned to the *Submission Uploader* for revision. If, however, the *Submission Reviewer* is happy with the data asset, they can send it on to the *Submission Approver* for approval. ⚠️ Displays in the user management area of the Data Portal as *Reviewer of data assets for submission*.
Submission Approver	The *Submission Approver* approves the data asset for their health service. The *Submission Approver* for a health service will generally be the CEO or a nominated representative. Approval of the data asset by the *Submission Approver* will send the data asset to an external *Data Receiver* for processing. For Indigenous health, this will be the AIHW (for nKPI and OSR data) Health and Aged Care (HCP) or the DSS

Role	Description
	Funding Agreement Managers (IAHP PHC Activity Work Plans and IAHP PHC Performance Reports). If needed, the *Submission Approver* can request amendments to the data asset, in which case the data asset is returned to the *Submission Uploader* within the health service. ⚠️ Displays in the user management area of the Data Portal as *Approver of data assets for submission*.
Submission Viewer	The *Submission Viewer* can view the details of processed data assets for a health service, but they do not have the ability to make any changes to a data asset or its attached form. The *Submission Viewer* within either a health service or affiliate will generally be someone who isn't involved in the reporting process but has an interest in the data. ⚠️ Displays in the user management area of the Data Portal as *Viewer of Processed Data in submission*. ⚠️ If a user has other roles, such as *Submission Uploader* or *Submission Reviewer,* they should not be given the *Submission Viewer* role, as this could prevent their profile from functioning properly.
Data Receiver	The *Data Receiver* role is assigned to users external to the health service submitting the data asset. For Indigenous health, this will be the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS Funding Agreement Managers (IAHP PHC Activity Work Plans and IAHP PHC Performance Reports). The *Data Receiver* receives the data asset once it has been approved by a health service's *Submission Approver* (or submitted by the *Submission Reviewer* if Interim Processing is used). They are responsible for reviewing and processing the data asset. If amendments are required to the data in the data asset, the *Data Receiver* can send the data asset back to the health service's *Submission Uploader* for revision. This is known as exception reporting. ⚠️ Displays in the user management area of the Data Portal as *Receiver of data assets for submission*. ⚠️ If a user has the *Data Receiver* role in the Data Portal, they should not be given any other roles (*Submission Uploader* etc) as this could prevent their profile from functioning properly.
Interactive Report Viewer	The *Interactive Report Viewer* role will be assigned to those users with a need to analyse the Indigenous health data that has been submitted through the Data Portal. This may be users from a health service who will track their health service's data over time and against comparison groups

Role	Description
	through the *QLIK Health Service nKPI Report,* or the AIHW, who will monitor the data asset submission progress of health services during reporting rounds by using QLIK management reports.
Published Report Viewer	The *Published Report Viewer* role will be assigned to those users with a need to access their published nKPI Summary reports that have been provided to health services within the Health Data Portal.
	Initially, the role will be given to each health service *User Administrator* and the *User Administrator* can then decide which of the users within their health service requires the role and then can assign it accordingly.
System Administration Roles	
User Administrator (Department of Health and Aged Care)	Department of Health and Aged Care First Nations Health Division (FNHD) *User Administrators* will have the ability to update user profiles for all users of the Data Portal.
	When the first member of a health service registers in the Data Portal, FNHD *User Administrators* will receive an email informing them this user needs to be set up as the *User Administrator* for their health service.
	An FNHD *User Administrator* will then go into the user's profile and assign them the *User Administrator* role and the Indigenous Health folder.
	At any time, an FNHD *User Administrator* can update a health service user's profile to assist the health service's *User Administrator* as needed.
User Administrator (health service)	The *User Administrator* role will be assigned to an individual(s) within each health service.
	The *User Administrator* is responsible for the management of user profiles within their health service. The *User Administrator* can add and remove roles to and from users within their health service as required.
	The initial *User Administrator* role for each health service will be assigned by an FNHD *User Administrator.* Subsequent *User Administrator* roles for a health service can then be assigned by the original *User Administrator* for the service.
Organisation Administrator (Health and Aged Care)	The *Organisation Administrator* role will be assigned to nominated representatives from FNHD within Health and Aged Care.
	The *Organisation Administrator* role allows the user to create organisation records for new health services in the Data Portal as needed. These records can also be created as parent or child organisations with connections to each other if required.
	Organisation Administrators can also update existing organisation records within the Data Portal.
Reporting Round Administrator (Health and Aged Care)	The *Reporting Round Administrator* will be able to create and update Indigenous health data reporting round records in the Data Portal.

Role	Description
	The *Reporting Round Administrator* role will be assigned to individuals within Health and Aged Care's FNHD.
Submission Question Administrator (Health and Aged Care)	The *Submission Question Administrator* will create submission questions that need to be answered by a health service as part of submitting a data asset through the Health Data Portal.
	The *Submission Question Administrator* role will be assigned to individuals within Health and Aged Care's FNHD.

Data Portal Statuses

In the Health Data Portal, a data asset can have a variety of statuses as it moves through the data asset submission workflow process. The statuses and their respective meanings are outlined below.

Status	Description
Draft Submission	When a *Submission Uploader* in the health service commences the process of submitting a data asset in the Data Portal, the data asset will automatically be set to the status of *Draft Submission*. For a *direct load* data asset, the status is automatically set to *Draft Submission* when the data asset is uploaded to the Data Portal from the health service's CIS. For a manual submission data asset, the status is set once the data asset is created and saved. If a data asset is saved but not sent to the next stage of the data asset submission workflow, its status will remain at *Draft Submission* until an action is selected.
Submission Ready for Review	When the *Submission Uploader* selects the action *Request Review,* the data asset will be given the status of *Submission Ready for Review*. The data asset can then be reviewed by the *Submission Reviewer* in the health service as required. Once the *Submission Reviewer* has reviewed the data asset, they can set it to one of the following statuses depending on what is required and what their Data Portal access allows them to do: • *Submission Revision Required* • *Submission Ready for Approval* • *Interim Submitted* • *Submission Approved.*
Submission Revision Required	If a data asset is returned to the *Submission Uploader* for revision, its status will be set to *Submission Revision Required* through the selection of the *Revision Required* action by either the *Submission Reviewer* or the *Submission Approver*. The *Submission Uploader* will then make the required changes to the data asset and send it off for review/approval again.
Submission Ready for Approval	When a data asset is reviewed and deemed ready for approval, the action *Request Approval* is selected. This sets the data asset's status to *Submission Ready for Approval* and sends the data asset to the health service's *Submission Approver* (usually the CEO) for approval.

Status	Description
Submission Approved	When the *Submission Approver* reviews a data asset and decides it can be approved, they select the *Approve for Submission* action. This sets the data asset's status to *Submission Approved* and sends the data asset to the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS FAMs (IAHP PHC Activity Work Plans and Performance Reports) for processing.
Ready for Processing	When a data asset has been approved for submission, it goes to the AIHW (nKPI and OSR) Health and Aged Care (HCP) or the DSS FAMs (IAHP PHC Activity Work Plans and Performance Reports) for processing. Once the AIHW, Health and Aged Care or the DSS FAMs review the data asset and are happy with the content of the data asset and the associated form, they will set the asset's status to *Ready for Processing* to let the applicable health service know they are processing this data asset.
Processed	When the data asset has been processed as required by the AIHW, the Department of Health and Aged Care or DSS FAMs, they will select the *Process* action which sets the data asset to the status of *Processed* and completes the data asset submission workflow process. A data asset will also be set to the status of *Processed* when the health service *Submission Approver* gives final approval of the data asset as part of Interim Processing. The processing of the data asset in the Data Portal is now complete and the applicable health service will be notified by email.
Interim Submitted	Once the *Submission Reviewer* has reviewed a data asset and is happy with it, they can send it on to the *Submission Approver* as part of the normal submission workflow process or, they can send it to the AIHW, Health and Aged Care or the DSS FAMs as part of Interim Processing. This is done by selecting the action *Request Interim Processing*. Interim Processing allows the health service to send the data asset to the AIHW, Health and Aged Care or DSS for processing prior to it going to their CEO for approval. This means the CEO will only have to approve the data asset once after all required changes have been made, rather than potentially needing to approve it several times as part of the standard submission workflow process. When a data asset is sent to the AIHW, Health and Aged Care or DSS as part of Interim Processing, it will have the status of *Interim Submitted*.

Status	Description
Ready for Interim Processing	When a data asset is sent for Interim Processing by the health service's *Submission Reviewer*, it goes to the AIHW, Health and Aged Care or DSS for review.
	Before the AIHW, Health and Aged Care or DSS reviews the data asset and the associated form, they will set the asset's status to *Ready for Interim Processing* to let the applicable health service know they are processing this data asset.
Submission Ready for Final Review	When the AIHW, Health and Aged Care or DSS review a data asset as part of Interim Processing and are happy for the data asset to be sent back to the health service for CEO approval, they will select the action *Request Review*.
	This sends the data asset back to the health service's *Submission Reviewer* and sets the status of the data asset to *Submission Ready for Final Review*. The *Submission Reviewer* can then action the data asset as required.
Submission Ready for Final Approval	When the *Submission Reviewer* sends the data asset that has been through Interim Processing to the health service's *Submission Approver* for approval, it will be set to the status of *Submission Ready for Final Approval*.
	The *Submission Approver* can then approve the data asset, which sets the data asset to the status of *Processed*.
Submission Returned to Uploader	Once a data asset has been approved by the health service *Submission Approver* and sent to the AIHW, Health and Aged Care or DSS for processing (or it has been sent to the AIHW, Health and Aged Care or DSS by the *Submission Reviewer as* part of Interim Processing) the AIHW, Health and Aged Care or DSS can send it back to the health service for revision at any stage by selecting the *Return to Uploader* action.
	This will set the status of the data asset to *Submission Returned to Uploader* and will initiate the exception reporting process.
	⚠ A data asset can also be set to *Submission Returned to Uploader* if the health service has sent the data asset to the AIHW, Health and Aged Care or DSS in error and asks them to send the data asset back to them.
Removed Draft Submission	If a data asset has been created by the *Submission Uploader* but the action *Remove Data Asset* is selected prior to the asset being sent to the next step in the process (for review or approval) the data asset's status will be set to *Removed Draft Submission* and the data asset will be removed from view.

Status	Description
	⚠ If the data asset you are working with is part of a reporting round, you will not be able to remove the data asset. If you need to remove the data asset, you will need to set the data asset to *Trial Submission* first.
Removed Submission	If a submitted data asset has been sent back to the *Submission Uploader* for revision by the AIHW, Health and Aged Care or DSS and the *Uploader then* decides to select the action *Remove Data Asset,* the data asset's status will be set to *Removed Submission* and the data asset will be removed from view. ⚠ If the data asset you are working with is part of a reporting round, you will not be able to remove the data asset. If you need to remove the data asset, you will need to set the data asset to *Trial Submission* first.

Status		Description
Reporting Round Statuses	Pending	A reporting round will have the status of *Pending* until the reporting round start date has been reached.
	Open	This *Pending* status will automatically change to *Open* when the reporting round start date is reached. When the reporting round is set to *Open*, health services can submit data assets through the Data Portal.
	Closed	The status of the reporting round will automatically change to *Closed* on the reporting round end date. When the reporting round is set to *Closed*, data assets can no longer be submitted through the Data Portal for that reporting round.

Register for the Health Data Portal

Before health service users can perform any tasks in the Data Portal, they will need to be registered in the Data Portal. While most existing health service users should already be registered, there will always be new users who need to be registered and need assistance with the registration process.

Before they can register for the Data Portal, health service users must have a myGovID. These are secure logins that identify users when using participating government online services, such as the Data Portal. Once a user has their myGovID, and it has been linked to the health service in the RAM by their Principal Authority, they can register in the Data Portal. For more information on how to register for myGovID, see Registering for myGovID.

🛑 A user should only register once for the Data Portal. If a user has registered for the Data Portal but then obtained a new myGovID for some reason or have changed phones and had to uninstall and reinstall the myGovID app as a result, they don't need to register in the Data Portal again. Instead, they will need to ask their Principal Authority to update or remove and recreate their RAM profile. Once this is done, the user will be able to log in to the Health Data Portal as normal.

The following procedure is used to register for the Data Portal as a health service user.

1. Open the Data Portal through the Health Data Portal link.

The Data Portal Registration and Log In screen will display.

2. From the Data Portal Registration and Log In screen, select [Register].

The Registration - Authentication screen will display.

This screen confirms you need to have a valid myGovID to be able to register for the Data Portal.

⚠️ If you don't have a valid myGovID, select `Cancel` and then go to [Registering for myGovID](#) to obtain one.

3. To continue registration for the Data Portal, select `Next`.

The Health Authentication Gateway screen will display.

4. To continue, select `Continue with Digital Identity`.

⚠️ Don't select `Login with myGov` here as this is the incorrect option and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have.

The Select your identity provider screen will display.

If you select the *Remember my choice* check box before selecting

Select myGovID > the *Select your identity provider* screen will not display again.

5. To continue, select **Select myGovID >** .

The myGovID screen will display.

6. In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.

7. To continue, select **Login** .

⚠️ If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

8.   Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Your consent screen will display your myGovID details

9.   To continue, select [Consent].

The Registration - Confirm Details screen will display.

10. Check to ensure the details listed for you (first name, last name, ABN, and organisation) are correct:

11. If your details are correct, select the **I certify that the information above is true and correct** check box at the bottom of the screen and select Next .

⚠️ If your details are incorrect, select Cancel at the bottom of the screen and restart the registration process with the correct myGovID.

The Registration - Contact Information screen will display.

12. In the **Contact Number 1** field, select ⌄ and select **Office**.

13. In the blank field next to **Contact Number 1**, enter a contact phone number.

14. In the **Your email address** field, enter in a contact email address. This is a mandatory field.

⚠️ You don't have to enter in a second contact number.

15. To continue, select Next .

The Registration - Nominate Folder and Terms and Conditions screen will display.

16.   In the **Nominate Folder** field, select ☑ and select **Indigenous Health** from the drop-
       down list.

This will ensure that, when your registration is complete, your health service's Data Portal *User
Administrator* will receive an email notifying them of your registration.

17.   Select the **I accept the terms and conditions listed above** check box at the bottom of
       the screen.

18.   To continue, select Next.

The Registration - Complete screen will display.

Before completing the process, note the name of your *User Administrator(s)* in the **User Administrators** field in case you need to contact them.

19. To complete the registration process, select Finish .

You have now successfully registered for the Data Portal.

Your *User Administrator* will receive an email informing them they need to finalise your profile (including assigning you the applicable Data Portal roles) so you can use the Data Portal.

Log in to the Health Data Portal

Once a user from a health service has registered for the Data Portal and their user profile has been completed by their local *User Administrator* (for more information see *Manage User Records* later in this guide) they can log in to the Data Portal.

For a user to be able to perform tasks in the Data Portal, their *User Administrator* needs to have assigned them roles and folders first. If a user logs in to the Data Portal and can't see any options on the toolbar in the Data Portal home screen or any folders on the left-hand side of the screen, they will need to contact their *User Administrator* and ask them to update their profile as required.

The following procedure is used to log in to the Data Portal as a health service user.

1.   Open the Data Portal through the Health Data Portal link.

The Data Portal Registration and Log In screen will display.

2.   From the Data Portal Registration and Log In screen, select [Log in].

The Health Authentication Gateway screen will display.

3.   To continue, select [Continue with Digital Identity].

⚠️ Don't select [Login with myGov] here as this is the incorrect optiona and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have.

The Select your identity provider screen will display.

⚠️ If you select the *Remember my choice* check box before selecting [Select myGovID >] the *Select your identity provider* screen will not display again.

4.   To continue, select [Login with myGovID].

The myGovID screen will display.
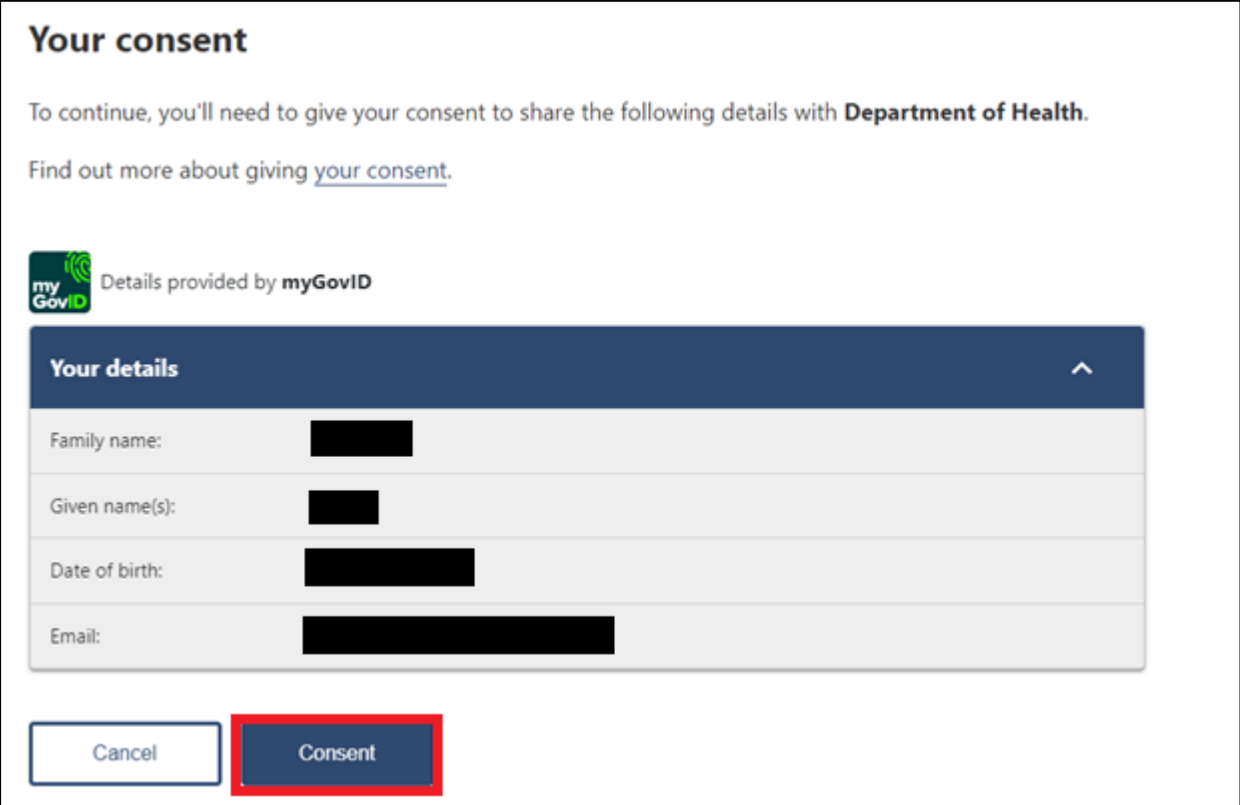
5.   In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.

6.   To continue, select [Login].

⚠ If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

7.   Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Your consent screen will display your myGovID details

Your consent

To continue, you'll need to give your consent to share the following details with **Department of Health**.

Find out more about giving your consent.

Details provided by **myGovID**

Your details	⌃
Family name:	▮▮▮▮
Given name(s):	▮▮▮
Date of birth:	▮▮▮▮▮
Email:	▮▮▮▮▮▮▮

[Cancel]   [**Consent**]

8.   To continue, select [Consent].

The Data Portal home screen will display, and you can now complete your tasks in the Data Portal as required.

Introduction to the Data Portal home screen

Health service users will need to become familiar with the Data Portal home screen when working in the Data Portal. Users such as *Submission Uploaders*, *Submission Reviewers* and *Submission Approvers* will use the Data Portal home screen to launch a variety of functions.

The Data Portal home screen will be accessed at various times during the data asset submission workflow process and allows users to navigate to a variety of different screens within the Data Portal.

Upon logging in to the Data Portal, users will arrive at the Data Portal home screen. This screen will be used to navigate through to a variety of different areas of the Data Portal.

The following procedure is used to navigate around the Data Portal home screen.

The Data Portal home screen is divided into three sections:

1.   **Header**
2.   **Search and Action**, and
3.   **Reporting Dashboard/Data Assets table**.

The Header Section (1)

The *Header* section appears on every screen within the Data Portal and is where you can access your user profile to either update your existing profile or request the creation of a new profile for another health service you may work closely with.

1.   To manage your user profile in the Data Portal, select ⬛ next to your name in the top right-hand corner of the screen you are currently working in.

The following options are available from the drop down next to your name:

- ⚙ Manage My User Profile : Allows you to edit some elements of your user profile such as your contact details.

- 👥 My User Profiles : Allows you to request a new profile for a different health service, switch between profiles and set a default profile.

- ➕ Request New Profile : Allows you to request a new profile for a different health service.

- ⏻ Log Off : Logs you off from your current session of the Data Portal.

The *Header* section also contains the Department of Health and Aged Care's crest, which will take you to the Department of Health and Aged Care's website when you select it.

The Search and Action Section (2)

The *Search and Action* section of the Data Portal home screen is divided into two areas – **Search** (right-hand side) and **Action** (left-hand side).
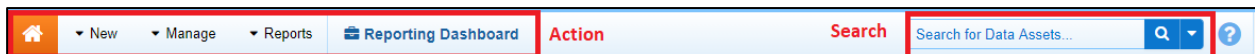
⚠ The *Search* field/area on the right will only display if you close your *Reporting Dashboard* by selecting 💼 Reporting Dashboard .

The Action Area

The *Action* area of the *Search* and *Action* section contains a series of options that perform different Data Portal functions.

⚠️ You will only see the options that relate to the functions you have access to. For example, if you don't have the access to manage user profiles for your health service in the Data Portal, you won't see the **Manage > Users** option.

The following is a list of options available in the *Action* area and the functions they perform:
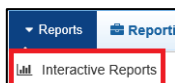
- The 🏠 button allows you to navigate back to the home screen from any screen within the Data Portal.
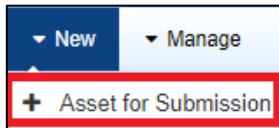
- : Allows you to manually submit data assets in the Data Portal. This function will only be used by health services who need to submit their aggregated clinical data manually.
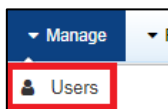
- : Allows you to update user profiles for yourself or other users within your health service if you are a *User Administrator* for your health service. This function will also be used by Department of Health and Aged Care FNHD *User Administrators*.

- : This option takes you to your *QLIK Health Service nKPI Report*, where you can view, filter, and compare reporting data in a series of sheets. Access to your *QLIK Health Service nKPI Report* can be granted by your *User Administrator*.

- : This option gives you access to your *National KPI Summary Presentation* report*,* your *National nKPI Results over Time* report and your *National KPI Executive Summary* report for the most recently completed collection period. To access these reports, you will need to have the *Published Report Viewer* role, which can be assigned by your *User Administrator*.

- : Allows you to open and close the *Reporting Dashboard* as needed, where you can see each of the data assets you are required to submit as part of the reporting round, and access each of these data assets.

⚠️ The *Reporting Dashboard* will default to displaying as open when you access the Data Portal home screen.

The Search Area

The *Search* area of the Data Portal home screen allows you to search for data assets that have previously been submitted by you and other users within your health service. Your search results will display in the Data Assets section located beneath the *Search* area.

As a health service user, you will see the *Reporting Dashboard* on your home screen by default, meaning the *Search* area will not display. The *Search* area will only display when you close your *Reporting Dashboard* to display the Data Assets table containing your data assets for previous collection periods.

To conduct a data asset search in the Data Portal:

1.   Ensure the Search area is displayed by selecting [Reporting Dashboard] to close your Reporting Dashboard.

2.   Enter a keyword(s) in the **Search for Data Assets…** field on the right-hand side of the *Search and Action* section of the home screen.

3.   To refine the search further, select [icon] next to the **Search for Data Assets…** field and select the check box relating to the appropriate *Submission date, Submission Status, Publication status, State* or *Submission type* for the data asset(s) you are searching for.

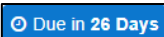4.   To run the search, select [Q Search].

A list of data assets matching the selected parameters will display and the *Filtered* label will display (highlighted in red below) informing you that you have filtered the view by either a *Submission status,* or *State,* or to include or exclude shared data assets.

i.   To clear the search results, remove filters and display all data assets again, select [x] in the **Search for Data Assets…** field.

ii.   To reset the check boxes under **Advanced Search Options**, select [Reset].

The Reporting Dashboard/Data Assets section (3)

The *Reporting Dashboard* section of the Data Portal home screen allows health service users to manage the submission of their Indigenous health data assets during a reporting round.

The *Reporting Dashboard* contains the following elements:

- Text that identifies the type of data asset being submitted (OSR, nKPI, HCP, IAHP PHC Activity Work Plan and IAHP PHC Performance Report)

- Text that describes the current open reporting round that is being worked on

- [⊘ Due in 26 Days] - Informs you how long you have left to submit your data asset for the current reporting round.
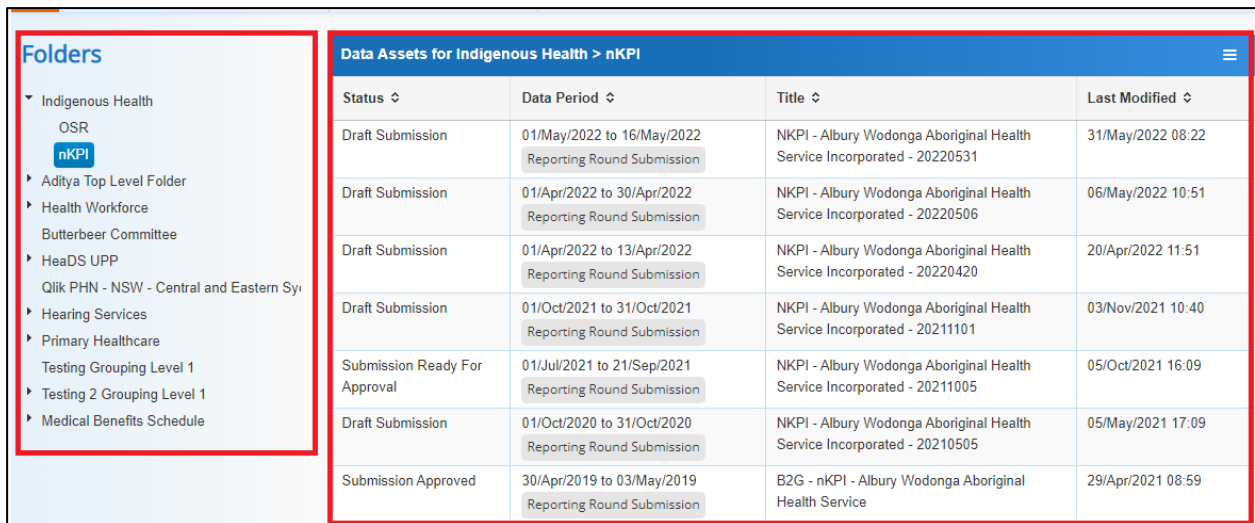
- **Submission Returned to Uploader** - Confirms the current data asset submission status of the data asset being worked on. This is a link that is used to move the data asset to the next status in the data asset submission workflow process. For more information regarding the different data asset submission workflow statuses, see the *Data Asset Statuses* section earlier in this user guide.

- **Unresolved Comments Exist** - Informs you there are still data validation issues that need to be addressed in the data asset.

- - Allows you to open the applicable data asset form to make any required changes to the data contain within.

- - Allows you to access more information regarding their data asset, such as the title and description and the dates of the reporting round the data asset belongs to.

- **Data Sharing section** – contains questions asking whether your health service agrees to sharing their finalised, processed data with NACCHO and/or their state affiliate.

The Data Assets Section (3b)

⚠️ **By default, the *Reporting Dashboard* will display as open when you access the Data Portal home screen, meaning the Data Assets section will be hidden. To display this section, you will need to select** [🗃 Reporting Dashboard] **and close the *Reporting Dashboard*.**

The *Data Assets* section of the Data Portal home screen displays the data assets that have been submitted through the Health Data Portal by your health service.

While the *Reporting Dashboard* displays the data assets you are currently working on as part of a reporting round, the Data Assets section displays every data asset your service has submitted across the *nKPI*, *OSR*, *HCP, IAHP PHC Activity Work Plan* and IAHP PHC *Performance Report* reporting types.

In addition, each of the data assets that display in the *Data Assets* section will be clearly labelled as either being a "*Reporting Round Submission*" or a "*Trial Submission*"
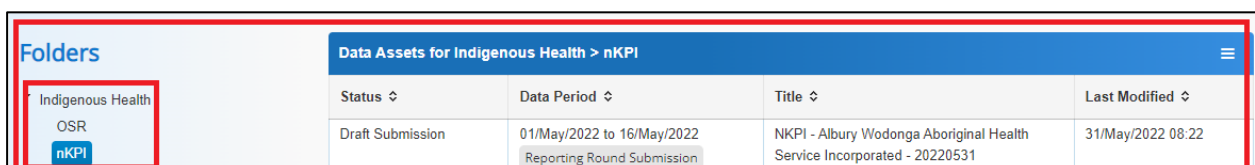
The *Data Assets* section is divided into two areas – The *Folders* area (left-hand side) and the *Data Assets list* area (right-hand side).

The *Folders* area on the left-hand side of the screen displays all the folders you have access to along with the folder you currently have selected (highlighted in blue). The folder you have selected determines the data assets that display in the *Data Assets list* area on the right-hand side of the screen. Health services will generally only have access to the Indigenous Health folder.

To browse folders:

1.   Select the folder's name.

The data assets in the chosen folder will appear in the Data Assets list on the right-hand side of the screen.
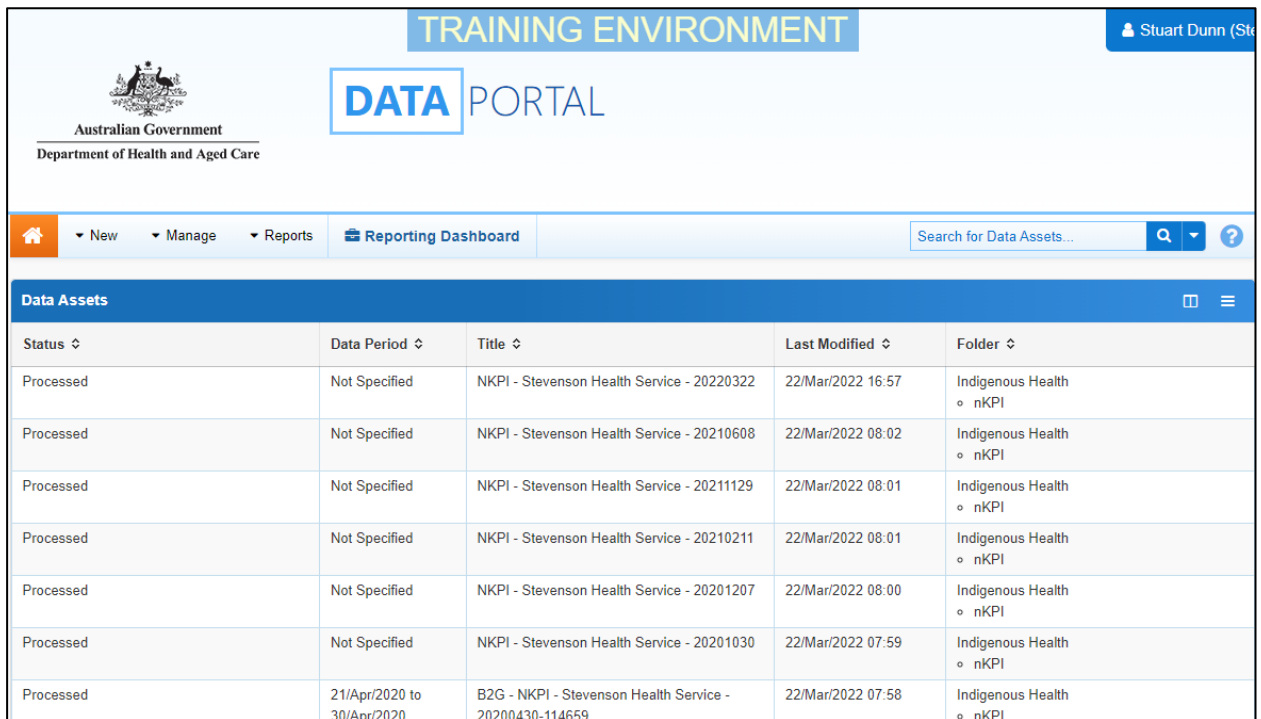
⚠️ If required, you can select [▶] next to a folder to open it up and examine its sub-folders.

2.   To hide your folders from view, select [☰] in the top right-hand corner of the *Data Assets list* area and select **Hide Folders**.

To sort your folders by name, select ☰ and select **Sort Folders by name.** To undo the sort, select **Sort Folders by last modified**.

The Data Assets section of the screen will update to display a list of all the data assets you have access to, across all folders.

In this view, if required, you can add the **State** column to the *Data asset list* area and then sort your data assets by state.

3.   To do this, select ▮▮ in the top right-hand corner of the *Data assets list* area and select the **State** check box from the list that displays.

4.   Click anywhere on the screen to remove the **Show / Hide Columns** drop down list.

The Data Assets list will update to display the *State* column and you can now sort your data assets by state as required.

5.   To return to the previous view, select ▤ again and select **Show Folders**.

The *Data Assets list* area displays the data assets that you are currently viewing.

There are several actions you can take when viewing data assets:

i.   To view the details of a data asset, select the data asset in the list. This will take you to the Data Assets Details screen.

ii. To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to *(Date) Last Modified*, *Status*, *Data Period* or *Title*.

iii. If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets

| ◂◂ | 1 | 2 | 3 | 4 | 5 | ▸▸ |

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Introduction to the nKPI/OSR/IAHP PHC Activity Work Plan/IAHP PHC Performance Report/TIS Performance Report form

There are several different tasks available within the nKPI/OSR/IAHP PHC Activity Work Plan/IAHP PHC Performance Report/TIS Performance Report forms in the Data Portal that can be used to help you submit your data as quickly and as accurately as possible.

⚠️   The screenshot below displays the nKPI form but most of the form sections detailed below are also present in the OSR, IAHP PHC Activity Work Plan, IAHP PHC Performance Report and TIS Performance Report forms.

1. Cancel and go back to overview

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

2. The Indicators/Tabs List

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

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

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

3. Main Form Window

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

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

4. Open notifications - Some comments require action buttons

⚠️💬¹

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

If there are any comments that have been added to the section by a user, 💬¹ will display in the blue *Submission Data* bar in the top right-hand corner of the form.

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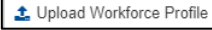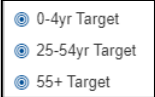
5. The Options Menu

☰

The *Options Menu* groups together additional functions that can be completed from within the forms. Some functions will only be available in certain forms.

The functions available through the *Options Menu* are:

- [⊃ Summary View] - Displays all indicators/sections of the form in the one view so the whole form can be printed if needed.

- [⚡ Populate empty cells with zeros] - Adds zeros to any empty cells in the selected indicator/section.

- [↺ Clear all cells] - Clears all data that has been entered into the cells in the selected indicator/section.

- [➕ Expand all tabs] - Allows you to open all the indicators/sections when in Summary View.

- [➖ Collapse all tabs] - Allows you to collapse all the indicators/sections when in Summary View.

- **⬆ Upload Workforce Profile** - Allows the user to upload their completed Workforce Profile spreadsheet to populate the Paid and Unpaid FTE tabs of the OSR form (OSR only).

- ◉ 0-4yr Target / ◉ 25-54yr Target / ◉ 55+ Target - Displays on PI03 in the nKPI form and, when selected, highlights the cells used to calculate the applicable Value in current collection (%) value on the nKPI Targets tab.

- ◉ Target - Displays on P105, 14, 18 and 23 in the nKPI form and, when selected, highlights the cells used to calculate the applicable Value in current collection (%) value on the nKPI Targets tab.

6. The Notifications Tray

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

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

Notifications **+ New** ≡ ✖

⚠ **Internal validation**

For Row: Number of babies;
- With birth weight recorded
  (all live births) (Value=35)
should not be more than
- Total babies born
  (Value=34)
Please amend your data or provide a comment.

02/Jul/2020 12:50
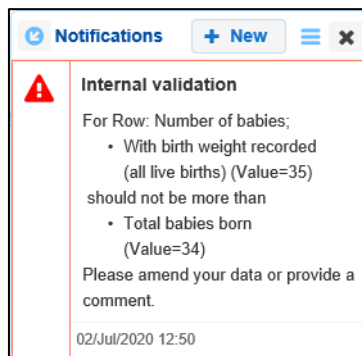
- To dock the tray at the bottom of the indicator/section (where the *Comments and Validation Flags* section previously was) or undock it so you can move it around the form, select 🔵

- To add a new comment, select **+ New**.

- To search for a particular validation flag/user comment, or to show completed comments in the tray, select ≡.

- To close the tray, select ✖.

- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select ↩.

- To view any highlighted cells accompanying the flag/comment, select 👁.

7. Link to nKPI Definitions (nKPI form only)
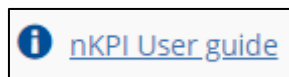
ℹ **nKPI User guide**

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

Indigenous Health Data Asset Submission Workflow

Indigenous Health Data Reporting – Submission of a Data Asset Workflow Diagram

Clinical System step	Health Data Portal steps

Health Services

STEP 1 Health Service

Patient data collected in clinical systems will be inputted into the Data Portal

Health Records for Manual Submission

Health Records exported as an XML file for Automatic Submission

STEP 2 Submission Uploader — Becomes →

Creates

Inputted

STEP 3 Submission Reviewer — Can act as ... →

Reviews (optional)

STEP 4 Submission Approver — Can act as ... →

Approves

Data Asset — Sent for Review → Data Asset — Sent for Approval → Data Asset

Sent back for revision

Sent back for revision

Sent for Approval

Sent back for revision

Ready for Processing

The AIHW

STEP 5 Data Receiver — Processes the Data Asset → Data Receiver — Data Assets used in Health Reports →

nKPI, HCP, OSR

Indigenous Health Data Asset Submission

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

Each health service will then need to report on their nKPI (each January and July), OSR (July), HCP (July), IAHP PHC Activity Work Plan (June) IAHP PHC Performance Report (September) and/or TIS Performance Report (January) data through the Health Data Portal. Depending on the Clinical Information System (CIS) they use to record their data, the health service can submit their data asset in the Data Portal using either of the following two methods:

- **Direct Load** – an automatic data transfer from the health service's CIS to the Data Portal. The CIS' capable of facilitating the direct load of data into the Data Portal are *Communicare*, *MMEx*, *Medical Director* and *Best Practice*.

- **Manual Submission** – the health service will need to manually create the data asset in the Data Portal and enter their aggregated clinical data into a blank form within this data asset.

Automated Data Validation

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

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

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

- **Mathematical check** – the *mathematical check* data validation will ensure there are no mistakes in the data that has been transferred in the data asset (for example, there are no "numerator" values higher than the "denominator" value). Any errors identified in an indicator by the mathematical check will need to be resolved by the health service by amending the applicable values.

- **Completeness check** – the *completeness check* data validation will identify any blank cells, either in the direct load data transfer or as part of manual submission and will ask the health service to validate whether there should be values in these cells. Any errors identified in an indicator by the completeness check will need to be resolved by the health service by either entering a value into the applicable cells or adding a comment explaining why the cells in question have been left blank.

- **Year-to-year variance check (time trend validation)** – the year-to-year data validation check will compare the health service's data with their data from previous years. If there are significant differences in these figures (25% or more) from one year to the next, then this will be flagged as part of the validation process. For example, if a particular health service is reporting that 100 babies were born in their clinics during the current data period but only five were reported as being born in the previous period, this would be picked up by the check as a potential data entry error due to the large discrepancy. Issues identified in an indicator by the year-to-year variance check will need to be addressed by the health service by either amending the value in question or adding a comment explaining the reason for the variance.

⚠️   For detailed information regarding the specific data validation flags in the Data Portal and how to address each of these flags as you submit your data asset in the Data Portal, see either the *Work with nKPI Data Validation Rules in the Health Data Portal* or *Work with OSR Data Validation Rules in the Health Data* Portal user guide.

Data Validation for Direct Load Data Assets

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

For more information, see the applicable *Submit a Data Asset (Direct Load)* section (nKPI, OSR or HCP) later in this guide.

Data Validation for Manual Submission Data Assets

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

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

🖫 Save   at the bottom of each indictor/section as they enter the data into the form. The *Uploader* can then amend the values as required as they complete the form.

For more information, see *Submit an nKPI Data Asset (Manual Process)*, *Submit an OSR Data Asset (Manual Process)*, *Submit your Activity Work Plan (AWP)*, or *Submit your Performance Report* later in this guide.

Rerunning Data Validation

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

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

Submit a Data Asset (Direct Load) Overview

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

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

Submit an nKPI Data Asset (Direct Load)

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

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

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

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

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

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

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

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

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

Any indicators with data validation issues will display a ⚠ on the corresponding tab on the left-hand side of the form for easy identification, and the details of the data validation errors/issues for the displayed indicator will display as flags in the *Notifications Tray* on the right-hand side of the form.
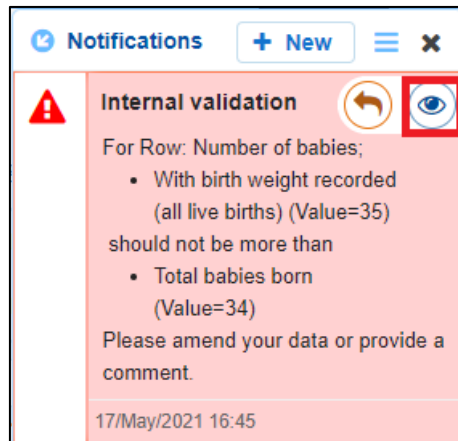
If the *Notifications Tray* doesn't display by default, select ⚠ in the top right-hand corner of the form to display it.

3.   On the left-hand side of the form, select the first indicator with data validation issues that need to be resolved (a ⚠ will display).

4.   Read the data validation flag(s) in the **Notifications Tray** on the right-hand side of the form to determine whether any data values for the indicator are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation.

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

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

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

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

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

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

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

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

The Respond to Validation Issue dialog box will display.

ii.   Select [▼] in the **Reason** field and select the reason you are adding a response from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**.

iii.   Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.

iv.   To save the response, select **Save**.

v.   Repeat this process for any other values/flags in the indicator that need to be explained.
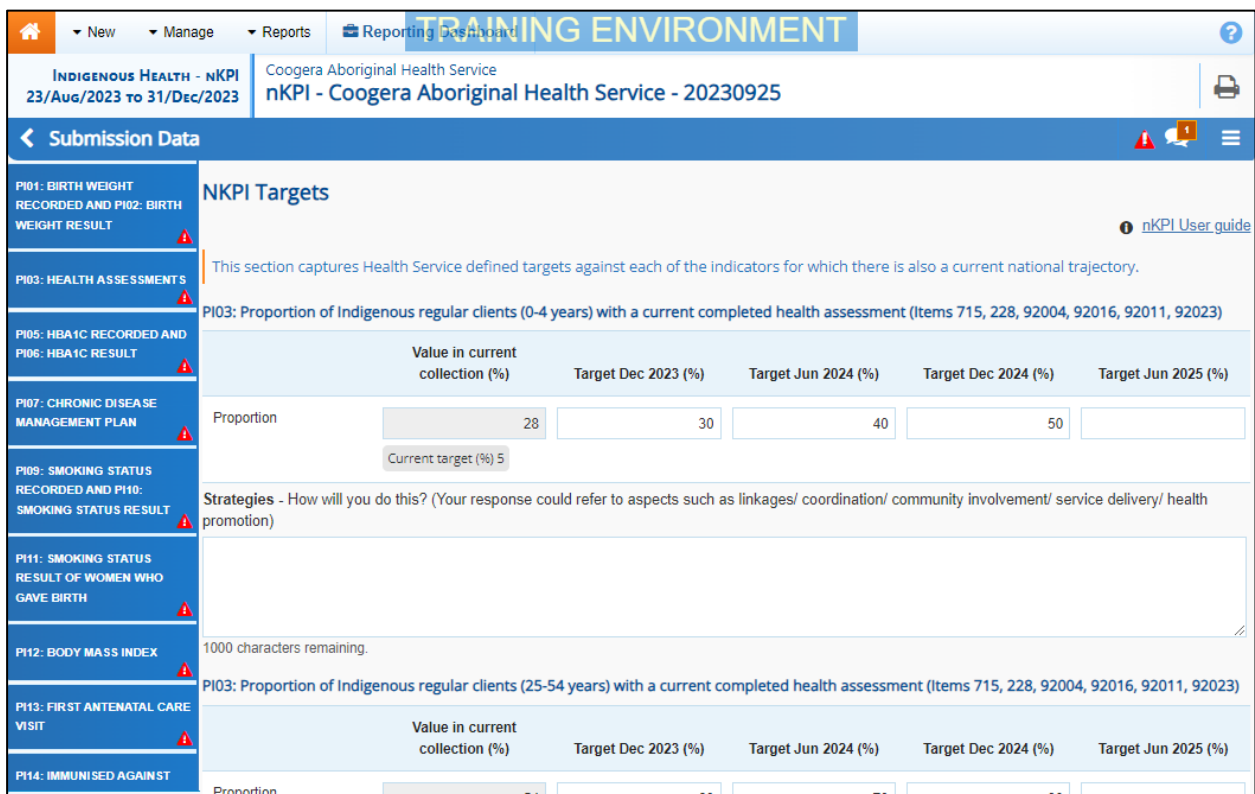
The comment(s) has now been added underneath the data validation flag in the *Notifications Tray* and can be viewed by anyone accessing the data asset in the Data Portal.

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

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

5.   Repeat the above steps for all indicators with data validation flags that need to be resolved.

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

The nKPI Targets tab will display.

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

7. If you are reporting your nKPIs for the first time, you will need to enter your percentage targets for the next four data collection periods (using your current target percentage as a guide if needed) along with your strategies for achieving these targets.

8. If you are not reporting your nKPIs for the first time, then you will only need to enter your targets into the cell on the far-right hand side of the tab, representing the collection period two years into the future.

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

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

To see how the applicable *Value in current collection (%)* value has been calculated, select the applicable indicator tab on the left-hand side of the screen, select [icon] and select *Target.* The cells involved in the calculation of the nKPI Targets *Value in current collection (%)* value will be highlighted in green.
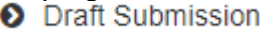
9. Once you have entered your targets for each of the applicable indicators and your accompanying strategies for achieving these targets, select [Save] at the bottom of the form.

10. Once all data validation flags in the nKPI form have been addressed, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select [< Close].
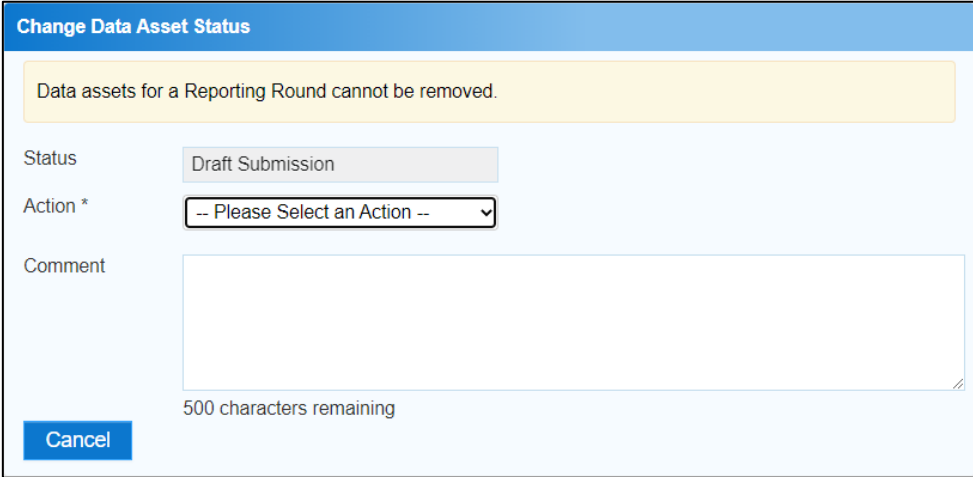
The Data Portal home screen will again display with the *Reporting Dashboard* open.

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

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

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

The Change Data Asset Status dialog box will display.

Change Data Asset Status
Data assets for a Reporting Round cannot be removed.

Status: Draft Submission

Action *: -- Please Select an Action --

Comment: [   ]

500 characters remaining

[Cancel]

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.

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

14. In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.

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

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

i. To send the data asset for internal review, select Request Review . For the next step in the process see *Review an Indigenous Health Data Asset Submission*.

ii. To submit the data asset directly to your CEO or their representative for approval, select Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii. To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

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

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

Submit an OSR Data Asset (Direct Load)

IAHP-funded health services will need to provide their aggregated OSR data to the AIHW
through the Data Portal, every 12 months (*each July*). For more information regarding the type
of information that should be included in your OSR submission, see *Guide to the OSR Form in
the Health Data Portal*.

⚠ If needed, prior to updating your direct load OSR data asset in the Health Data Portal, you
can download your Workforce Profile data from your *Processed* OSR data asset from the
previous collection period (*or the most recent collection period you submitted OSR data for*).
You can then share the data with those in your service who are responsible for compiling FTE
values, to make it easier to then enter this data into the Workforce Profile sections of your OSR
form for the current reporting round. For more information on how to do this, see *Working with
the Workforce Profile Spreadsheet in an OSR Data Asset* later in this guide.

The following procedure is used to submit an OSR direct load data asset in the Data Portal, and
address data validation flags within the data asset, using the *direct load* process.

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

A list of the data assets you are expected to submit as part of the current reporting round will
display in the *Reporting Dashboard*.

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

The Submission Data screen will display the partially completed OSR form uploaded to the Data Portal as part of the *direct load* process, with each section of the form being displayed on a separate tab on the left-hand side of the form. A tab showing *Organisation Profile* details will default as displayed.

The first time you open your OSR form, the *Overall Purpose* section will display, detailing the purpose of the OSR. If you would like to close the section, select ⊗ in the top right-hand corner of the section.

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

Most of the sections of the OSR form contain fields/cells asking for information which is not contained within health services' CIS'. You will need to work through each of the sections of the form, starting with *Organisation Profile*, ensuring all fields/cells have been completed and any data validation issues have been addressed.

If you need any assistance regarding what information to enter in the different sections of the OSR form, select 🛈 in the applicable section to see information regarding the purpose of the section, definitions of the values that need to be entered and practical examples of how to complete the section.

3. Complete/update the cells on the *Organisation Profile* tab as described below.

Field/Button	Description
Physical Location	
☑ Update Address	If the address details displayed for your service are incorrect and need updating, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health and Aged Care) enter the correct address details for your service and send the email as normal.
Accreditation	
Does your organisation have current clinical RACGP (Royal Australian College of General Practitioners) standards accreditation?	Select either **Yes** or **No** as applicable.
Name	If **Yes** was selected above, enter the name of the agency your organisation received its accreditation from.
Expiry Date	If **Yes** was selected above, use the calendar to select your service's accreditation expiry date.
Does your organisation have current organisational accreditation (QIC/ISO/ACHS/NSQHS Standards)?	Select either **Yes** or **No** as applicable.
Standard	If **Yes** was selected above, a line will display for each of the organisational accreditation standards listed in the brackets in the question (QIC/ISO/ACHS/NSQHS). Select the check box for each of the organisational accreditation standards your health service has.
Name	Enter the name of the applicable organisational accreditation agency.
Expiry Date	Use the calendar to select the accreditation expiry date for the selected accreditation. ⚠️ This date can't be in the past.
Does your organisation have any other relevant accreditations?	Select either **Yes** or **No** as applicable.
Standard	If **Yes** was selected above, five blank lines will display, in which you can enter the details of any additional accreditations your health service has. Enter the accreditation standard in the **Standard** cell.
Name	Enter the name of the accreditation agency.
Expiry Date	Use the calendar to select the accreditation expiry date for the selected accreditation.

Field/Button	Description
	⚠ This date can't be in the past.
Reporting	
Who is your organisation's contact for OSR reporting?	Select ⬇ and select the appropriate contact person for your service from the list that displays. ⚠ The list of names that appears will be pulled from the list of registered users for your health service in the Data Portal.
Smoke Free Workplace	
Is your organisation a smoke-free workplace or implementing smoke-free policies?	Select either **Yes** or **No** as applicable.
Do all staff have access to smoking cessation resources, services, and materials to support their own cessation attempts?	Select either **Yes** or **No** as applicable.
Incorporation/Registration Status	
Is your organisation incorporated?	Select either **Yes** or **No** as applicable.
Who is your organisation incorporated with?	If **Yes** was selected above, select ⬇ and select the applicable option from the list that displays. The options are: - Australian Securities and Investment Commission (ASIC) - Office of the Registrar of Indigenous Corporations (ORIC) *The state/territory-specific organisation that displays here* - Other – specify ⚠ If you have previously entered this information in your OSR, it will display here and can just be updated as needed.
Is your organisation Not-for-Profit?	Select either **Yes** or **No** as applicable.
Is your organisation registered with the Australian Charities and Not-for-Profit Commission?	If **Yes** was selected above, select **Yes** or **No** to this question.
How many members did your organisation have at 30 Jun 2023?	If **Yes** was selected above, enter the number of members your health service has.

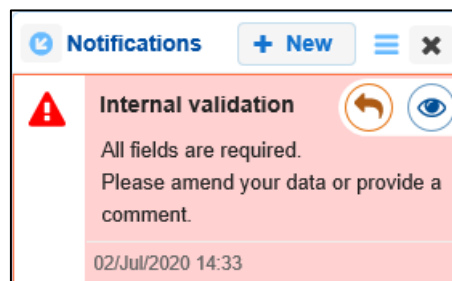4.   To save your changes to the *Organisation Profile* tab, select 🖫 Save at the bottom of the form.

5. If any data validation flags display, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation.

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

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

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

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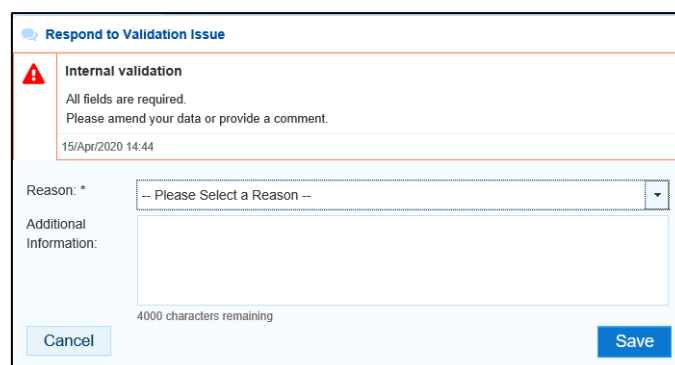

ii. To save the amendment and run data validation again, select 💾 Save at the bottom of the form.

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

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

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

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

The Respond to Validation Issue dialog box will display.

ii. Select ▾ in the **Reason** field and select the reason you are adding a response from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**.

iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.

iv. To save the response, select Save.

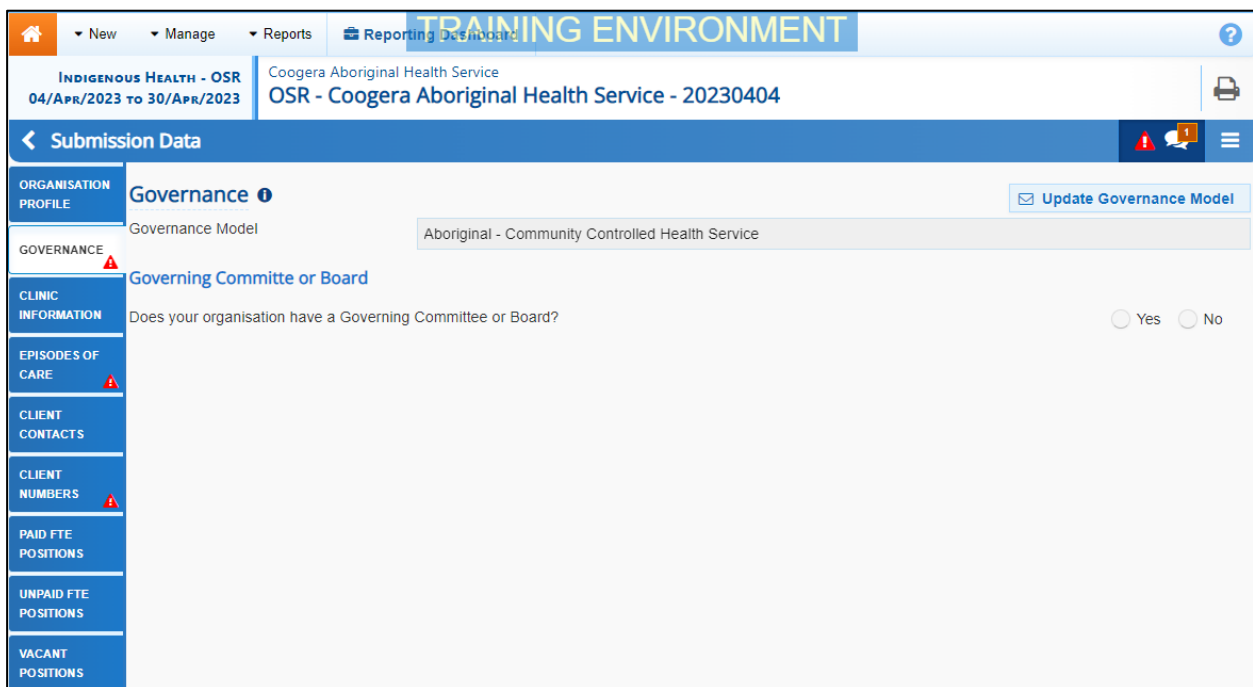v. Repeat this process for any other values in the indicator that need to be explained.

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

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

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

6. To continue, select the *Governance* tab on the left-hand side of the form.

The *Governance* tab will display.

7. Complete/update the cells on the *Governance* tab as described below.

Field/Button	Description
✉ Update Governance Model	If the governance model displayed is incorrect, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health and Aged Care) select the correct governance model for your service and send the email as normal.
Governing Committee or Board	
Does your organisation have a Governing Committee or Board?	Select either **Yes** or **No** as applicable.
Do you know any further details about the Committee or Board?	This question will display if **Yes** was selected above.

Field/Button	Description
	Select **Yes** if you know information about your Committee or Board and are happy to answer further questions about it.

If you know your service has a Committee/Board but do not know enough about it to answer further questions (for example, you are part of a large hospital) please select **No**. |
| Are details of the members of the Board for your organisation published on your website? | Select either **Yes** or **No** as applicable. |
| Please provide a link to your website | If **Yes** was selected above, enter a link to your website, where the Board information can be located. |
| Please provide a list of Board Members | If **No** was selected above, select [+ Add Row] and then complete the following cells to create a list of your Board Members:

- **Role** – Select [▾] and select the applicable role for your first Board Member. The options are **Chairperson**, **Deputy Chairperson**, **Treasurer** and **Director**.
- **Name –** Enter the Board Member's name.
- **Community they represent** – Enter the community or communities the Board Member is representing.
- **Relevant Skills** – Enter any skills the Board Member has that are relevant to their role on the Board.
- **Date commenced in role** – Using the calendar, select the date the Board Member commenced in the role.

Repeat this process for all your health service's Board Members. |
How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2023?	If **Yes** was selected to above, enter the number of Aboriginal or Torres Strait Islander members your board had at 30 June 2023.
Has the performance of your Board been evaluated in the past two years ending 30 June 2023?	Select either **Yes** or **No** as applicable.
Did any members of the Board receive training to assist in their role in the year ending 30 June 2023?	Select either **Yes** or **No** as applicable.

Field/Button	Description
Who provided the training (tick all that apply)?	If **Yes** was selected above, tick the applicable check box(es) from the list below: • Australian Institute of Company Directors • Governance Institute of Australia • Australian Indigenous Governance Institute • Office of the Registrar of Indigenous Corporations (ORIC) • NACCHO and/or state-based Affiliate • Other-please specify
Does the Board include non-member independent directors?	Select either **Yes** or **No** as applicable.
How many non-member independent directors are on the board?	If **Yes** was selected above, enter the number of non-member independent members on the Board.
Have any current Governing Committee or Board members (including non-member independent directors) been specifically appointed for a skill set?	Select either **Yes** or **No** as applicable.
For which skills were they appointed (tick all that apply)?	If **Yes** was selected above, tick the applicable check box(es) from the list below: • Primary health care • Community engagement and participation • Clinical governance • Practice management • Legal/corporate governance • Financial management and accounting • Business development and marketing • Education and capacity building • Philanthropic/ corporate • Other-please specify
Please provide comment below	If **No** was selected above, enter explanatory text here.

8.   To save your changes to the *Organisation Profile* tab, select 🖫 Save at the bottom of the form.

9.   To continue, select the *Clinic Information* tab on the left-hand side of the form.

The *Clinic Information* tab will display.

The *Clnic Information* tab will display a list of any known clinics for your health service. For each of these clinics, you will be asked to enter details regarding the clinic's service delivery details, as well as each clinic's client numbers.

10. If any of your clinics are missing, select ✉ **Update Clinic sites** in the top right-hand corner, enter the name and address information for the clinic in the email that displays and then send the email to the Department of Health and Aged Care's FNHD Health Data Portal team so they can add the clinic's details to the Health Data Portal.

11. Complete/update the cells on the *Clinic Information* tab for each of your health service's clinics, as described below.
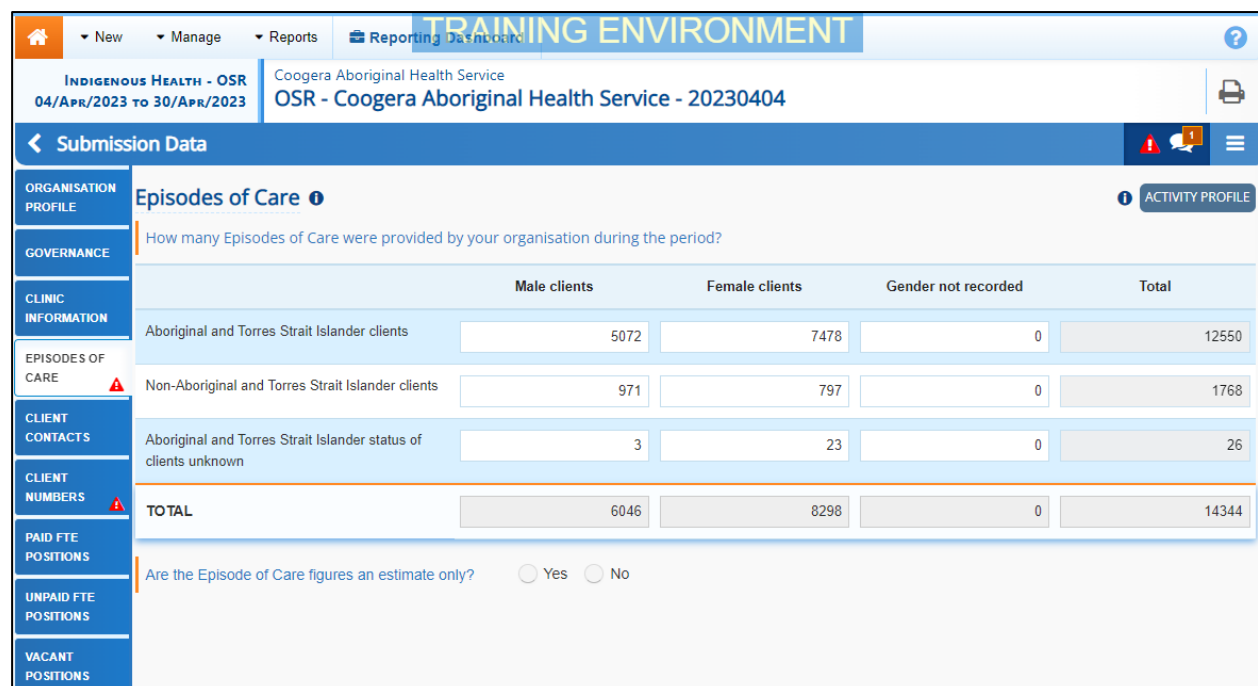
Field/Button	Description
Do you offer 24-hour emergency care from this location?	Select either **Yes** or **No**.
What days of the week are services available at this clinic?	If **Yes** was selected above, all the check boxes will be ticked, **00:00** will be entered in all the **Opening Time** cells and **23:59** in all the **Closing Time** cells. If **No** was selected above, then the **Monday** to **Friday** check boxes will be selected, **09:00** will be entered in the applicable **Opening Time** cells and **17:00** in the applicable **Closing Time** cells.
Catchment Areas	List the catchment areas serviced by the clinic, as you have previously done in your Activity Work Plan.
Functions and Services	Select the check box(es) relating to the functions and services the clinic provides.

Field/Button	Description
Client Numbers (whole organisation)	Will list the total number of clients for your health service. This number has been pulled from the **Client Numbers** tab of your OSR form. ⚠️ This section is read-only and can't be edited. It is to be used as a reference if your client numbers need to be broken down further by clinic.
Client Numbers xxxxx (where xxxxx is the name of your clinic) Total – this clinic	For each of your clinics listed here, enter the number of regular clients the clinic has, into the applicable cell, The client numbers entered here for each of your clinics need to add up match the client numbers for the whole organisation, as displayed in the **Client Numbers (whole organisation) section**. ⚠️ If your health service only has one clinic, this section will not display on the **Clinic Information** tab.

12. To save your changes to the *Clinic Information* tab, select 💾 Save at the bottom of the form.

13. To continue updating your OSR form, select the *Episodes of Care* tab on the left-hand side of the form.

The *Episodes of Care* tab will display.

The *Episodes of Care* tab will display your pre-populated *Episodes of Care* data, transferred from your CIS as part of the Direct Load process.

14. Complete/update the cells on the *Episodes of care* tab as described below.

Field	Description
Aboriginal and Torres Strait Islander clients	Review/update the number of episodes of care delivered for **Male clients**, **Female clients**, and clients whose gender was not recorded.

Field	Description
Non-Aboriginal and Torres Strait Islander clients	Review/update the number of episodes of care delivered for **Male clients**, **Female clients**, and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Review/update the number of episodes of care delivered for **Male clients**, **Female clients**, and clients whose gender was not recorded.
Are the Episode of Care figures an estimate only?	Select either **Yes** or **No** as applicable.
What is the basis for the estimate?	If **Yes** was selected above, enter details regarding what the estimate was based on.
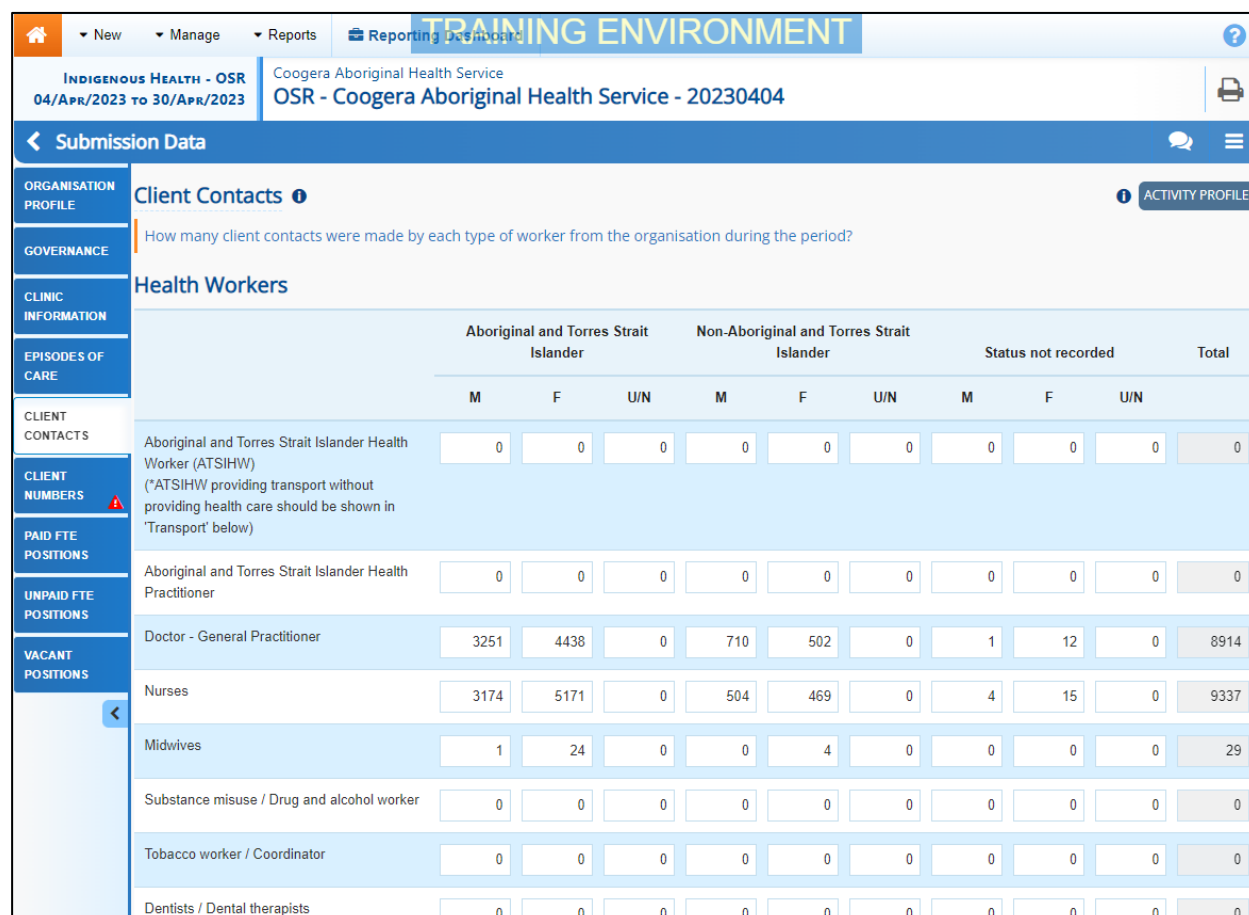
15. To save your changes to the *Episodes of Care* tab, select [💾 Save] at the bottom of the form.

16. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation by responding to the flag.

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

17. To continue reviewing and updating your OSR form, select the *Client Contacts* tab on the left-hand side of the form.

The *Client Contacts* tab will display.

The *Client Contacts* tab will display your pre-populated *Client Contacts* data, transferred from your CIS as part of the Direct Load process.

18. Review and update your *Client Contacts* values as required.

19. To save your changes to the *Client Contacts* tab, select 🖫 Save at the bottom of the form.

20. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation by responding to the flag.

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

21. When you are ready, select the *Client Numbers* tab on the left-hand side of the form.

The *Client Numbers* tab will display.

The *Client Numbers* tab will display your pre-populated client numbers data, transferred from your CIS as part of the Direct Load process. This data will be broken down into three tables: *Aboriginal and Torres Strait Islander clients*, *Non-aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander clients status unknown.* Each of these tables will then be broken down by age group, from *0 – 4 years* through to *65 years and older*.

22. Review and update your *Client Numbers* values as required.

23. Answer either **Yes** or **No** to the **Are the client number figures an estimate only?** question.

24. If **Yes** was selected, enter details regarding what the estimate was based on in the **What is the basis for the estimate?** field.

25. To save your changes to the *Client Numbers* tab, select 🖫 Save at the bottom of the form.

26. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are correct but may require some explanation by responding to the flag.

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

27. When you are ready, select the *Workforce Profile - Paid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Paid FTE Positions* tab will display.

The *Paid FTE Positions* tab of the OSR form will be blank, as workforce data isn't stored in the CIS. You will need to enter your paid position data manually.

🟠 REMEMBER - You can download your Workforce Profile data from your *Processed* OSR data asset from the previous collection period if needed. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Working with the Workforce Profile Spreadsheet in an OSR Data Asset* later in this guide.

The *Paid FTE Positions* tab is used by health services to record the number of paid Full Time Equivalent (FTE) positions within your health service, on the 30th of June for the applicable financial year, for:

- General and other staff
- Health professionals / Workers

Data captured within each of the Workforce Profile sections of the form serves the following purposes:

- It provides a picture of the numbers of staff falling into various professional categories, which may be used for longer term workforce planning.

- It provides information regarding the number of FTE by staff function, which may help identify gaps in service capability by geographic area.

- It provides information on unfilled positions and staff turnover, which in turn may provide information on the key issues faced by services.
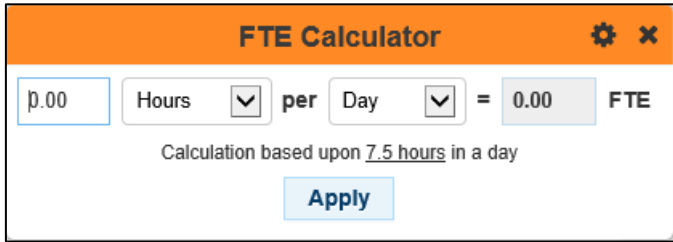
Calculating FTE

Full-time equivalent (FTE) is the ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period (Mondays through Fridays). The ratio units are FTE units or equivalent employees working full-time. In other words, one FTE is equivalent to one employee working full-time.

For convenience, the Workforce Profile tab of the OSR form includes an FTE calculator in each cell which can be configured to suit your organisation's standard working hours.

28. For paid workers, enter the number of "*Aboriginal or Torres Strait Islander*" and "*Other*" FTE positions for each of the listed roles.

 The cells in the Paid FTE Positions tab will accept up to seven characters, including two decimal points. For example, 9999.99.

29. If you need assistance calculating the FTE of a position, select in the applicable cell.

The FTE Calculator will display.

30. Enter the number of hours per day, days per week etc the person in the selected position works.

The FTE calculator will calculate the FTE figure and display it in green in the FTE cell .

 By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select and make the required changes in the **Configuration** section. To save the changes, select **Save Configuration**.

31. To apply the calculated value to the cell, select **Apply**.

32. To close the FTE Calculator, select .

 If there are any roles you don't have values for, select in the top right=hand corner of the screen and select *Populate empty cells with zeros* to enter zeros in these cells.

33. To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select **+ Add Row**.

The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*)
dialog box will display.

34.   Select the **Role / function** cell and select the applicable worker type from the list that
displays.

35.   In the second and third cells, enter the number of "*Aboriginal or Torres Strait Islander*"
and/or "*Other*" FTE respectively.

36.   If there are other roles that need to be added, select ⊕ and repeat the process.

37.   Once all the additional roles have been added, select **Save**.

The selected role(s) has now been added to the form.

38.   To save your changes to the *Paid FTE Positions* tab, if needed, select 🖫 Save at the
bottom of the form.

39.   To continue, select the *Workforce Profile - Unpaid FTE Positions* tab on the left-hand side
of the form.

The *Workforce Profile - Unpaid FTE Positions* tab will display.

The *Unpaid FTE Positions* tab of the OSR form will be blank, as workforce data isn't stored in
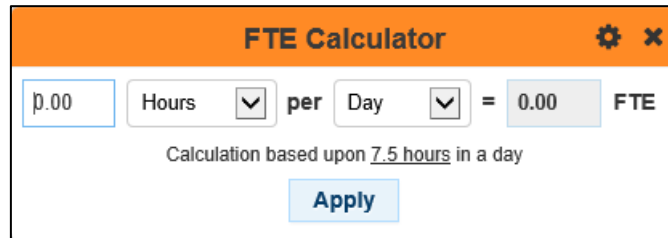the CIS'. You will need to enter your paid position data manually.

The *Unpaid FTE Positions* tab is used by health services to record the number of unpaid Full Time Equivalent (FTE) positions within your health service, for the applicable financial year, for:

- General and other staff

- Health professionals / Workers

40.   For unpaid workers, enter the number of FTE positions for each of the listed roles.

⚠️ The cells in the *Unpaid FTE Positions* tab will accept up to seven characters, including two decimal points. For example, 9999.99.

41.   If you need assistance calculating the FTE of a position, select 🖉 in the applicable cell.

The FTE Calculator will display.

FTE Calculator ⚙ ✖

| 0.00 | Hours ▾ | **per** | Day ▾ | = | 0.00 | **FTE** |

Calculation based upon 7.5 hours in a day

Apply

42.   Enter the number of hours per day, days per week etc the person in the selected position works.

The FTE calculator will calculate the FTE figure and display it in green in the FTE cell `0.80`.

⚠️ By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select ⚙ and make the required changes in the **Configuration** section. To save the changes, select **Save Configuration**.
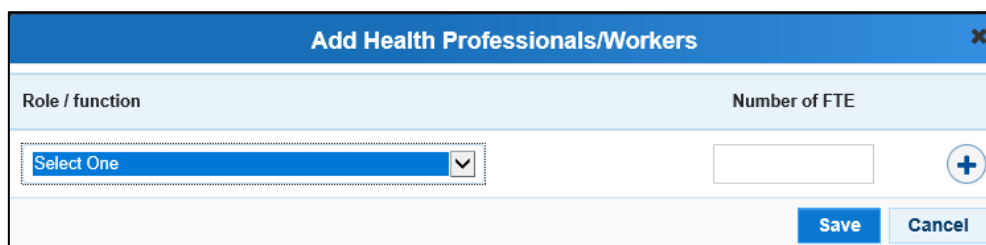
43.   To apply the calculated value to the cell, select **Apply**.

44.   To close the FTE Calculator, select ✖.

⚠️ If there are any roles you don't have values for, select ▤ in the top right-hand corner of the screen and select *Populate empty cells with zeros* to enter zeros in these cells.

45.   To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select **+ Add Row**.

The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.

Add Health Professionals/Workers ✖

Role / function	Number of FTE
Select One ▾		⊕
	Save **Cancel**

46.   Select the **Role / function** cell and select the applicable worker type from the list that displays.

47.   In the **Number of FTE** cell, enter the number of unpaid FTE for the selected role.

48.   If there are other roles that need to be added, select ⊕ and repeat the process.

49.   Once all the additional roles have been added, select **Save**.

50. To save your changes to the *Unpaid FTE Positions* tab, if needed, select 🖫 Save at the bottom of the form.

The selected role(s) has now been added to the form.

⚠️ Once you have entered in your paid and unpaid FTE values and saved these, a data validation flag will appear back up on the *Client Contacts* tab for any positions you have not entered values for here that have corresponding values against them on the *Client Contacts* tab. If this occurs, go back to the Client Contacts tab, and address the data validation flag either by amending the applicable value(s) or responding to the flag.

51. To continue, select the *Vacant Positions* tab on the left-hand side of the form.

The *Vacant Positions* tab will display.

52. In the **Does your organisation have any vacant positions as at 30 June 2023?** field, select either **Yes** or **No**.

If **Yes** is selected, the *Vacant Staff Positions* section will display.

53. To continue, select + Add Row .

The Add Health Professionals/Workers dialog box will display.

54.   Select the **Role / function** cell and select the applicable worker type from the list that displays.

55.   In the **Number of FTE** cell, enter the FTE number (up to 1) of vacant positions for the selected role.

⚠️ If the FTE is more than one, you will need to select ➕ and add another line as you can only enter 1 FTE per row. If you enter an FTE of more than 1 in a row, an error message will display once you save your data.

56.   In the **Weeks vacant (as at 30 June 2023)** cell, enter the applicable number of weeks.

57.   If there are other vacant positions that need to be recorded, select ➕ and repeat the process.

58.   Once all the additional roles have been added, select **Save**.

59.   Once all data validation flags in the OSR form have been addressed, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select **‹ Close**.
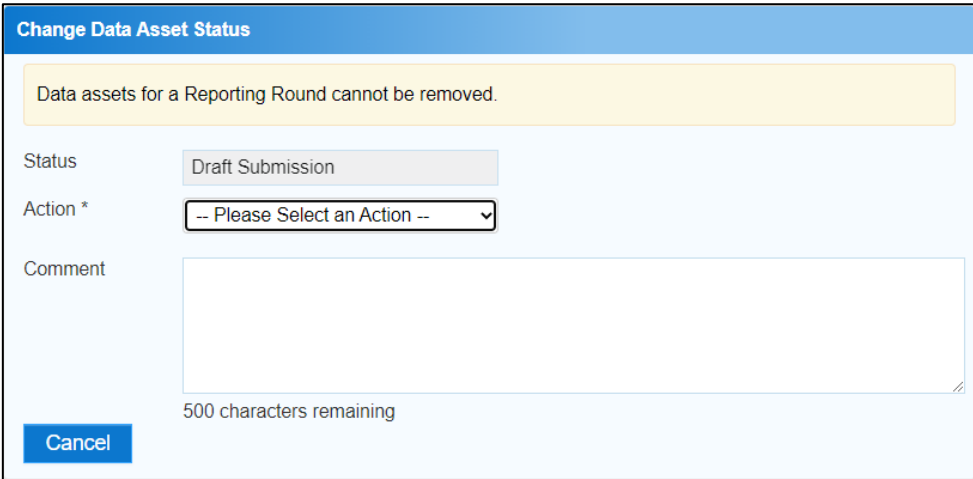
The Data Portal home screen will display with the *Reporting Dashboard* open.

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

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

61.   To progress the data asset to the next stage of the submission workflow, select **❯ Draft Submission** for the OSR data asset in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status

Data assets for a Reporting Round cannot be removed.

Status	Draft Submission
Action *	-- Please Select an Action --
Comment	

500 characters remaining

Cancel

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval.

This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.

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

63. In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

64. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

i. To send the data asset for internal review, select Request Review . For the next step in the process see *Review an Indigenous Health Data Asset Submission*.

ii. To submit the data asset directly to your CEO or their representative for approval, select Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii. To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

The *direct load* OSR data asset has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

Submit a HCP Data Asset (Direct Load)

IAHP funded health services will need to provide their Health Care Provider information to the Department of Health and Aged Care, through the Data Portal, every 12 months (*in July*).

The following procedure is used to submit a HCP data asset in the Data Portal, and address data validation issues within the data asset, using the *direct load* process.

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

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

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

The Submission Data screen will display the HCP form uploaded to the Data Portal as part of the *direct load* process.

The HCP form contains the Health Care Provider names and numbers for your health service that have been transferred from your Clinical Information System (CIS).

An "All fields are required" data validation flag will display in the *Notifications Tray* on the right-hand side of the form (as shown above) as information regarding whether your providers are salaried is not contained within your CIS and therefore, not transferred to the HCP form in the Data Portal as part of the direct load process.

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

3.   To complete the **Salaried** section of the form, select ⏷ on the **Bulk update:** button (either at the top or bottom of the form) and select the applicable option from the second half of the list that displays. The options are **Mark empty Salaried as Yes**, **Mark empty Salaried as No, Mark all Salaried as Yes** and **Mark all Salaried as No**.

⚠ You can also complete the *Salaried* section of the form either by simply selecting *Yes* or *No* for each provider or by selecting the *Bulk Select* check box for the applicable provider and then selecting ⏷ on the *Bulk update:* button and selecting either *Mark selected Salaried as Yes* or *Mark selected Salaried as No*.

4.   To save your changes, select 🖫 Save at the bottom of the form.

The "All fields are required" data validation flag should now be removed from the *Notifications Tray*.

Other data validation flags may also display in the HCP form *Notifications Tray* for the following reasons:

- One or more of your provider numbers does not meet the required numbering format.

- The *Last Name* field is empty for one or more of your providers.

- One of the name cells for one or more of your providers contains a salutation (e.g., Dr, Prof) or other words other than the provider name.

5. If any other data validation flags do display in the **Notifications Tray**, read the message to determine what action needs to be taken.

6. You can then either make the required change in the applicable cell(s) or, for any validation flags relating to provider names, select [Please select ▾] and then select **Apply Common Name Fix Ups** from the list that displays.

7. Select [Yes] in the window that displays.

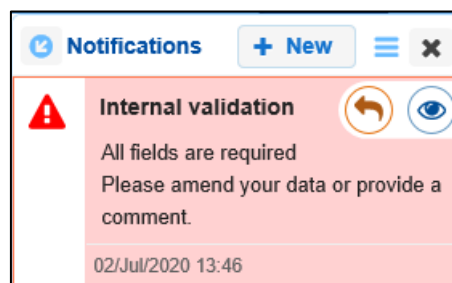**8.** Select [🖫 Save] at the bottom of the form.

Any validation flags associated with the provider names will now be resolved.

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

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

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

ii. To save the amendment and run data validation again, select [🖫 Save] at the bottom of the form.

The data validation flag relating to the data value you have just amended should now disappear.
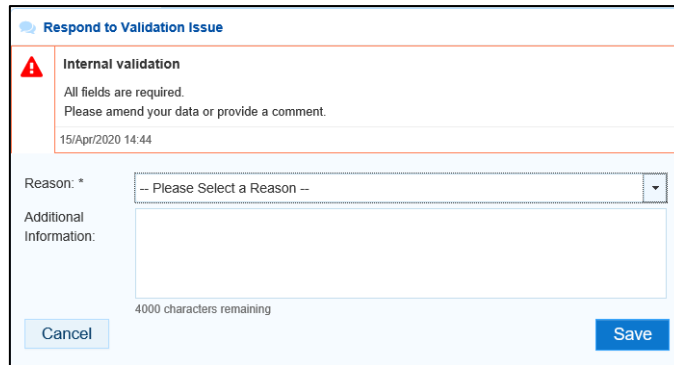
iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting [🖫 Save] until this occurs.

⚠️ To add a new comment for a colleague to an indicator separate to the responses added to the validation flag, select [+ New] at the top of the Notifications Tray, enter your comment (linking the applicable cells if needed) and then save it.

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

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

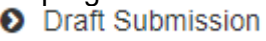   The Respond to Validation Issue dialog box will display.

    ii.   Select ▾ in the **Reason** field and select the reason you are adding a response from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**.

    iii.   Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.

    iv.   To save the response, select **Save**.

    v.   Repeat this process for any other values in the indicator that need to be explained.

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

⚠ To enter details for any providers not transferred as part of the direct load process, select **+ Add** and enter in the applicable information.

⚠ If a provider(s) information needs to be removed from the form (perhaps they are a provider from a different clinic) select the *Bulk select* check box(es) at the end of the applicable row and then select ▾ on the *Bulk update:* button (either at the top or bottom of the form) and select *Delete all selected* from the list that displays.

9.   Once all data validation flags in the HCP form have been addressed, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select **‹ Close**.

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

10.   Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under Data Sharing.

11.   To save the changes, select **Save**.

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

The Change Data Asset Status dialog box will display.

Change Data Asset Status

Data assets for a Reporting Round cannot be removed.

Status   Draft Submission

Action *   -- Please Select an Action --

Comment

500 characters remaining

Cancel

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.
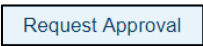
⚠ If you have the access to approve data asset submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset yourself and then submit it directly to Health and Ged Care for processing.

14.   In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

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

   i.   To send the data asset for internal review, select [Request Review]. For the next step in the process see *Review an Indigenous Health Data Asset Submission*.

   ii.   To submit the data asset directly to your CEO or their representative for approval, select [Request Approval]. For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

   iii. To send the data asset to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select [Request Interim Processing]. For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

The *direct load* HCP data asset has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your health service can then action the data asset as required.

Refresh Your Direct Load Data Asset

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

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

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

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

Submit an nKPI Data Asset (Manual Process)

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

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

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

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

2. To commence the submission of your manual nKPI data asset, select ⊕ to the right of the nKPI data asset text.

🔔 The manual data asset submission can also be created by selecting *New > Asset for Submission* from the menu bar.

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

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

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

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

⚠️ If there are no results to report on for a particular indicator in the form, see *Completing nKPIs You Don't Report on/Have Data For* later in this guide or how to complete these indicators.

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

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

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

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

Indicator	Description
	In addition, you also need to enter your total number of clients. ⚠️ Please ensure the total number of clients you enter for this indicator matches the total number of clients you enter on **PI03**, **09, 12, 14,** and **25**. ⚠️ Include any record of alcohol consumption, including whether the client consumes alcohol, the amount and frequency of the client's alcohol consumption and the results of tests such as the AUDIT or AUDIT-C. ⚠️ Where an Indigenous regular client's alcohol consumption status does not have an assessment date assigned in the CIS, alcohol consumption status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).
PI18: Kidney function test recorded	Enter the number of your Indigenous regular clients with Type 2 diabetes or cardiovascular disease (CVD) who have had a kidney function test in the last twelve months. In addition, you also need to enter your total number of clients with both Type 2 diabetes and cardiovascular disease. ⚠️ When entering data regarding the number of your clients who have had eGFR and ACR tests recorded, please ensure the numbers match the corresponding cells on **PI19**. ⚠️ Please include results from all relevant pathology tests. If your service doesn't have a good system for adding pathology results to client records, you will need to make sure they have been included in the correct cell. ⚠️ Please include regular clients aged 18 and over with CVD regardless of whether they have had an ACR. For this indicator, all that matters is whether they have had an eGFR.
PI19: Kidney function result categories	Enter the number of your Indigenous clients regular with Type 2 diabetes and/or CVD who have had both an eGFR and an ACR result recorded in the last 12 months. ⚠️ When entering data regarding the number of your clients who have had eGFR tests recorded, please ensure the numbers match the corresponding cells on **PI18**. ⚠️ Please include only the most recently recorded result from an eGFR test. This means that if a client has had several tests, include only the results from the most recent test. ⚠️ Please include the results from all relevant pathology tests. If your service doesn't have a good system for adding

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

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

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

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

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

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

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

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

🟠 If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select 👁 for the applicable data validation flag and the applicable cell(s) will be highlighted in red. Then, select 👁 again to remove the highlighting and action the flag as required.
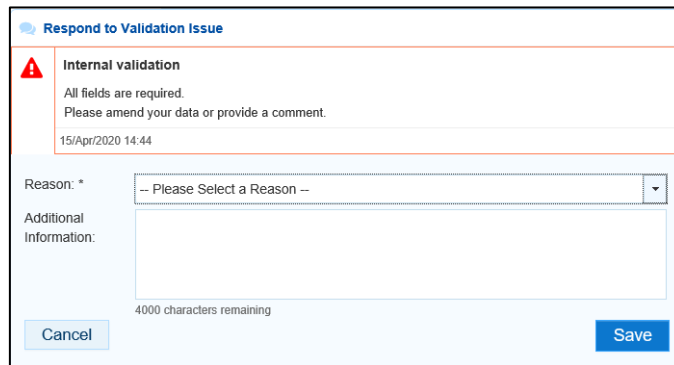
ii.   To save the amendment and run data validation again, select 🖫 Save at the bottom of the form.

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

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

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

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

The Respond to Validation Issue dialog box will display.

i.   Select ▾ in the **Reason** field and select the reason you are adding a comment from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**.

ii.   Enter an explanatory comment in the **Additional Information** field.

iii.   To save the response, select **Save**.

iv.   Repeat this process for any other values that need to be explained for the indicator.

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

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

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

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

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

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

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

The Change Data Asset Status dialog box will display.

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

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

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

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

⚠ Any user with access to view the data asset will be able to view any comments entered here.

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

i.   To submit the data asset for internal review, select Request Review . For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

ii.   To submit the data asset to your CEO or their representative for approval, select Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii.   To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

⚠ To save the data asset as a draft without sending it on to the next stage of the submission process, select Save .

The data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

Completing nKPIs You Don't Report on/have Data For

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

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

1.   From the open **Reporting Dashboard** on the Data Portal home screen, open your nKPI form by selecting either 🟠 (for a new manual submission) or 📄 (for a direct load or existing manual submission) to the right of the nKPI data asset text.

The nKPI Submission Data screen will display.

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

If you are not funded to report on an indicator:

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

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

ii.   To save the indicator as blank, select 💾 Save at the bottom of the form.

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

The Respond to Validation Issue dialog box will display.

iv. In the Respond to Validation Issue dialog box, in the **Reason** field, select ☐ and select **Zero results/blanks - Not funded to provide this service, indicator not applicable**.

v. Enter any **Additional Information** if needed.

vi. To continue, select **Save**.

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

i. Enter your data into the applicable cells of PI03 and leave the rest of the cells blank.

⚠ If the rest of the cells in the indicator already have zeros in them, remove these by selecting ▤ in the top right-hand corner of the screen and then selecting *Clear all cells*.

ii. Select **🖫 Save** at the bottom of the form.

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

The Respond to Validation Issue dialog box will display.

iv. In the Respond to Validation Issue dialog box, in the Reason field, select ☐ and select **Zero results/blank - Not funded to provide this service, indicator not applicable**.

v. In the **Additional Information** field, note that your service is only funded for part of the indicator.

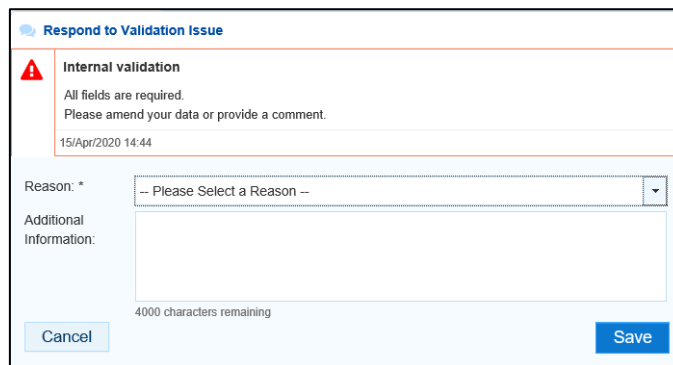**vi.** To continue, select **Save**.

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

i. Enter zeroes into the indicator's cells by selecting [≡] in the top right-hand corner of the screen and then selecting **Populate empty cells with zeros**.

ii. If the indicator has a *Total Clients* column (or similar) replace the zeros in this column with your total client values.

iii. If you wish to add an explanation of why the service wasn't provided for the collection period, select [+ New] at the top of the **Notifications Tray** and select **Zero results - Service provided, but no applicable clients seen in the period** from the list.

iv. Enter any **Additional Information** if needed.

v. To continue, select [Save].

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

i. If the indicator is blank, enter a value in any cell on the indicator to bring [🖫 Save] up on the bottom of the form and then remove the value.

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

ii. To save the indicator as blank, select [🖫 Save] at the bottom of the form.

iii. In the **Notifications Tray**, next to the flag that displays, select [↩].

The Respond to Validation Issue dialog box will display.

iv. In the Respond to comment dialog box, in the **Reason** field, select [▾] and select **Zero results/blanks - Data could not be extracted**.

v. Enter any **Additional Information** if needed.

vi. To continue, select [Save].

2. To save any other changes to the indicator, select [🖫 Save] at the bottom of the form.

3. To exit the form, scroll to the bottom of the form and select [< Close].

Submit an OSR Data Asset (Manual Process)

A health service using a CIS which will not transfer OSR data to the Data Portal, will need to manually create an OSR data asset directly in the Data Portal. For more information regarding the type of information that should be included in your OSR submission, see *Guide to the OSR Form in the Health Data Portal*.

⚠️ If needed, prior to creating your manual OSR data asset in the Health Data Portal you can download your Workforce Profile data from your *Processed* OSR data asset from the previous collection period. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Download the Workforce Profile Spreadsheet from an OSR Data Asset* later in this guide.

The following procedure is used to manually submit an OSR data asset in the Data Portal.

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

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

2. To commence the submission of your manual OSR data asset, select ➕ to the right of the OSR data asset text.

⚠️ The manual data asset submission can also be created by selecting *New > Asset for Submission* from the menu bar.

The Submission Data screen will display the OSR form, broken down by tabs on the left-hand side of the screen, and the *Organisation Profile* tab will display by default.

The first time you enter the OSR form, the *Overall Purpose* section will appear at the top, providing an overview of the information required to be entered into the form. To close this section, simply select ⊗.

The *Organisation Profile* tab questions will allow greater accuracy and usability in reporting and analysis, which may be of benefit to government and non-government users of the data and those responsible for reporting.

If you need any assistance regarding what information to enter in sections of the OSR form, select ⓘ for the applicable section to see information regarding the purpose of the section, definitions of the values that need to be entered and practical examples of how to complete the section.

3.   Complete/update the cells on the *Organisation Profile* tab as described below.

Field/Button	Description
Physical Location	
✉ **Update Address**	If the address details displayed for your service are incorrect and need updating, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health and Aged Care) enter the correct address details for your service and send the email as normal.
Accreditation	

Field/Button	Description
Does your organisation have current clinical RACGP standards accreditation?	Select either **Yes** or **No** as applicable.
Name	If **Yes** was selected above, enter the name of the agency your organisation received its accreditation from.
Expiry Date	If **Yes** was selected above, use the calendar to select your service's accreditation expiry date. ⚠ This date can't be in the past.
Does your organisation have current organisational accreditation (QIC/ISO/ACHS/NSQHS)?	Select either **Yes** or **No** as applicable.
Type	If **Yes** was selected above, select ▾ and select the accreditation type from the list that displays. The options are **QIC**, **ISO**, **ACHS**, and **NSQHS**.
Name	If **Yes** was selected above, enter the name of the accreditation agency.
Expiry Date	If **Yes** was selected above, use the calendar to select your service's accreditation expiry date. ⚠ This date can't be in the past.
Does your organisation have any other relevant accreditations?	Select either **Yes** or **No** as applicable.
Standard	If **Yes** was selected above, five blank lines will display, in which you can enter the details of any additional accreditations your health service has. Enter the accreditation standard in the **Standard** cell.
Name	Enter the name of the accreditation agency.
Expiry Date	Use the calendar to select the accreditation expiry date for the selected accreditation.
Reporting	
Who is your organisation's contact for OSR reporting?	Select ▾ and select the appropriate contact person for your service from the list that displays. ⚠ The list of names that appears will be pulled from the list of registered users for the service in the Data Portal.
Smoke Free Workplace	
Is your organisation a smoke-free workplace or implementing smoke-free policies?	Select either **Yes** or **No** as applicable.

Field/Button	Description
Do all staff have access to smoking cessation resources, services, and materials to support their own cessation attempts?	Select either **Yes** or **No** as applicable.
Incorporation/Registration Status	
Is your organisation incorporated?	Select either **Yes** or **No** as applicable.
Who is your organisation incorporated with?	If **Yes** was selected above, select ⏷ and select the applicable option from the list that displays. The options are: • Australian Securities and Investment Commission (ASIC) • Office of the Registrar of Indigenous Corporations (ORIC) • *The applicable state-based organisation* • Other – specify 🛈 If you have previously entered this information in your OSR, it will display here and can just be updated as needed.
Is your organisation Not-For-Profit?	Select either **Yes** or **No** as applicable.
Is your organisation registered with the Australian Charities and Not-for-Profit Commission?	If **Yes** was selected above, select **Yes** or **No** to this question.
How many members did your organisation have at 30 Jun 2021?	If **Yes** was selected above, enter the number of members your health service has.

4. To save your changes to the *Organisation Profile* tab, select 🖫 Save at the bottom of the form.

🛈 If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select ↩ in the *Notifications Tray* and enter an explanation as to why the cell hasn't been completed. If you need assistance in identifying which cells haven't been completed, select 👁.

5. To continue, select the *Governance* tab on the left-hand side of the form.

The *Governance* tab will display.

6.   Complete/update the cells on the *Organisation Profile* tab as described below.

Field/Button	Description
☐ **Update Governance Model**	If the governance model displayed is incorrect, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health and Aged Care) select the correct governance model for your service and send the email as normal.
Governing Committee or Board	
Does your organisation have a Governing Committee or Board?	Select either **Yes** or **No** as applicable.
Do you know any further details about the Committee or Board?	This question will display if **Yes** was selected above. Select **Yes** if you know information about your Committee or Board and are happy to answer further questions about it. If you know your service has a Committee/Board but do not know enough about it to answer further questions (for example, you are part of a large hospital) please select **No**.
Are details of the members of the Board for your organisation published on your website?	Select either **Yes** or **No** as applicable.
Please provide a link to your website	If **Yes** was selected above, enter a link to your website, where the Board information can be located.

Field/Button	Description
Please provide a list of Board Members	If **No** was selected above, select ![+ Add Row] and then complete the following cells to create a list of your Board Members: • **Role** – Select ▾ and select the applicable role for your first Board Member. The options are **Chairperson**, **Deputy Chairperson**, **Treasurer** and **Director**. • **Name –** Enter the Board Member's name. • **Community they represent** – Enter the community or communities the Board Member is representing. • **Relevant Skills** – Enter any skills the Board Member has that are relevant to their role on the Board. • **Date commenced in role** – Using the calendar, select the date the Board Member commenced in the role. Repeat this process for all your health service's Board Members.
How many Board members were there as at 30 June 2023?	If **Yes** was selected for both questions above, enter the number of members your board has.
How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2023?	If **Yes** was selected above, enter the number of Aboriginal or Torres Strait Islander members your board had at 30 June 2023.
Has the performance of your Board been evaluated in the past two years ending 30 June 2023?	Select either **Yes** or **No** as applicable.
Did any members of the Board receive training to assist in their role in the year ending 30 June 2023?	Select either **Yes** or **No** as applicable.
Who provided the training (tick all that apply)?	If **Yes** was selected above, tick the applicable check box(es) from the list below: • Australian Institute of Company Directors • Governance Institute of Australia • Australian Indigenous Governance Institute • Office of the Registrar of Indigenous Corporations • NACCHO and/or state-based affiliate • Other-please specify
Does the Board include non-member independent directors?	Select either **Yes** or **No** as applicable.

Field/Button	Description
How many non-member independent directors are on the Board?	If **Yes** was selected above, enter the number of non-member independent directors on the Board. An independent member is broadly defined as a non-executive director who is not a member of management and who is free from any relationship that could interfere with the member's judgment.
Have any current Governing Committee or Board members (including non-member independent directors) been specifically appointed for a skill set)?	Select either **Yes** or **No** as applicable.
For which skills were they appointed (tick all that apply)?	If **Yes** was selected above, tick the applicable check box(es) from the list below: - Primary health care - Community engagement and participation - Clinical governance - Practice management - Legal/corporate governance - Financial management and accounting - Business development and marketing - Education and capacity building - Philanthropic/corporate - Other-please specify

7. To save your changes to the *Governance* tab, select [🖫 Save] at the bottom of the form.

8. To continue, select the *Clinic Information* tab on the left-hand side of the form.

The *Clinic Information* tab will display.

9.   Complete/update the cells on the *Clinic Information* tab for each of your health service's clinics, as described below.

Field/Button	Description
✉ Update Clinic sites	If any of your sites are missing, select the button, enter the name, and address information for the site in the email that displays and then send the email to the Indigenous Health Date Reporting Health Data Portal team so they can add the site's details to the Health Data Portal.
Do you offer 24-hour emergency care from this location?	Select either **Yes** or **No**.
What days of the week are services available at this clinic?	If **Yes** was selected above, all the check boxes will be ticked, **00:00** will be entered in all the **Opening Time** cells and **23:59** in all the **Closing Time** cells. If **No** was selected above, then the **Monday** to **Friday** check boxes will be selected, **09:00** will be entered in the applicable **Opening Time** cells and **17:00** in the applicable **Closing Time** cells.
Catchment Areas	List the catchment areas serviced by the clinic, as you have previously done in your Activity Work Plan.
Functions and Services	Select the check box(es) relating to the functions and services the clinic provides.

Field/Button	Description
Client Numbers (whole organisation)	Will list the total number of regular clients for your health service. This number has been pulled from the **Client Numbers** tab of your OSR form. ⚠ This section is read-only and can't be edited. It is to be used as a reference if your client numbers need to be broken down further by delivery site.
Client Numbers xxxxx (where xxxxx is the name of your clinic) Total – this clinic	For each of your clinics listed here, enter the number of regular clients the clinic has, into the applicable cell, The client numbers entered here for each of your clinics need to add up match the client numbers for the whole organisation, as displayed in the **Client Numbers (whole organisation) section**. ⚠ If your health service only has one clinic, this section will not display on the **Clinic Information** tab.

10. To save your changes to the *Clinic Information* tab, select 🖫 Save at the bottom of the form.

11. To continue, select the *Activity Profile - Episodes of care* tab on the left-hand side of the form.

The *Activity Profile - Episodes of Care* tab will display.

An episode of care is a contact between an individual client and service, with one or more staff, to provide health care within one calendar day. All contacts on the one day are treated historically as one episode of care.

12.   Complete the cells on the *Episodes of care* tab as described below.

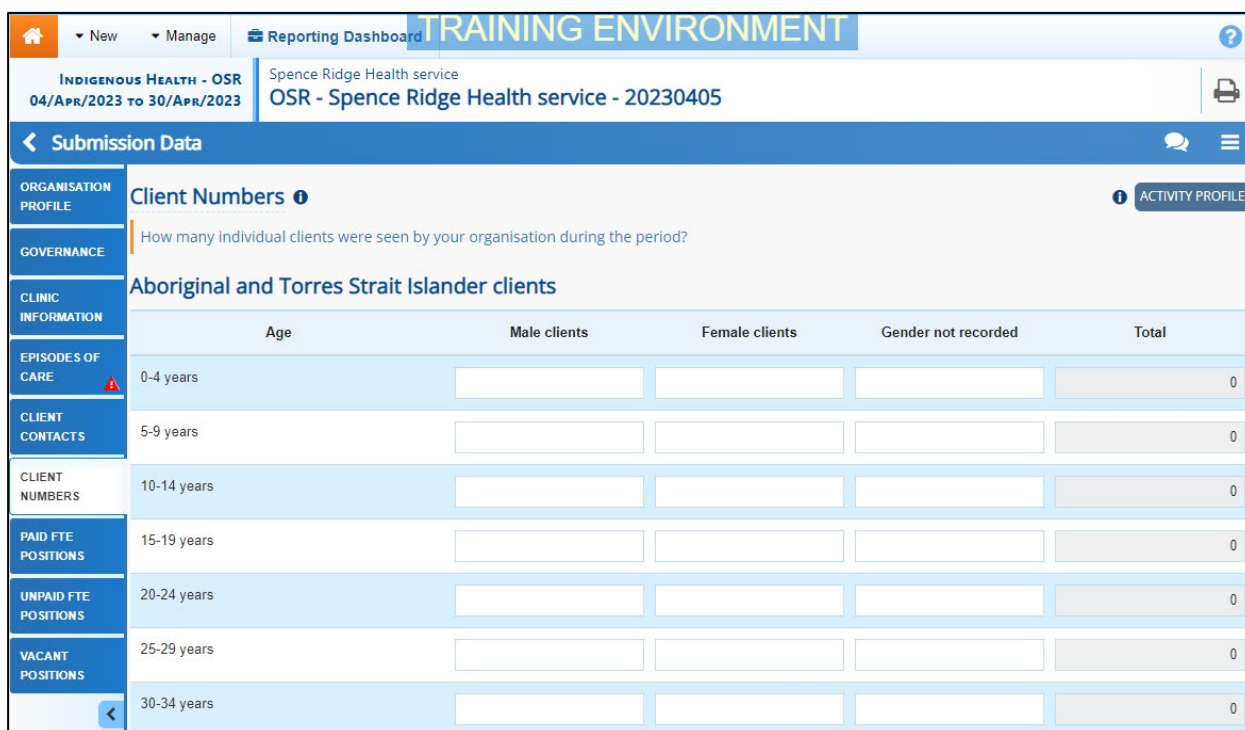| Field	Description
Aboriginal and Torres Strait Islander clients	Enter the number of episodes of care delivered for **Male clients**, **Female clients,** and clients whose gender was not recorded.
Non-Aboriginal and Torres Strait Islander clients	Enter the number of episodes of care delivered for **Male clients**, **Female clients,** and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Enter the number of episodes of care delivered for **Male clients**, **Female clients,** and clients whose gender was not recorded.
Are the Episode of Care figures an estimate only?	Select either **Yes** or **No** as applicable.
What is the basis for the estimate?	If **Yes** was selected above, enter details regarding what the estimate was based on.

If there are no values for cells, select and then select *Populate empty cells with zeros* to enter zeros into these cells. If you ever need to remove all the values from the cells, select and then select *Clear all cells*.

13.   To save your changes to the *Episodes of care* tab, select Save at the bottom of the form.

If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If you need assistance in identifying which cells haven't been completed, select . Then, select again and action the flag as needed.

14.   To continue, select the *Activity Profile - Client contacts* tab on the left-hand side of the form.

The *Client contacts* tab will display.

Client contacts are the number of contacts patients have had with health workers from your organisation during the previous twelve months. These include contacts with staff, visiting health professionals (paid and unpaid) and transport contacts.

15. Complete/update the cells on the *Client contacts* tab as described below.

Field	Description
General workers	Enter the number of client contacts for general medical professionals (such as General Practitioners and Nurses) by **Aboriginal and Torres Strait Islander**, **Non-Aboriginal and Torres Strait Islander** and **Status not recorded**.
Medical specialists	Enter the number of client contacts for Medical specialists (such as Cardiologists and Ophthalmologists) by **Aboriginal and Torres Strait Islander**, **Non-Aboriginal and Torres Strait Islander** and **Status not recorded**.
Social & Emotional Well-Being staff/Counsellors	Enter the number of client contacts for Social & Emotional Well-Being staff/counsellors (such as Social Workers and Counsellors) by **Aboriginal and Torres Strait Islander**, **Non-Aboriginal and Torres Strait Islander** and **Status not recorded**.
Allied health professionals	Enter the number of client contacts for allied health professionals (such as Optometrists and Pharmacists) by **Aboriginal and Torres Strait Islander**, **Non-Aboriginal and Torres Strait Islander** and **Status not recorded**.

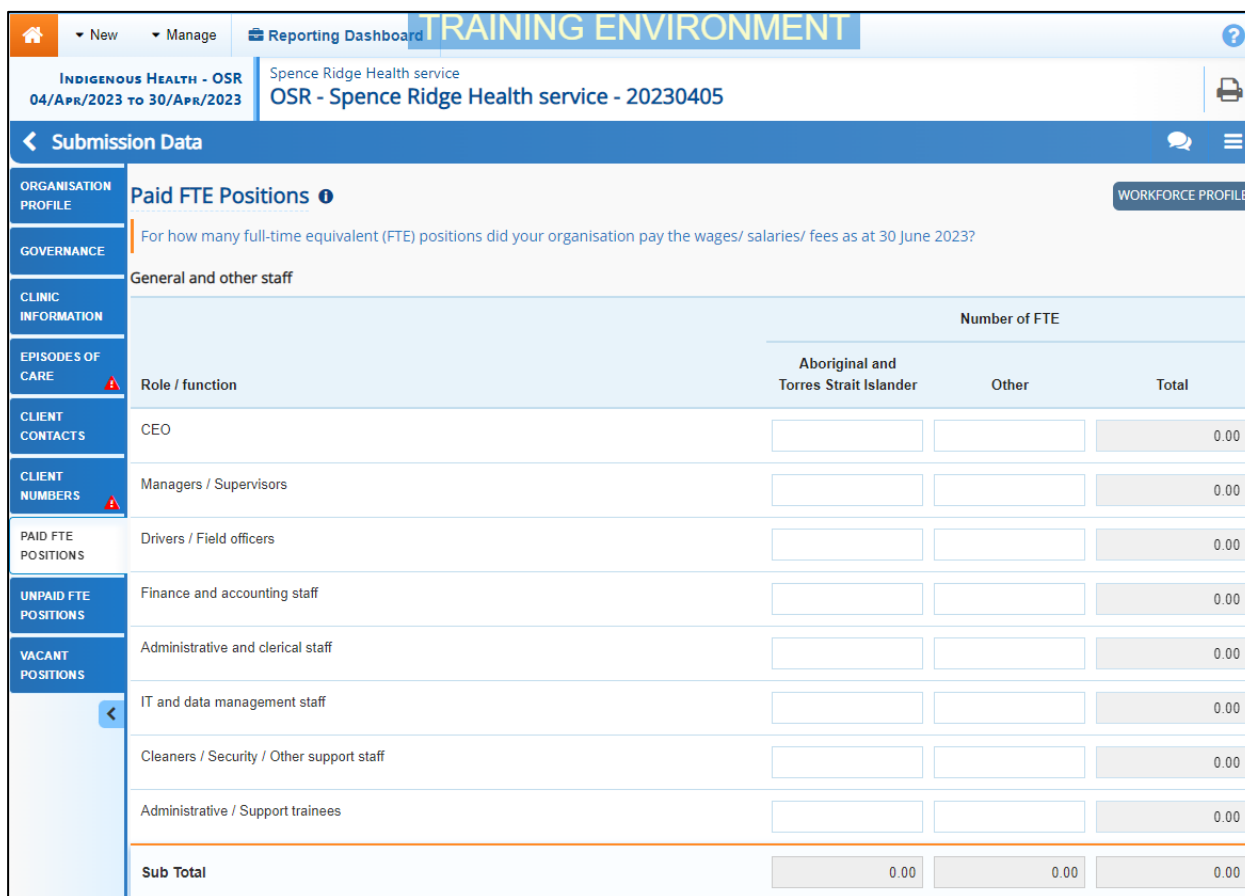⚠️ If there are no values for cells, select ⬜ and then select *Populate empty cells with zeros* to enter zeros into these cells. If you ever need to remove all the values from the cells, select ⬜ and then select *Clear all cells*.

16. To save your changes to the *Client contacts* tab, select 💾 Save at the bottom of the form.

⚠️ If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select ↩ in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If you need assistance in identifying which cells haven't been completed, select 👁. Then, select 👁 again and action the flag as needed.

17. To continue, select the *Activity Profile - Client Numbers* tab on the left-hand side of the form.

The *Client Numbers* tab will display.

On the *Client Numbers* tab, add how many individual clients received health care from staff or visiting health professionals at your organisation during the previous twelve months. Count each client once only, regardless of how many times they attended.

This tab will be broken down into three tables: *Aboriginal and Torres Strait Islander clients, Non-aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander clients status unknown.* Each of these tables will then be broken down by age group, from *0 – 4 years* through to *65 years and older*.

18. Enter your *Client Numbers* values as required.

19. Answer either **Yes** or **No** to the **Are the client number figures an estimate only?** question.

20. If **Yes** was selected, enter details regarding what the estimate was based on in the **What is the basis for the estimate?** field.

⚠️ If there are no values for particular cells, select ⬜ and then select *Populate empty cells with zeros* to enter zeros in to these cells. If you ever need to remove all the values from the cells, select ⬜ and then select *Clear all cells.*

21. To save your changes to the *Client numbers* tab, select 🖫 Save at the bottom of the form.

⚠️ If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select ↩️ in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If you need assistance in identifying which cells haven't been completed, select 👁️. Then, select 👁️ again and action the flag as needed.

22. To continue, select the *Workforce Profile - Paid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Paid FTE Positions* tab will display.

The *Paid FTE Positions* tab is used by health services to record the number of paid Full Time Equivalent (FTE) positions within your health service for:

- General and other staff
- Health professionals / Workers.

⚠️ REMEMBER - You can download your Workforce Profile data from your *Processed* OSR data asset from the previous collection period if needed. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Working with the Workforce Profile Spreadsheet in an OSR Data Asset* later in this guide.

Data captured within each of the Workforce Profile sections of the form serves the following purposes:

- It provides a picture of the numbers of staff falling into various professional categories, which may be used for longer term workforce planning.

- It provides information regarding the number of FTE by staff function, which may help identify gaps in service capability by geographic area.

- It provides information on unfilled positions and staff turnover, which in turn may provide information on the key issues faced by services.
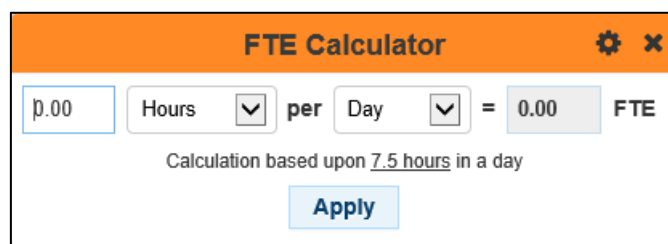
Calculating FTE

Full-time equivalent (FTE) is the ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period (Mondays through Fridays). The ratio units are FTE units or equivalent employees working full-time. In other words, one FTE is equivalent to one employee working full-time.

For convenience, the Workforce Profile tab of the OSR form includes an FTE calculator in each cell 📝 which can be configured to suit your organisation's standard working hours.

23. For paid workers, enter the number of "*Aboriginal or Torres Strait Islander*" and "*Other*" FTE positions for each of the listed roles.
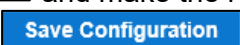
🔶 The cells in the Paid FTE Positions tab will accept up to seven characters, including two decimal points. For example, 9999.99.

24. If you need assistance calculating the FTE of a position, select 📝 in the applicable cell. The FTE Calculator will display.

25. Enter the number of hours per day, days per week etc the person in the selected position works.

The FTE calculator will calculate the FTE figure and display it in green in the FTE cell 0.80 .

🔶 By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select ⚙️ and make the required changes in the **Configuration** section. To save the changes, select **Save Configuration** .

26. To apply the calculated value to the cell, select **Apply** .

27. To close the FTE Calculator, select ✖️.

🔶 If there are any roles you don't have values for, select ▤ in the top right=hand corner of the screen and select **Populate empty cells with zeros** to enter zeros in these cells.

28. To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select **+ Add Row** .

The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.

29. Select the **Role / function** cell and select the applicable worker type from the list that displays.

30. In the second and third cells, enter the number of "*Aboriginal or Torres Strait Islander*" and/or "*Other*" FTE respectively.

31. If there are other roles that need to be added, select ⊕ and repeat the process.

32. Once all the additional roles have been added, select **Save**.

The selected role(s) has now been added to the form.

33. To save your changes to the *Paid FTE Positions* tab, if needed, select 🖫 Save at the bottom of the form.

34. To continue, select the *Workforce Profile - Unpaid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Unpaid FTE Positions* tab will display.

The *Unpaid FTE Positions* tab is used by health services to record the number of paid Full Time Equivalent (FTE) positions within your health service for:

- General and other staff

- Health professionals / Workers

35.   For unpaid workers, enter the number of FTE positions for each of the listed roles.

⚠ The cells in the *Unpaid FTE Positions* tab will accept up to seven characters, including two decimal points. For example, 9999.99.

36.   If you need assistance calculating the FTE of a position, select 📝 in the applicable cell. The FTE Calculator will display.

37.   Enter the number of hours per day, days per week etc the person in the selected position works.

The FTE calculator will calculate the FTE figure and display it in green in the FTE cell 0.80 .

⚠ By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select ⚙ and make the required changes in the **Configuration** section. To save the changes, select Save Configuration .

38.   To apply the calculated value to the cell, select Apply .

39.   To close the FTE Calculator, select ✖.

⚠ If there are any roles you don't have values for, select ☰ in the top right-hand corner of the screen and select **Populate empty cells with zeros** to enter zeros in these cells.

40.   To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select ➕ Add Row .

The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.

41.   Select the **Role / function** cell and select the applicable worker type from the list that displays.

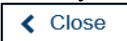**42.**   In the **Number of FTE** cell, enter the number of unpaid FTE for the selected role.

43.   If there are other roles that need to be added, select ➕ and repeat the process.

44.   Once all the additional roles have been added, select Save .

45.   To save your changes to the *Unpaid FTE Positions* tab, if needed, select 💾 Save at the bottom of the form.

The selected role(s) has now been added to the form.

46.   To continue, select the *Workforce Profile - Vacant Positions* tab on the left-hand side of the form.

The *Workforce Profile - Vacant Positions* tab will display.

47.   In the **Does your organisation have any vacant positions as at 30 June 2023?** field, select either **Yes** or **No**.

If **Yes** is selected, the Vacant Staff Positions section will display.

48.   To continue, select ➕ **Add Row** .

The Add Health Professionals/Workers dialog box will display.

49.   Select the **Role / function** cell and select the applicable worker type from the list that displays.

50.   In the **Number of FTE** cell, enter the FTE number (up to 1) of vacant positions for the selected role.

🛇 If the FTE is more than one, you will need to select ➕ and add another line as you can only enter 1 FTE per row. If you enter an FTE of more than 1 in a row, an error message will display once you save your data.

51. In the **Weeks vacant (as at 30 June 2023)** cell, enter the applicable number of weeks.

52. If there are other vacant positions that need to be recorded, select ⊕ and repeat the process.

53. Once all the additional roles have been added, select **Save**.

54. Once you have finished entering your data into the different tabs on the OSR form, select **‹ Close** at the bottom of the form.

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

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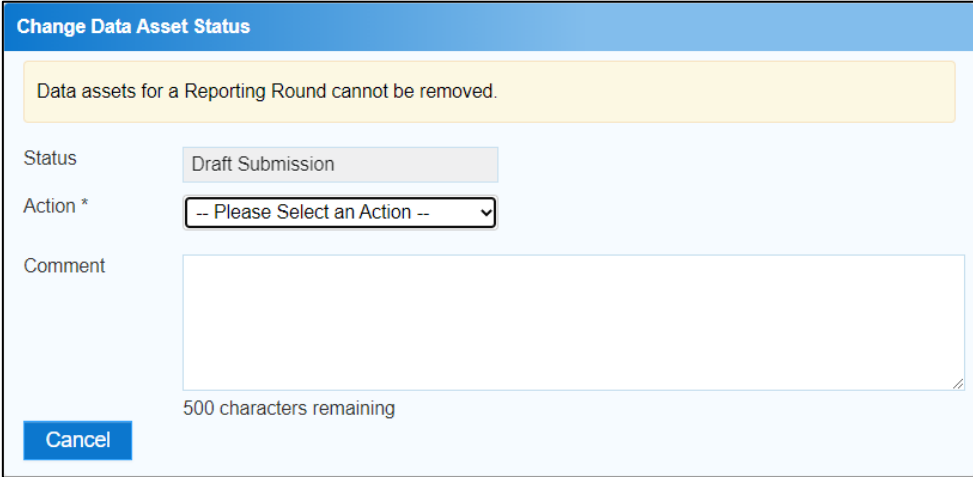
56. To continue, select **Save**.

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

57. To progress the data asset to the next stage of the submission workflow, select ❯ Draft Submission for the OSR data asset in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

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

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

59. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

60. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

i. To submit the data asset for internal review, select [Request Review]. For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

ii. To submit the data asset to your CEO or their representative for approval, select [Request Approval]. For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii. To send the data asset to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select [Request Interim Processing]. For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

⚠ To save the data asset as a draft without sending it on to the next stage of the submission process, select [Save] at the bottom of the screen.

The OSR data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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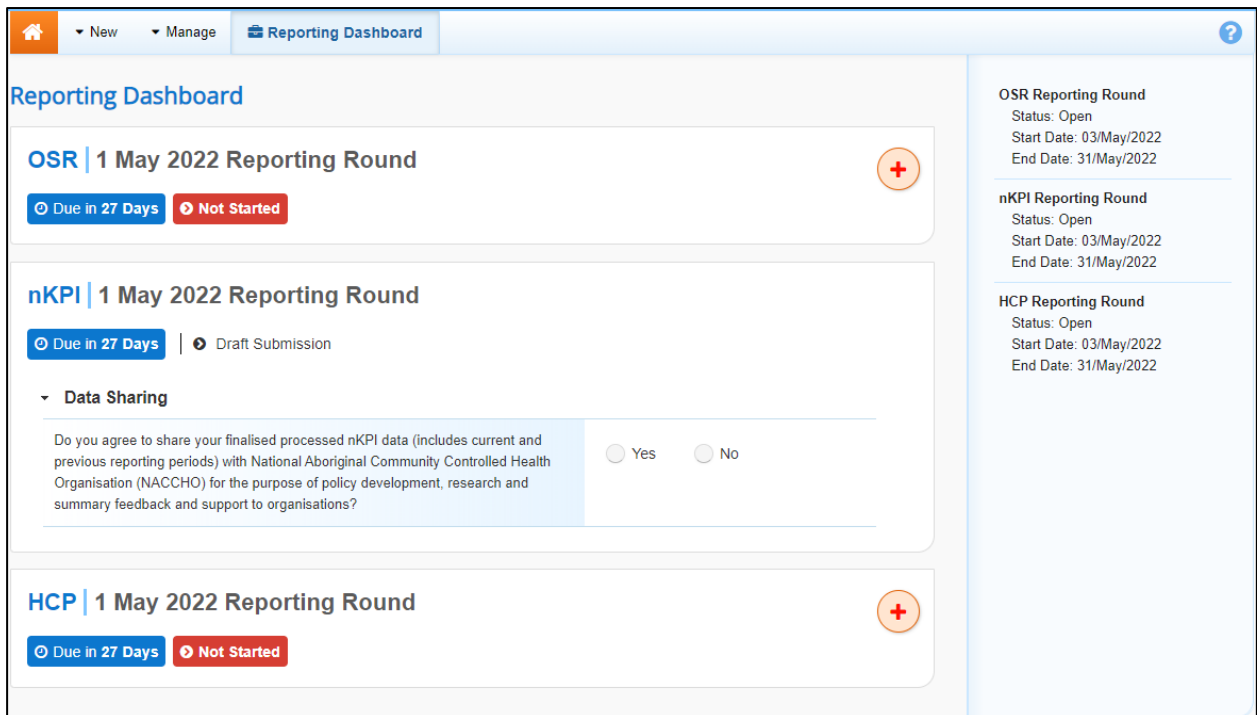
Submit an HCP Data Asset (Manual Process)

A health service using a CIS which will not automatically transfer Health Care Provider number data to the Data Portal, will need to manually create a HCP data asset directly in the Data Portal.

The following procedure is used to manually submit a HCP data asset in the Data Portal.

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

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

2. To commence the submission of your manual HCP data asset, select ⊕ to the right of the HCP data asset text in the **Reporting Dashboard**.

⚠ The manual data asset submission can also be created by selecting *New > Asset for Submission* on the menu bar.

The Submission Data screen will display the blank HCP form, containing an explanation of what Health Care Provider information needs to be included for your health service.

In the HCP form, you need to enter details for your Health Care Providers with a Medicare number who provided services in the last twelve months.

⚠️ The number provided in the form must be the eight-character Medicare provider number, not other numbers you may have that are associated with the provider.

3. Complete the cells in Row 1 of the Submission Data - Health Care Provider Details *screen* as described below.

Field/Button	Description
Provider Number	Enter the provider number for your first provider. ⚠️ A provider number needs to be 8 characters long, with the fist 6 characters needing to be numbers. The 7th character can then either be a number or a letter with the 8th character needing to be a letter.
Last Name	Enter the provider's surname.
First Name	Enter the provider's first name.
Salaried	Select either **Yes** or **No**.
Bulk Select	The **Bulk Select** check boxes generally won't be used at this stage of the process. They are more likely to be used if you need to delete multiple providers from the form or mark a group of providers as salaried or non-salaried.

4. To save the details of your first provider, select 💾 Save at the bottom of the form.

⚠️ If you have not completed all the cells for the provider, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select ↩ in the *Notifications Tray* and enter an explanation as to why the cell hasn't been completed. If you need assistance in identifying which cells haven't been completed, select 👁. Then, select 👁 again and action the flag as needed.

5. To enter details for your next provider, select **+ Add**.

6. Enter the details for your next provider as described in **step 4** above.

7. Repeat the process for all providers you need to enter details for.
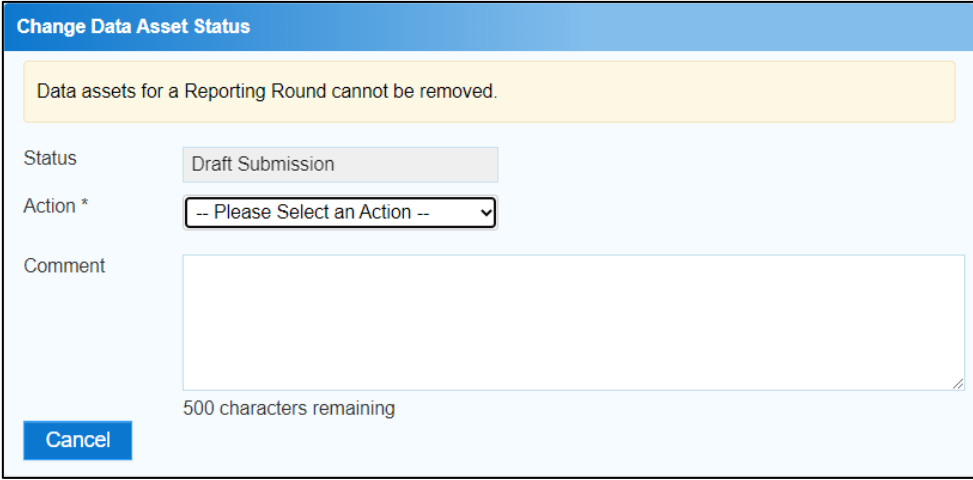
⚠️ To apply bulk selections in the **Salaried** section of the form, select ▾ at the end of **Please select** ▾ and select the applicable option.

8. Once you have finished entering your data into the HCP form, select **< Close** at the bottom of the form.

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

9. Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under Data Sharing.

10. To save the changes, select **Save**.

11. To progress the data asset to the next stage of the submission workflow, select **⊙ Draft Submission** for the HCP data asset in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status	
Data assets for a Reporting Round cannot be removed.	
Status	Draft Submission
Action *	-- Please Select an Action --
Comment	
	500 characters remaining
Cancel	

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.

⚠️ If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset and submit it directly to Health and Aged Care for processing.

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

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

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

   i. To submit the data asset for internal review, select `Request Review`. For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

   ii. To submit the data asset to your CEO or their representative for approval, select `Request Approval`. For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

   iii. To send the data asset to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select `Request Interim Processing`. For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

⚠️ To save the data asset as a draft without sending it on to the next stage of the submission process, select `Save` at the bottom of the screen.

The HCP data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

Submit your IAHP PHC Activity Work Plan (AWP)

Each June, all IAHP-funded health services will need to submit their IAHP PHC Activity Work Plan (AWP) through the Health Data Portal.

The AWP in the Health Data Portal will behave like a manual submission, needing to be created by the health service and then populated. The IAHP PHC Performance Report that services submit through the Data Portal each September then reports progress against the health service's AWP.

⚠️ The AWP Health Data Portal reporting round runs from *1 June* to *31 July* each year.

The following procedure is used to submit your AWP through the Data Portal.

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

The AWP data asst tile will display on your *Reporting Dashboard*.

2. To commence the submission of your **AWP**, select ➕ to the right of the data asset text in the **Reporting Dashboard**.

⚠️ The AWP can also be created by selecting *New > Asset for Submission* on the menu bar.

The AWP form will display, broken down by tabs on the left-hand side of the form, and the *Reporting Contact – Contact Information* section will display by default.

The reporting contact for your organisation is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.

To view help text for the *Contact Information* section, select 🛈.

3.   To record your reporting contact, select ⌄ and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

4.   To save the selection, select 💾 Save at the bottom of the form.

5.   To continue completing your AWP, select the **IAHP PHC Grant Information** tab on the left-hand side of the form.
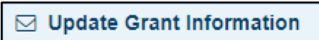
The AWP form will update to display the *IAHP PHC Grant Information* section.

Your health service's grant information will pre-populate here.

If any of your grant information listed here is incorrect, select ☒ **Update Grant Information** , enter the correct information in the email that displays and then send the email. The Health Data Portal team will then use this information to update your grant information in GPS.

6.   To continue, select the **Key Health Concerns** tab on the left-hand side of the form.

The AWP form will update to display the *Key Health Concerns – Key Health Needs* section.

The *Key Health Needs* section of the AWP is used to enter information regarding the key health needs affecting your service's clients, and how you are going to address these needs.

7.   Select the check box for the first key health need that applies to your health service.

The form will update to display a text field allowing you to specify how the selected health need will be addressed.

8.   Enter information regarding how you will address the selected health need in the **How will the health need be addressed?** cell.
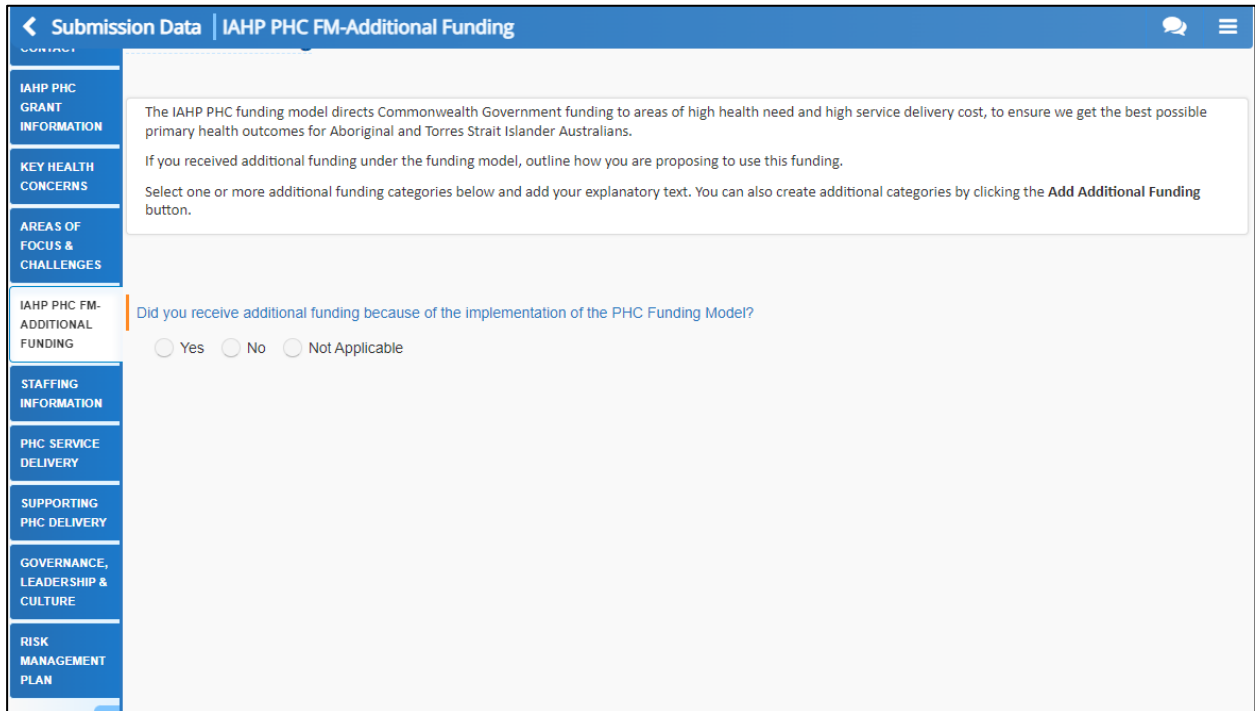
9.   Repeat steps **7** and **8** for all health needs impacting your service.

If you need to add information regarding a key health need that isn't listed in the form, select **＋ Add Health Need** and then enter in the name of the need and how it will be addressed. Repeat this process for all your additional health needs that aren't listed in the form.

10.   If you have an existing Health Needs Assessment you would like to upload to the AWP form, select **⬆ Upload Health Needs Assessment** .

11.   In the window that displays, select **＋ Choose File(s)** .

12.   In the **Open** dialog box that displays, navigate to your Health Needs Assessment, select it, and then select **Open**.

Your *Health Needs Assessment has* now been uploaded in the *Files* area of the *Key Health Concerns* tab of your *AWP*.

13.   To save your information, select **🖫 Save** at the bottom of the form.

14.   To continue, select the **Areas of Focus & Challenges** tab.

The AWP form will update to display the *Areas of Focus & Challenges* section.

The *Areas of Focus & Challenges* section is broken down into two sub-sections: *Area of Focus* and *Challenge*.

15. Select the check box for the first area of focus for your health service for the year ahead.

The form will update to display a text field allowing you to specify how the area of focus will be addressed.

16. Enter information regarding how you will address the selected focus area in the **How will the area of focus be addressed?** cell.

17. Repeat steps **15** and **16** for all health needs impacting your service.

⚠️ If you need to add information regarding an area of focus that isn't listed in the form, select **+ Add Area of Focus** and then enter in the name of the focus area and how it will be addressed. Repeat this process for all your additional areas of focus that aren't listed in the form.

18. Once you have entered the required information for your areas of focus, select the check box for the first challenge facing your health service for the year ahead.

The form will update to display a text field allowing you to specify how the challenge will be addressed.

19. Enter information regarding how you will address the selected challenge in the **How will the challenge be addressed?** cell.

20. Repeat steps **18** and **19** for all challenges facing your service.

If you need to add information regarding a challenge that isn't listed in the form, select Add Challenge and then enter in the name of the challenge and how it will be addressed. Repeat this process for all your additional challenges that aren't listed in the form.

21.   To save your information, select **🖫 Save** at the bottom of the form.

22.   To continue, select the **IAHP PHC FM-Additional Funding** tab.

The AWP form will update to display the *IAHP PHC FM - Additional Funding* section.

23.   Answer **Yes**, **No** or **Not Applicable** to the additional funding question.

If you have answered *Yes* to receiving additional funding, the screen will update to display a list of *Additional Funding* check boxes.

24.   Select the check box for the first way in which the additional funding will be spent.

The AWP form will update to display a text field allowing you to specify how the funding will be spent.

25. Enter information regarding how you will spend the funding in the **How will the additional funding need be addressed?** cell.

26. Repeat steps **24** and **25** for all ways your service's additional funding will be spent.

If you need to add information regarding a way your additional funding will be spent that isn't listed in the form, select **+ Add Additional Funding** and then enter in the name of the additional funding need and how it will be addressed. Repeat this process for all your additional needs that aren't listed in the form.

27. To save your additional funding information, select **💾 Save** at the bottom of the form.

28. To continue, select the **Staffing Information** tab.

The AWP form will update to display the *Staffing Information* section.

29. To upload your organisational chart or Staffing Profile, select
    ⬆ Upload Organisational Chart or Staffing Profile .
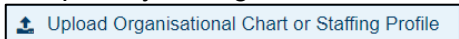
30. In the window that displays, select **+ Choose File(s)** .

31. In the **Open** dialog box that displays, navigate to the document you wish to upload, select it, and then select **Open**.

The selected document will be uploaded to the *Staffing Information* tab, in the *Files* section.

32. To save your information, select **💾 Save** at the bottom of the form.

33. To continue, select the **PHC Service Delivery** tab.

The AWP form will update to display the *PHC Service Delivery* section.
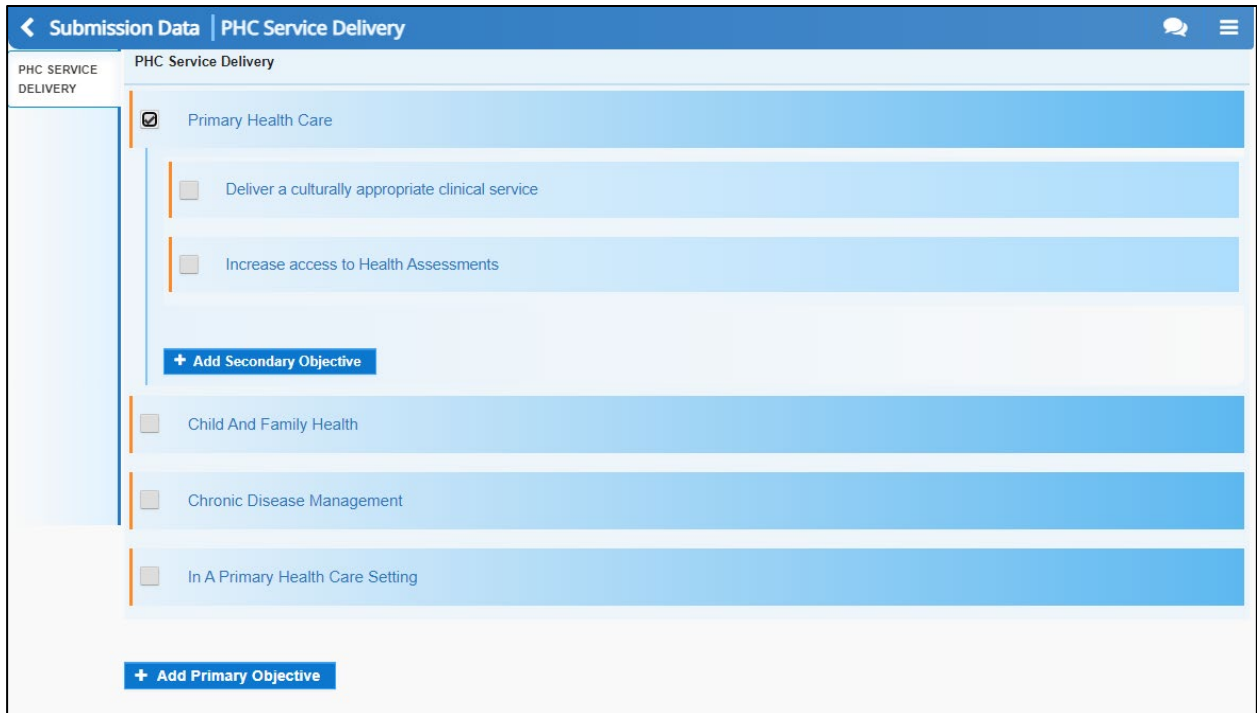
⚠ To collapse/expand the *PHC Service Delivery* help text at the top of the section, select ⌃ as needed.

34. Select the check box for the first *PHC Service Delivery* primary objective for your health service for the year ahead.

The *PHC Service Delivery* section will update to display the secondary objectives for the selected primary objective.

35. Select the check box for the first secondary objective for your health service for the year ahead.

The *PHC Service Delivery* section updates to display the text cells for the selected secondary objective.

36. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.

37.   In the **Targets** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.

38.   For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.

39.   In the **Stakeholder/Community** cell, enter information regarding any partnerships you have formed to help you achieve the objective.

40.   Repeat steps **34** to **39** for all other applicable primary and secondary objectives.

⚠️ If you need to add any objectives that aren't in the form, select **＋ Add Primary Objective** or **＋ Add Secondary Objective** and then enter in the details for the objective as needed.

41.   To save your information, select **💾 Save** at the bottom of the form.

42.   To continue, select the **Supporting PHC Delivery** tab.

The AWP form will update to display the *Supporting PHC Delivery* section.

43.   Select the check box for the first *Supporting PHC Delivery* primary objective for your health service for the year ahead.

The *Supporting PHC Delivery* section will update to display the secondary objectives for the selected primary objective.

44. Select the check box for the first secondary objective for your health service for the year ahead.

The *Supporting PHC Delivery* section updates to display the text cells for the selected secondary objective.

45. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.

46. In the **Targets** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.

47. For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.

48. In the **Stakeholder/Community** cell, enter information regarding any partnerships you have formed to help you achieve the objective.

49. Repeat steps **43** to **48** for all other applicable primary and secondary objectives.

🛈 If you need to add any objectives that aren't in the form, select **+ Add Primary Objective** or **+ Add Secondary Objective** and then enter in the details for the objective as needed.

50. To save your information, select **🖫 Save** at the bottom of the form.

51. To continue, select the **Governance, Leadership & Culture** tab.

The AWP form will update to display the *Governance, Leadership & Culture* section of the AWP form.

This section of the form is used for services to record how they plan on demonstrating leadership within the community and nurturing a positive culture.

52. Select the check box for the first *Governance, Leadership and Culture* objective for your health service.

The *Governance, Leadership & Culture* section updates to display the text cells for the selected objective.

53. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.

54. In the **Outcome** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.

55. For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.

56. Repeat steps **52** to **55** for all other applicable primary and secondary objectives.

   If you need to add any objectives that aren't in the form, select **+ Add Objective** and enter the required information.

57. Repeat this process for the objectives in the **Challenges** sub-section, ensuring you complete at least one objective.

58. To save your information, select **Save** at the bottom of the form.

59. To continue, select the **Risk Management Plan** tab.

The AWP form will update to display the *Risk Management Plan* section.

In the *Risk Management Plan* section, if you have a Risk Management Plan you can either provide a link to it here or upload it to the form. If you don't have a Rick Management Plan, you can enter the information directly into this section.

 To collapse/expand the *Risk Management Plan* help text at the top of the section, select as needed.

60. Answer either **Yes** or **No** to the **Is your Risk Management Plan published on your website?** Question.

If you answered Yes:
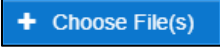
    i.   Enter your website address into the **Website address of Risk Management Plan** cell.

If you answered No:

The *Do you have a Risk Management Plan to Upload?* question will display.

    i.   If you have a Risk Management Plan, select **Yes** and then select .

         a.   In the window that displays, select .

         b.   In the Open dialog box that displays, navigate to your Risk Management Plan, select it, and then select **Open**.

Your *Risk Management Plan* has now been added to the *Risk Management Plan* tab of your AWP.

    ii.   If you don't have an existing Risk Management Plan, select **No**.

The *Risk Management Plan* section will update to display a series of check boxes.

iii. Select the check box corresponding to the first risk you need to develop a management plan for.
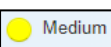
A group of additional cells will display.

iv. In the **Risk Impact** cell, detail the impacts if the selected risk becomes an issue.

v. Then detail the controls that you have put in place, in the **Risk Controls** cell.

vi. In the **Risk Rating – Likelihood** section, select either **Rare**, **Unlikely**, **Possible**, **Likely** or **Almost Certain**.

vii. In the **Risk Rating – Consequence** section, select either **Insignificant**, **Minor**, **Moderate**, **Major,** or **Catastrophic**.

The Current Risk Rating will then display based on the options you have selected. The possible ratings are ⬤ Low , ⬤ Medium or ⬤ High .

⚠ To see how the risk ratings are calculated, select ℹ.

viii. In the **Acceptance of Risks** section, answer either **Yes** or **No**.

ix. In the **Proposed Treatment Strategies** cell, outline the strategies you will use to manage this risk.

x. Repeat steps **ii** to **ix** for any other risks to be included in your management plan.

⚠ If you need to add any risks that aren't in the form, select **+ Add Risk** and enter the required information.

61. To save your information, select **💾 Save** at the bottom of the form.

62. To close out of the AWP form, select **‹ Close** at the bottom of the form.

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

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

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

64. To progress your AWP to the next stage of the submission workflow, select
❯ Draft Submission in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status

Data assets for a Reporting Round cannot be removed.

Status	Draft Submission
Action *	-- Please Select an Action -- ⌄
Comment	

500 characters remaining

Cancel

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

The available actions are:

- **Request Review** – Select this action to send the AWP to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the AWP to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the AWP to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.

⚠️ If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the AWP and submit it directly to DSS for processing.

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

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

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

i. To submit the AWP for internal review, select Request Review . For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

ii. To submit the AWP to your CEO or their representative for approval, select Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii. To send the AWP to DSS for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

To save the AWP as a draft without sending it on to the next stage of the submission process, select Save at the bottom of the screen.

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

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

Submit your IAHP PHC Performance Report

Each September, all IAHP-funded health services will need to submit their IAHP PHC Performance Reports through the Health Data Portal, just as they do with their nKPI, OSR and HCP data assets.

The IAHP PHC Performance Report reports progress against the health service's *IAHP PHC Activity Work Plan*. The *Performance Report* in the Health Data Portal will behave like a manual submission, needing to be created by the health service and then populated,

⚠️ The *IAHP PHC Performance Report* Health Data Portal reporting round runs from *1 September* to *31 October* each year.

The following procedure is used to submit an IAHP PHC Performance Report data asset through the Data Portal.

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

The Performance Report data asst tile will display in your **Reporting Dashboard**.

2.   To commence the submission of your **Performance Report**, select ➕ to the right of the data asset text in the **Reporting Dashboard**.

⚠️ The data asset submission can also be created by selecting *New > Asset for Submission* on the menu bar.

The Performance Report form will display, broken down by tabs on the left-hand side of the screen, and the *Reporting Contact* section will display by default.

The reporting contact for your organisation is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.

⚠ To view help text for the *Contact Information* section, select ⓘ.

3. To record your reporting contact, select [▾] and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

4. To save the selection, select 🖫 **Save** at the bottom of the form.

5. To continue completing your Performance Report, select the **IAHP PHC Grant Information** tab on the left-hand side of the form.

The *IAHP PHC Grant Information* tab will display.

Your health service's grant information will pre-populate here.

If any of your grant information listed here is incorrect, select ☑ Update Grant Information , enter the correct information in the email that displays and then send the email. The Health Data Portal team will then use this information to update your grant information in GPS.

6.   To continue, select the **Key Health Concerns** tab on the left-hand side of the form.

The *Key Health Concerns* section will now display.

7.   Detail your progress against the key health concerns you have identified in your *Activity Work Plan*.

You can enter have 15000 characters into each cell in the *Performance Report* form.

8. Answer either **Yes** or **No** regarding any additional health needs that arose during the period. If you selected **Yes**, enter the detail in the cell that displays.

9. To save the key health concern information, select [Save] at the bottom of the form.

10. To continue, select the **Areas of Focus & Challenges** tab on the left-hand side of the form.

The *Areas of Focus & Challenges* section will display.

11. Detail your progress against the key areas of focus and challenges you have identified in your *Activity Work Plan*.
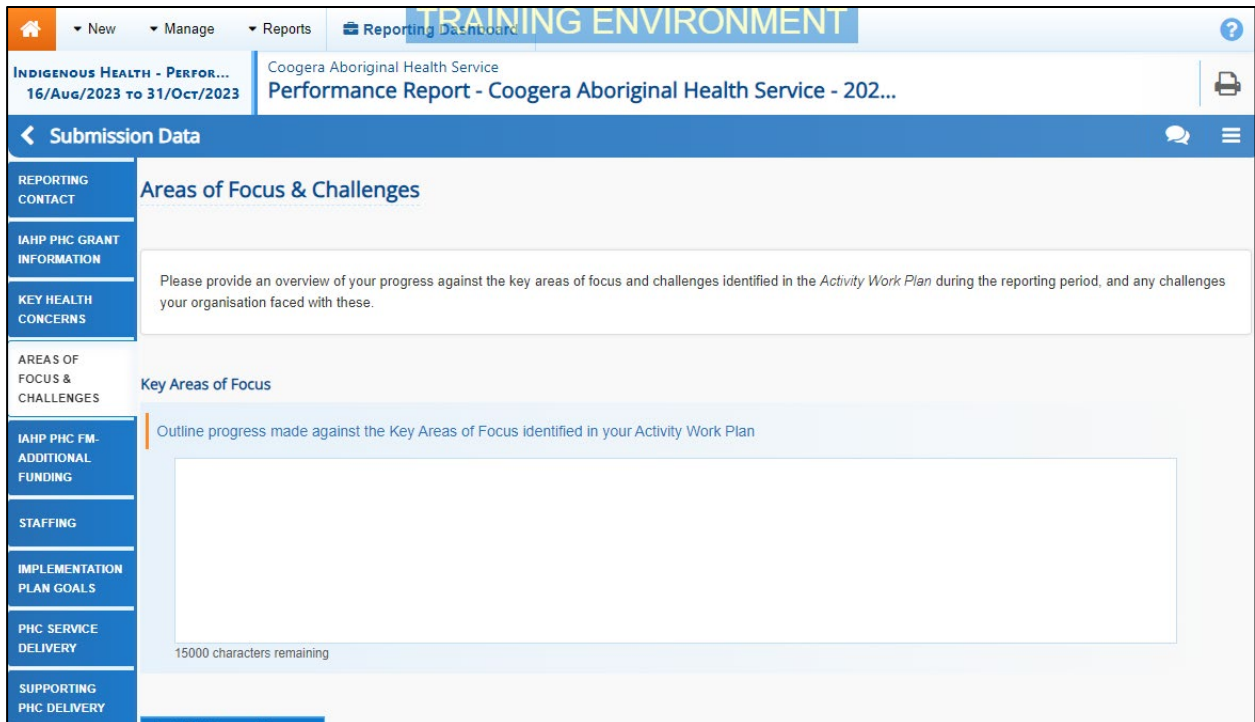
12. Answer either **Yes** or **No** regarding any additional areas of focus/challenges that emerged during the period. If you selected **Yes**, enter the detail in the cell that displays.

13. To save the key focus and challenges information, select [Save] at the bottom of the form.

14. To continue, select the **IAHP PHC FM – Additional Funding** tab on the left-hand side of the form.

The *IAHP PHC FM – Additional Funding* section will display.

15. If you received additional funding under the PHC Funding Model and were able to spend it, select **Yes**.

16. If you received additional funding but were unable to spend it, select **No** and then explain why in the cell that displays.

17. If you didn't receive any additional funding, select **Not Applicable**.

18. To continue, select [💾 Save] at the bottom of the form.

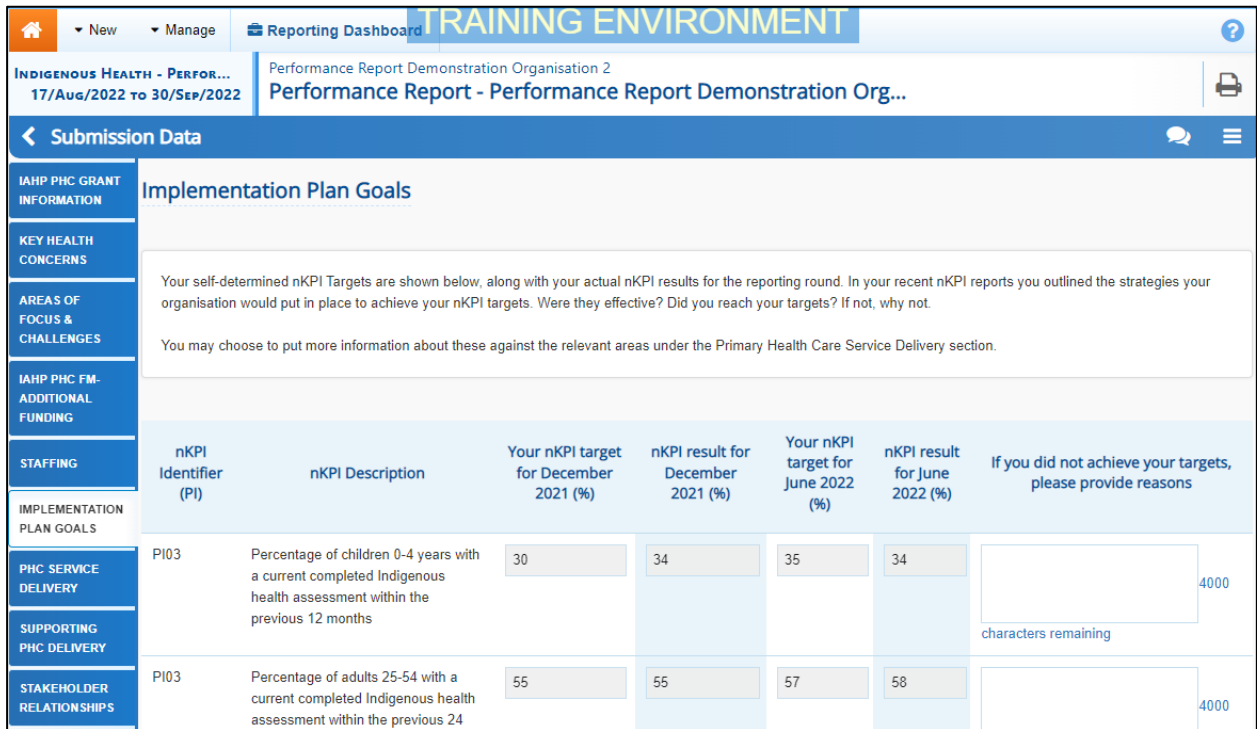19. Now select the **Staffing** tab on the left-hand side of the form.

The *Staffing* section will display.

20. Enter details regarding any challenges you have had in the last twelve moths around staffing.

21.   To save this information, select [🖫 Save] at the bottom of the form.

22.   To continue, select the **Implementation Plan Goals** tab.

The *Implementation Plan Goals* tab will display.

The *Implementation Plan Goals* tab will list each of the indicators you are asked to enter your self-determined targets against in your nKPI form, along with your targets and results for each of these indicators for the last two collection periods.

23.   If your nKPI results for the applicable indicators for the most recent collection period have not reached the corresponding targets for these indicators, please explain why in the applicable "**If you did not achieve your targets, please provide reasons**" cell.

24.   If any of your targets or results do not display here, an additional text box will display at the bottom of the tab, asking you to explain why the information has not displayed (For example, you may not have completed the most recent nKPI report due to a change in Clinical Information System).

25.   If you do not report on nKPIs, simply explain this in the text box that displays.

26.   To save this information, select [🖫 Save] at the bottom of the form.

27.   Now select the **PHC Service Delivery** tab on the left-hand side of the form.

The *PHC Service Delivery* section will display.

The *PHC Service Delivery* section of the Performance Report form is divided into the following areas:

- Primary Health Care
- Child and Family Health
- Chronic Disease Management
- In a Primary Health Care Setting

Each area contains several sub-areas, which have *Achieved*, *Partially Achieved*, *Stalled/Delays* or *Not Applicable* as options underneath each.

28.   Make the appropriate selection for each of these subareas and then detail your key achievements in each area in the free text cell at the bottom of the area.

 If you select *Not Applicable*, the text box will disappear, and you won't be required to enter any information.

29.   To save this information, select Save at the bottom of the form.

30.   To continue, select the **Supporting PHC Delivery** tab on the left-hand side of the form.

The *Supporting the Delivery of Primary Health Care* section will now display.

The *Supporting PHC Delivery* section of the Performance Report form is divided into the following areas:

- Health Promotion

- Continuous Quality Improvement (CQI)

- Specialist and Allied Health

Each area contains sub-areas, which have *Achieved*, *Partially Achieved*, *Stalled/Delays* or *Not Applicable as* options underneath each.

31.   Make the appropriate selection for each of these subareas and then detail your key achievements in each area in the free text cell at the bottom of the area.

🛈 If you select *Not Applicable*, the text box will disappear, and you won't be required to enter any information.

32.   Answer **Yes** or **No** to **Do you provide patient transport services?** If you select **Yes**, you will then need to answer the questions that display underneath.

33.   To save this information, select [🖫 Save] at the bottom of the form.

34.   To continue, select the **Stakeholder Relationships** tab on the left-hand side of the form.

The *Stakeholder Relationships* section will display.

35.   Under **Results**, select **Achieved**, **Partially Achieved**, **Stalled/Delays or Not Applicable** depending on the effectiveness of the partnerships identified in your Activity Work Plan.

36.   Detail your key achievements/challenges in maintaining stakeholder relationships.

⚠️ If you select *Not Applicable*, the text box will disappear, and you won't be required to enter any information.

37.   To save this information, select 💾 **Save** at the bottom of the form.

38.   To continue, select the **Governance & Leadership** tab on the left-hand side of the form.

The *Governance, Leadership and Culture* section of the form will now display.

39.   Under **Results**, select **Achieved**, **Partially Achieved** or **Stalled/Delays** depending on the effectiveness of your governance and leadership, as identified in your Activity Work Plan.

40.   Detail your key achievements/challenges in governance, leadership, and culture.

⚠️ If you don't provide any of the services detailed in this section and, therefore, none of the available options are applicable to you, simply leave the section blank and select 💾 **Save**. In

the notifications tray, in the data validation flag that displays, select ↩, select Other from the Reason field, and then explain why the option has been left blank in the Additional Information field (e.g., we do not provide this service).

41. To save this information, select 🖫 Save at the bottom of the form.

42. To continue, select the **Good News Stories** tab on the left-hand side of the form.

The *Good News Stories or Health Service Innovations* section of the form will now display.

43. If you have any good news stories or innovations, select **Yes,** and enter the detail in the cell that displays.

44. To save this information, select 🖫 Save at the bottom of the form.

45. To close out of the form, select ‹ Close at the bottom of the form.

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

46. Before progressing your Performance Report through the submission workflow, answer either **Yes** or **No** to the data sharing consent question(s) that display under **Data Sharing** in the **Reporting Dashboard**, regarding whether you are happy to share your finalised, processed data with NACCHO and/or your state sector support organisation.
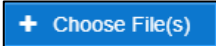
⚠ If your health service is in the ACT, only the NACCHO question will display here.

To attach additional documentation to your Performance Report:

    i.   Hover your mouse pointer to the right of the data asset text, select ⋯ and select **Open Data Asset**.

    ii.   In the Data Asset Details screen, select 🖉 and then select ⬆ Add File at the bottom of the screen.

    iii.   In the Select Files window that displays, select ✚ Choose File(s).

    iv.   Navigate to the document you wish to upload and double-click on it.

The selected document has now been uploaded to the data asset and will be sent to the DSS FAMs as part of the data asset when you submit it.

v. If needed, you can enter some information into the **Description** field explaining to your DSS FAM which section(s) of your Performance Report the attached document refers to.
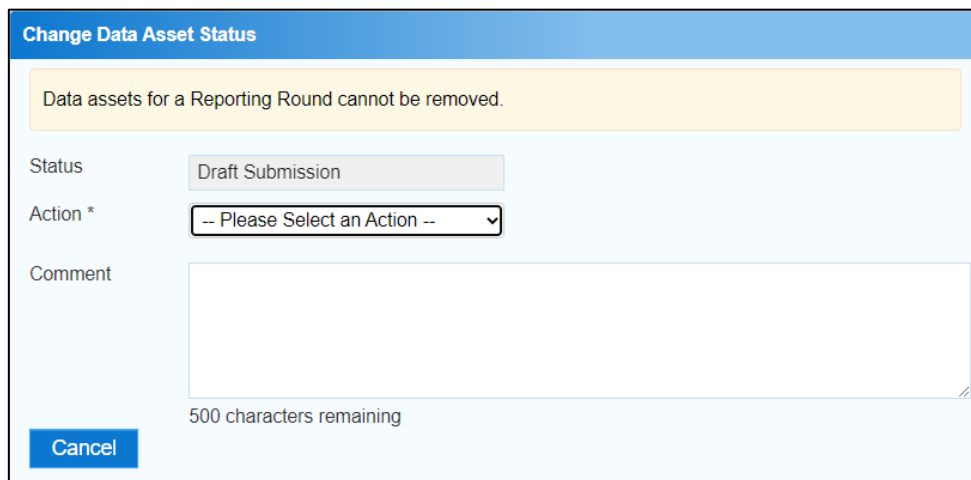
vi. To continue, select **Save** at the bottom of the screen.

vii. To return to the home screen and your **Reporting Dashboard**, select ⬛ .

47. To progress the Performance Report to the next stage of the submission workflow, select ❯ Draft Submission for the Performance Report data asset in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status
Data assets for a Reporting Round cannot be removed.
Status   Draft Submission
Action *   -- Please Select an Action --
Comment
500 characters remaining
Cancel

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.

🔶 If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the Performance Report and submit it directly to DSS for processing.
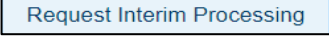
49. In the **Comment** field, enter any comments regarding the action being performed on the Performance Report, if needed.

🔶 Any user with access to view the *Performance Report* will be able to view any comments entered here.

50. One of the following options can now be selected when submitting the *Performance Report*, depending on the action that has been selected in the **Action** field:

i. To submit the data asset for internal review, select **Request Review**. For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

ii. To submit the data asset to your CEO or their representative for approval, select
     Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

iii. To send the data asset to DSS for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

To save the *Performance Report* as a draft without sending it on to the next stage of the submission process, select Save at the bottom of the screen.

The *Performance Report* has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

Submit your TIS Performance Report

Each January, all TIS-funded health services will need to submit their TIS Performance Report through the Health Data Portal, just as they do with their IAHP PHC Performance Report.

The TIS Performance Report reports progress against the health service's *TIS Activity Work Plan*. The *Performance Report* in the Health Data Portal will behave like a manual submission, needing to be created by the health service and then populated,

⚠ The *TIS Performance Report* Health Data Portal reporting round runs from *1 January* to *28 February* each year.

The following procedure is used to submit a TIS Performance Report data asset through the Data Portal.

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

The TIS Performance Report data asst tile will display in your **Reporting Dashboard**.

2.   To commence the submission of your **TIS Performance Report**, select ⊕ to the right of the data asset text in the **Reporting Dashboard**.

⚠ The data asset submission can also be created by selecting *New > Asset for Submission* on the menu bar.

The TIS Performance Report form will display, broken down by tabs on the left-hand side of the screen, and the *Reporting Contact* section will display by default.

The reporting contact for your organisation is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.

To view help text for the *Contact Information* section, select ⓘ.

3.   To record your reporting contact, select [▾] and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

4.   To save the selection, select 💾 Save at the bottom of the form.

5.   To continue completing your Performance Report, select the **TIS Program Information** tab on the left-hand side of the form.

The *TIS Program Information* tab will display.

6.   Complete/update the cells on the *TIS Program Information* tab as described below.

Field	Description
Name of your TIS program	Enter the name of your TIS program.
IREG 2021 code: IREG 2021 Name (list only one per Performance Report)	Select the **down arrow** and select the applicable location from the list that displays.
List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG)	List any organisations sub-contracted to work in this IREG.
Date the report was completed	Select the date the report was completed from the calendar that displays.

7.   To save the section, select 🖫 Save at the bottom of the form.

8.   To continue, select the **Section 1 Activity Reporting** tab on the left-hand side of the form.

The *Section 1 Activity Reporting* tab will display.
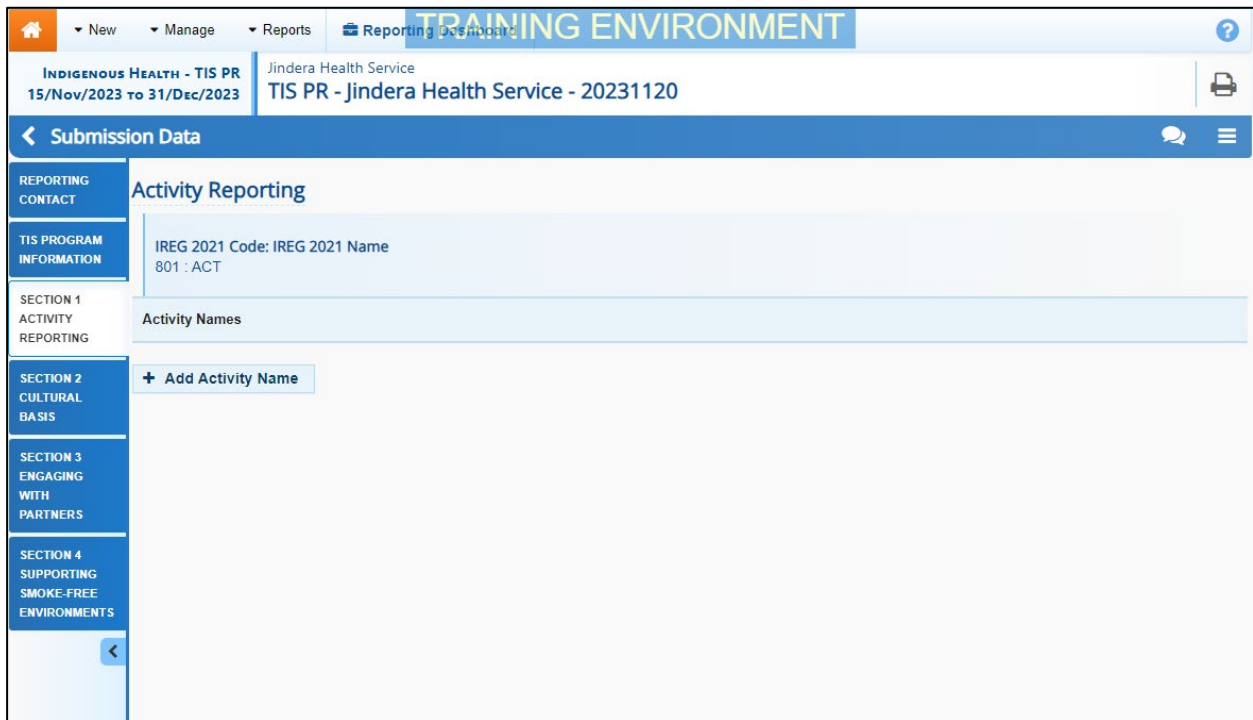
The *Section 1 Activity Reporting* tab is used to provide detailed information about each of the activities you have run in this six-month reporting period. For each activity, you will be asked to provide an activity description, information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity.

9.   To commence completing the tab, select **+ Add Activity Name**.

The *Section 1 Activity Reporting* tab will update to display the *Activity Names* sections.
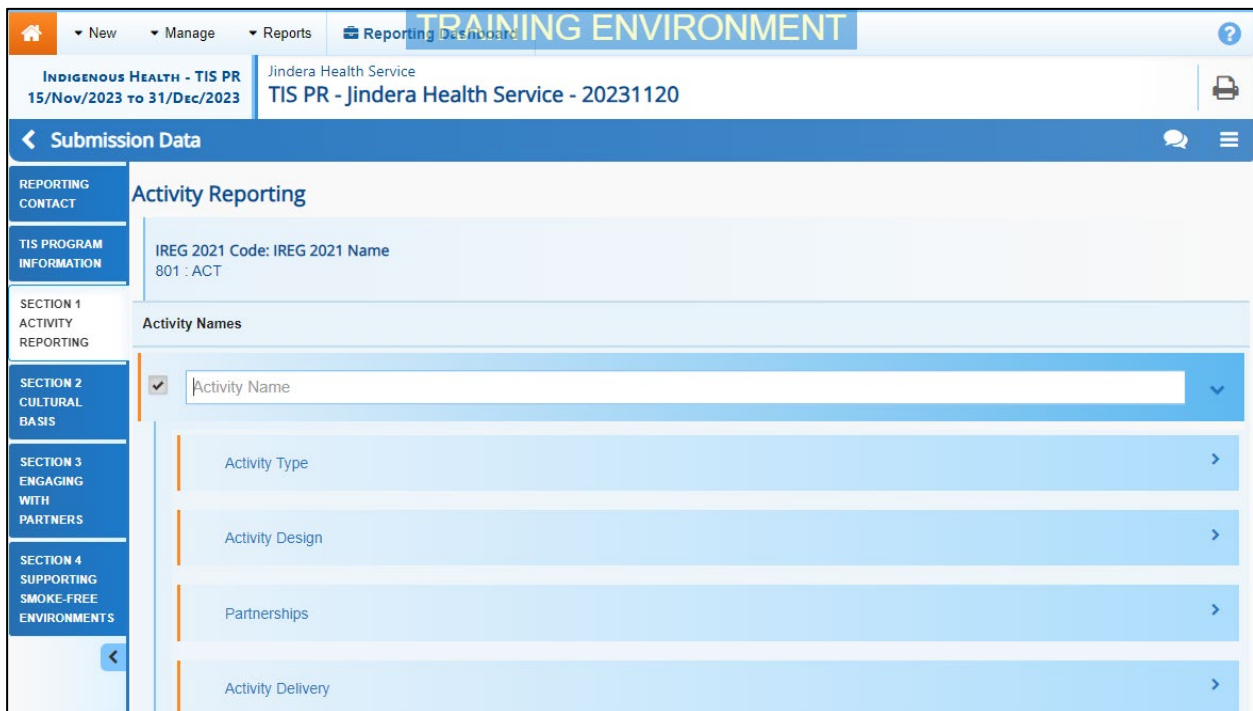
10.   Enter the name of the first activity in your TIS program in the **Activity Name** cell that displays.

⚠ This name should be taken from your TIS Activity Work Plan where you named and described the activity.

11. To continue completing the tab, select the **Activity Type** heading to open the *Activity Type* section.

The tab will update to display the *Activity Type* section.

12. Complete/update the cells in the **Activity Type** section as described below.

Field	Description
Activity Type (Please reflect on the types of activities that were indicated on your AWP, but you may select different activity types here based on what actually happened in the six-month period)	Select the applicable check box(es) for each type of activity. ⚠ If you select one or more of h, i or j below, another question will display.
Did this activity incorporate anti-vaping messages?	Select either **Yes** or **No**.
If Activity Type is h, i or j, was quit support information distributed or displayed to community members at this event?	This question will display if one or more of the check boxes related to options h, i or j were selected above. Select either **Yes** or **No**
Aim of activity (please select all that apply)	Select the check box(es) for the applicable aim(s) the activity has. ⚠ As you select the check boxes for the applicable activities, the *Expected Outcomes* and *Observed Outcomes* buttons will display. If you select these buttons, they will take you to the area of the form that addresses the outcomes of the selected aim.
Who was the intended target audience of this activity? (please select all that apply)(Please reflect	Select the applicable check box(es) that describes the target audience for the activity.

Field	Description
on the intended target audiences that were indicated on your AWP, but you may select different target audiences here based on what actually happened in this six-month period)	
What was your call to action for this activity? (This is the action you want community members to do after they see your message)	Enter the detail of your call to action. This is the action you want community remembers to complete.
Activity Start Date	Select the activity start date from the calendar that displays.
Activity Finish Date	Select the activity finish date from the calendar that displays. ⚠ If the activity doesn't have a known finish, select the **Unknown** check box.
How many time was the activity run between the start and finish dates? (Please select one option)	Select the option that corresponds to the number of times the activity was run.
Activity details (please provide a short description of this activity (up to 100 words) as provided on your AWP).	Enter a description of the activity, as provided on your AWP.

13. To continue completing the tab, close the **Activity Type** section by selecting the heading.

The *Activity Design* section will now display, ready to be completed.

14. Complete/update the cells in the **Activity Design** section as described below.

Field	Description
Was any type of input from the local community used in the development of this activity?	Select either **Yes** or **No**.
What type of input from the local community was used in the development of this activity? (please select all that apply)	Will display if **Yes** was selected above. Select the check box(es) that corresponds to the type of input the local community provided.
To what extent was this activity developed or modified by Aboriginal and Torres Strait Islander TIS team staff? (please select one option)	Select the applicable option.
Did this activity use local Aboriginal or Torres Strait Islander ideas, concepts, protocols, and/or language(s)?	Select either **Yes** or **No**.

15. To continue completing the tab, close the **Activity Design** section by selecting the heading.

The *Partnerships* section will now display, ready to be completed.

16. Answer **Yes** or **No** to the question that displays here.

17. If you answered **Yes**, you now need to select the check box(es) for each of the organisations or community members you worked with in the delivery of the activity.

18. To continue completing the tab, close the **Partnerships** section by selecting the heading.

The *Activity Delivery* section will now display, ready to be completed.

19. Complete/update the cells in the **Activity Delivery** section as described below.

Field	Description
Coverage: Please list the Local Government Areas (LGAs) within your IREG that were reached by this activity (please refer to TISIRC TIS map)	List the LGAs within your IREG that were reached by this activity.
Coverage: Please list the names of the communities within your IREG that were reached by this activity	List the names of the communities within your IREG that were reached by this activity.
Exposure: How many people were exposed to this activity (attended the event, received the social media post, could have seen the TV commercial, could have seen the bus wrap, etc)?	Enter the correct number in each of the check boxes.
Engagement: How many people engaged with this activity (interacted with the TIS team at the event, liked the social media post, reacted to the TV commercial, reacted to or recalled the bus wrap, etc)?	Enter the correct number in each of the check boxes.
Was the activity delivered as intended?	Select either **Yes** or **No**.
What worked well when delivering this activity? Please describe your	Displays if **Yes** was selected above.

Field	Description
activity successes linked to coverage, frequency, exposure and/or engagement of community	Detail your activity successes linked to coverage, frequency, exposure and/or engagement of community.
Please describe the challenges you faced in terms of coverage, frequency, exposure and/or engagement of community	Displays if **No** was selected above. Detail the challenges you faced in terms of coverage, frequency, exposure and/or engagement of community.
What changes could be made by your team or by other stakeholders in the TIS program to improve this activity (think about coverage, frequency, exposure and/or engagement of community)?	Detail what changes could be made in the TIS Program to improve the activity.

20. To continue completing the tab, close the **Activity Delivery** section by selecting the heading.

The *Monitoring & Evaluation Outcomes* section will now display, ready to be completed.

This is where information related to the aims you selected earlier in the tab displays and needs to be addressed.

21. Complete/update the cells in the **Monitoring & Evaluation Outcomes** section as described below.

Field	Description
What outcomes did you expect to achieve as a result of this activity? (please copy from your AWP). The outcomes below are based on the aims you selected previously. If the aim has not been selected, it will not be shown	
As you indicated earlier that this activity is linked to….	Enter the applicable percentage value in the check box(es) as required.

Field	Description
Which methods did you use to measure all outcomes….	Select the applicable check boxes for the different methods used.
What outcome shave you observed as a result of this activity, in this 6-month period? (please select all that apply). The outcomes below are based on the aims you selected previously. If an aim has not been selected, it will not be shown.	
As you indicated earlier that this activity is linked to….	Enter the applicable percentage value in the check box(es) as required.
What feedback did participants provide on this activity?	Detail the feedback provided on the activity.
Comparing the intended outcomes listed on your AWP to the actual activity outcomes listed here, did this activity achieve, miss, or exceed its expected outcomes?	Select **Exceed**, **Achieve** or **Miss** to indicate whether or not the activity achieved, missed, or exceeded its expected outcomes.
What were the main reasons the expected outcomes were achieved, missed, or exceeded? Think about it 1) If missed, what barriers prevented your TIS team from achieving its goals 2) If achieved or exceeded, what enabled your TIS team to do so?	Enter detail around the reasons the outcomes where exceeded, achieved, or missed.
Have your TIS team learned anything else from monitoring and evaluating this activity	Detail anything else the TIS team has learnt during the activity.
Describe any changes your TIS team has made/will make to this activity in response to what was learned from monitoring and evaluating this activity	Detail any changes that will be made to the team as a result of the activity.

22.   To save the **Section 1 – Activity Reporting** tab, select 💾 Save at the bottom of the form.

23.   To continue, select the **Section 2 Cultural Basis** tab on the left-hand side of the form.

The *Section 2 Cultural Basis* tab will display.

This tab contains a series of questions that relate to cultural aspects of the TIS program.

24. Complete the cells on the tab as described below.

Field	Description
How many TIS funded positions (filled or currently vacant) does the TIS grant for this IREG cover, expressed in Full Time Equivalency terms (FTE)?	Enter a number between **1** and **99**.
How many TIS funded positions across your IREG are currently filled, expressed in Full-Time Equivalency terms (FTE)?	Enter a number between **1** and **99**.
How many of the TIS funded staff positions are currently filled by Aboriginal and/or Torres Strait Islander people, expressed in Full-Time Equivalency terms (FTE)?	Enter a number between **1** and **99**.
How many of the TIS funded staff positions are leadership or management roles (e.g., TIS Coordinator, TIS Manager), expressed in Full-Time Equivalency terms (FTE)?	Enter a number between **1** and **99**.
How many of those TIS funded leadership or management staff positions are currently filled by Aboriginal and/or Torres Strait Islander people expressed in Full-Time Equivalency terms (FTE)?	Enter a number between **1** and **99**.

25. To save this information, select [💾 Save] at the bottom of the form.

26. To continue, select the **Section 3 Engaging with Partners** tab on the left-hand side of the form.

The *Section 3 Engaging with Partners* tab will display.

On this tab, you are asked to provide information about your engagement with community organisations and individuals from within the community.

27. Complete the cells on the tab as described below.

Field	Description
Partnerships, Leadership & Advocacy section:	
Since **1 July 2023**, how many organisations outside of your TIS-funded organisation or consortium….	Enter a number between **1** and **999**.
Since **1 July 2023**, how many people (as individuals, not representing an organisation) have provided or shared their time, materials, space or access to their networks for your TIS Teams' activities?	Enter a number between **1** and **999**.
Since **1 July 2023**, how many organisations outside of your RTCG-funded organisation or	Enter a number between **1** and **999**.

Field	Description
consortium, have led or advocated for tobacco or e-cigarette control activities on behalf of your TIS Team?	
Since **1 July 2023**, how many people have led or advocated for community-wide tobacco or vape control activities on behalf of your TIS Team?	Enter a number between **1** and **999**.
QUIT Support Partnerships section:	
How many partnerships does your TIS Team have with quit support services?	Enter a number between **1** and **999**.
How many partnerships does your TIS team have with services that refer to quit supports?	Enter a number between **1** and **999**.
How many people has your TIS Team directed to Quitline (either via direct referral or by providing information) in the past 6 months?	Enter a number between **1** and **999**.
How many people has your TIS Team directed to other services for quit support (either via direct referral or by providing information) in the past 6 months?	Enter a number between **1** and **999**.

28. To save this information, select 🖫 Save at the bottom of the form.

29. To continue, select the **Section 4 Supporting Smoke-Free Environments** tab on the left-hand side of the form.

The *Section 4 Supporting Smoke-Free Environments* tab will display.
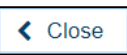
This tab asks for information about the number of environments you've helped make smoke-free.

30.   Complete the cells on the tab as described below.

Field	Description
Smoke-Free Organisations section:	
In the past 6 months, how many organisations in the IREG have you assisted to establish a smoke-free or vape-free policy?	Enter a number between **1** and **999**.
In the past 6 months, how many organisations in the IREG have you assisted to review an existing smoke-free or vape-free policy?	Enter a number between **1** and **999**.
In the past 6 months, how many organisations in the IREG have you helped implement an existing smoke-free or vape-free policy…?	Enter a number between **1** and **999**.
Smoke-Free Public Spaces and Homes	
In the past 6 months, how many events in this IREG have you assisted to be smoke-free or vape-free?	Enter a number between **1** and **999**.

Field	Description
In the past 6 months, how many homes in the IREG have you supported to become smoke-free or vape-free?	Enter a number between **1** and **999**.
In the past 6 months, how many pledges to keep homes snoke-free and vape-free have you supported?	Enter a number between **1** and **999**.

31.   To save this information, select <kbd>💾 Save</kbd> at the bottom of the form.

32.   To close out of the form, select <kbd>❮ Close</kbd> at the bottom of the form.

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

To attach additional documentation to your TIS Performance Report:

i.   Hover your mouse pointer to the right of the data asset text, select <kbd>•••</kbd> and select **Open Data Asset**.

ii.   In the Data Asset Details screen, select ✏️ and then select <kbd>⬆ Add File</kbd> at the bottom of the screen.

iii.   In the Select Files window that displays, select <kbd>➕ Choose File(s)</kbd> .

iv.   Navigate to the document you wish to upload and double-click on it.

The selected document has now been uploaded to the data asset and will be sent as part of the data asset when you submit it.

v.   If needed, you can enter some information into the **Description** field explaining section(s) of your TIS Performance Report the attached document refers to.

vi.   To continue, select <kbd>Save</kbd> at the bottom of the screen.

vii.   To return to the home screen and your **Reporting Dashboard**, select <kbd>🏠</kbd> .

33.   To progress the TIS Performance Report to the next stage of the submission workflow, select ❯ Draft Submission for the TIS Performance Report data asset in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status

Data assets for a Reporting Round cannot be removed.

Status   Draft Submission

Action *   -- Please Select an Action --

Comment

500 characters remaining

<kbd>Cancel</kbd>

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

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service/NBPU for review prior to it being submitted to your CEO or their representative for approval.

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

- **Request Interim Processing –** Select this action to progress the data asset to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.

⚠ If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the TIS Performance Report and submit it directly to DSS for processing.

35.   In the **Comment** field, enter any comments regarding the action being performed on the Performance Report, if needed.

⚠ Any user with access to view the *TIS Performance Report* will be able to view any comments entered here.

36.   One of the following options can now be selected when submitting the *TIS Performance Report*, depending on the action that has been selected in the **Action** field:

   i.   To submit the data asset for internal review, select `Request Review`. For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

   ii.   To submit the data asset to your CEO or their representative for approval, select `Request Approval`. For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

   iii.   To send the data asset to DSS for initial review prior to sending it to your CEO or their representative for approval, select `Request Interim Processing`. For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

⚠ To save the *TIS Performance Report* as a draft without sending it on to the next stage of the submission process, select `Save` at the bottom of the screen.

The *TIS Performance Report* has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

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

Working with the Workforce Profile Spreadsheet in an OSR Data Asset

Prior to entering your workforce profile information into your OSR data asset for the next reporting round, you can download your workforce profile information from your Processed OSR data asset from the previous reporting round into an Excel spreadsheet.

Once you have done this, you will be able to send the spreadsheet to those from your health service who would normally contribute to the compilation of your workforce profile FTE values. These people will then be able to use the values from the previous collection period as a starting point for the entry of the values for the current collection period.

Once the values have been entered by the applicable parties, they can send the completed spreadsheet back to you so you can then prepare to upload the completed spreadsheet to the OSR data asset once the next reporting round opens, so the values from the spreadsheet are copied into the applicable cells of the *Paid FTE* and *Unpaid FTE Positions* tabs.

Download the Spreadsheet

The following procedure is used to download the workforce profile spreadsheet from the *Reporting Dashboard* either prior to the OSR reporting round opening or during the reporting round.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the *Reporting Dashboard* open.
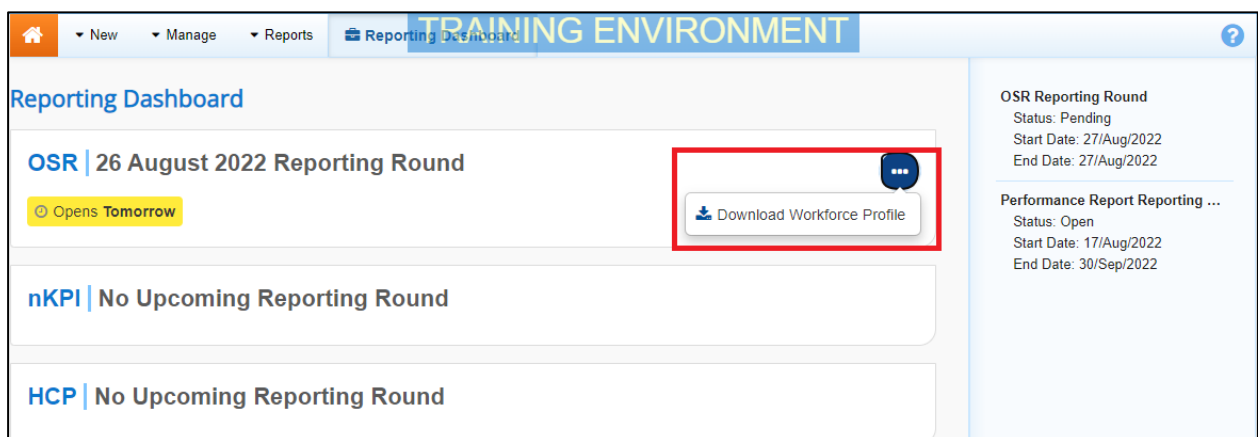
2. To download the Workforce Profile spreadsheet for your most recently processed data asset, hover your mouse pointer to the right of the OSR text in the **Reporting Dashboard**, select (*highlighted above*) and then select **Download Workforce Profile**.

3. From the Download tray that now displays in the top right-hand side of your browser, select the spreadsheet that has just been downloaded.

The Workforce Profile spreadsheet will display.
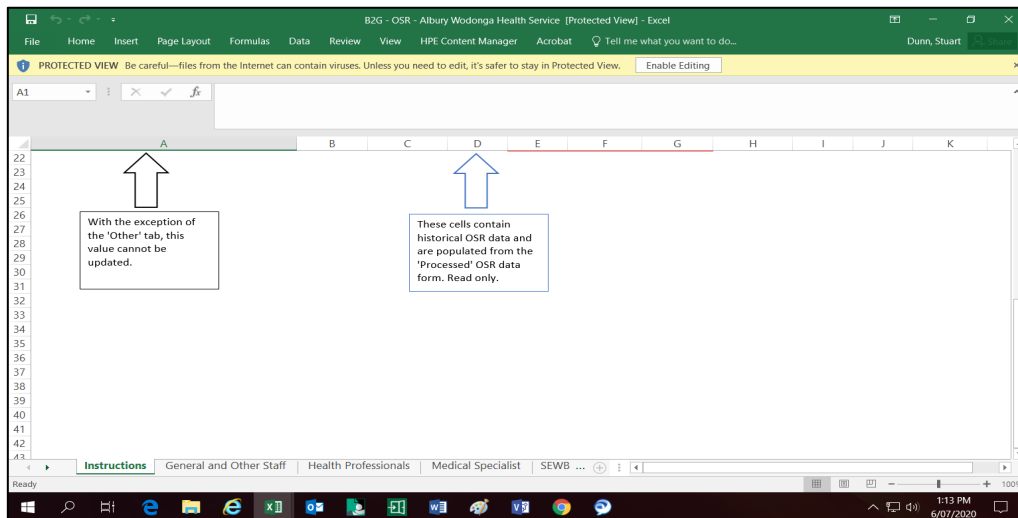
The first tab of the spreadsheet will contain instructions for those involved on how to complete the spreadsheet.

4.   To continue, select the **General and Other Staff** tab.

The General and Other Staff tab will display.

General and Other Staff					
Role/Function	01/Jul/2018 to 22/Jun/2019			New	
	Paid ATSI FTE	Paid Other FTE	Unpaid FTE	Paid ATSI FTE	Paid Other FTE
CEO	0.93	0	0		
Managers / Supervisors	0.93	0	0		
Drivers / Field officers	0	0	0		
Finance and accounting staff	0	0	0		
Administrative and clerical staff	0	0	0		
IT and data management staff	0	0	0		
Cleaners / Security / Other support staff	0	0	0		
Administrative / Support trainees	0	0	0		

The first section of the tab will show each of the *Roles/functions* for the selected tab, while the second section will show the FTE values for each of the applicable roles/functions for the previous collection period. The *New* section will then contain empty cells in which the FTE values for each role/function can be entered for the current reporting round.

5.   **Save** and distribute the spreadsheet to the required contributors for completion as required.
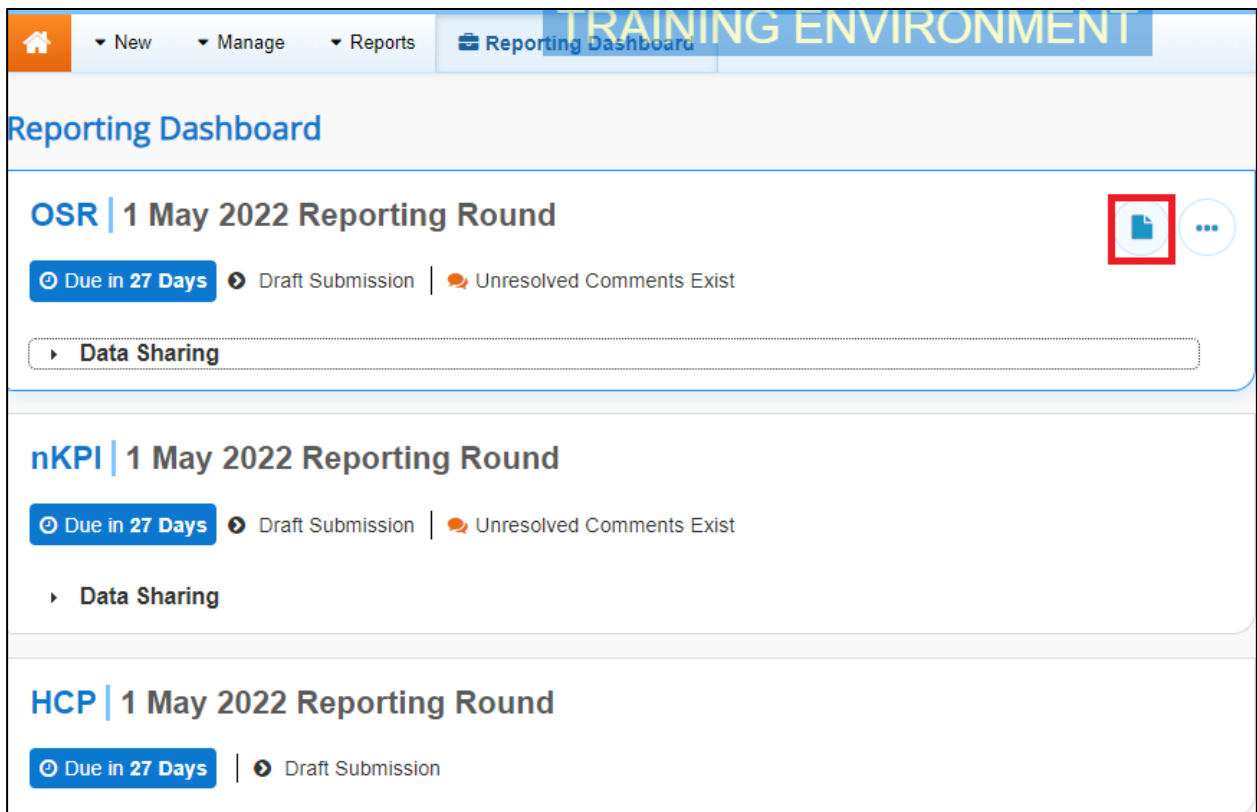
Upload the Spreadsheet

Once each of the contributors have entered the applicable FTE values into the **New** table in each tab of the spreadsheet (using the values in the previous collection period table as needed) and returned the spreadsheet to you, you can compile the values entered by the different contributors into one workforce profile spreadsheet as required.

Then, once the next reporting round opens in the Data Portal, you can open the OSR form in your OSR data asset and upload the completed workforce profile spreadsheet so the values from the spreadsheet copy into the applicable cells in the *Paid FTE Positions* and/or *Unpaid FTE Positions* section of the form.

The following procedure is used to upload the workforce profile spreadsheet to your OSR data asset for the current reporting round.

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

2. To open the OSR form attached to the data asset, hover your mouse pointer to the right of the **OSR Reporting Period** text in the **Reporting Dashboard** and select 📄 .

The OSR form will display.

3.   To commence uploading the spreadsheet, select in the top right-hand corner of the form and select **Upload Workforce Profile**.

The Upload Workforce Profile window will display.

This option won't be available if the data asset has previously been submitted to the AIHW for processing.

4.   In the window that displays, select **Continue**.

The Upload Workforce Profile window will update to display as shown below.
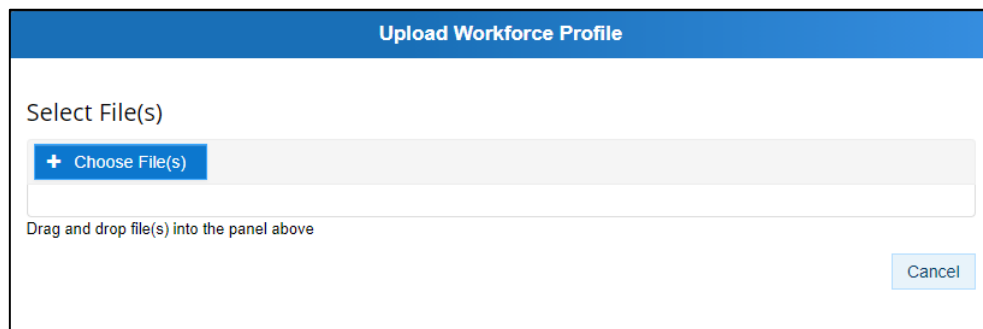
5. Now select [+ Choose File(s)].

The Open dialog box will display.
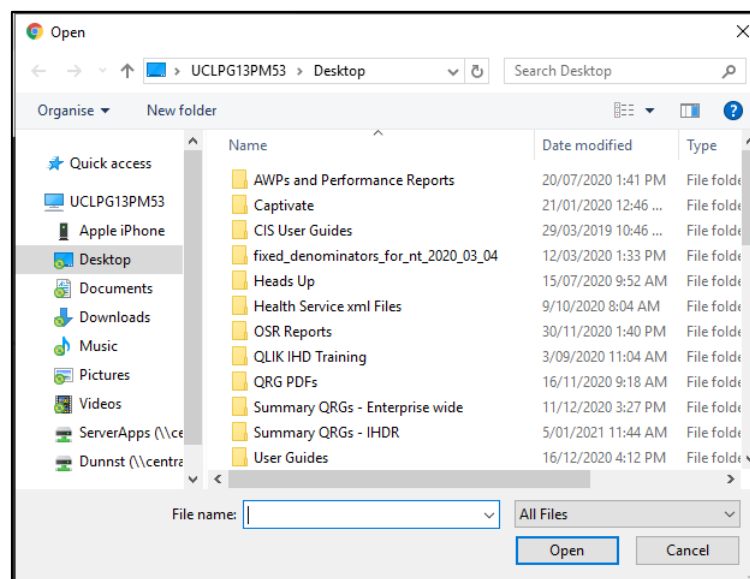
6. Navigate to where the spreadsheet is located, select it, and then select [Open].

Once you have done this, a message will display asking you to wait while your spreadsheet is processed. This may take some time.

⚠️ If the selected spreadsheet is not in the correct format, you will receive an error message.

7. Once your spreadsheet has been successfully uploaded, select [Close].

The OSR form will display.

8.   Select the applicable FTE tab in your OSR form now and review the values to ensure they have upload correctly.

9.   Make any changes to the values as needed and then **Save** and **Close** the form as normal.

IMPORTANT NOTE: THE REMAINDER OF THE INSTRUCTIONS CONTAINED IN THIS USER GUIDE APPLY TO ALL INDIGENOUS HEALTH DATA ASSETS, WHETHER THEY BE FOR NKPI, OSR, HCP, IAHP PHC AWP, OR IAHP PHC PERFORMANCE REPORT DATA. PLEASE NOTE THOUGH, THAT IN MOST OF THE SCREENSHOTS BELOW, NKPI EXAMPLES ARE USED.

Retrieve an Indigenous Health Data Asset Submission

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

The following procedure is used to retrieve a data asset in the Data Portal.

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

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

2. In the **Reporting Dashboard**, to retrieve the data asset, select the status link for the applicable data asset (**⊙ Submission Ready For Review** or **⊙ Submission Ready For Approval**).

3. In the Change Data Asset Status dialog box, in the **Action** field, select ⌄ and select *Revision Required*.

4. To continue, select Revision Required .

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

Review an Indigenous Health Data Asset Submission

When a data asset has been submitted for review by the health service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role.

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

The following procedure is used to review an Indigenous health data asset submission in the Data Portal.

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

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

⚠️ To be eligible for review, the data asset's status will need to be *Submission Ready for Review*.

2.   To review the data asset that has been submitted to you by the *Submission Uploader*, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select 📄 .

The Submission Data screen will display the attached form, with each indicator/section on the form being displayed as a separate tab on the left-hand side of the screen (nKPI and OSR only).

Any nKPI or OSR indicators/sections that still have data validation errors/issues will contain a ⚠ on the applicable tab for easy identification. Any indicators/sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader*, will contain a 💬① .

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

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

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

⚠ To add a new internal comment for the *Submission Uploader* or *Approver* that you may not wish the AIHW, Health and Aged Care or the DSS FAMs to see, select + New in the *Notifications Tray*.

The Respond to Validation Issue dialog box will display.

5. Select ▾ in the **Reason** field and select the reason the comment is being added from the drop-down list.

6. Enter an explanatory comment in the **Additional Information** field.

7. To save the response, select [Save].

The comment has now been saved and added to the *Notifications Tray* and the data validation flag on the left-hand side of the form will now change from 🔺 to 💬 .
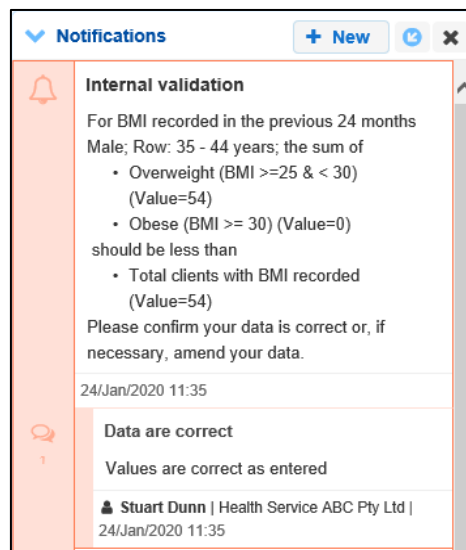
⚠️ A comment you enter can be edited by selecting ⋯ and selecting *Edit Comment* or deleted by selecting ⋯ and selecting *Delete Comment*.

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

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

9. To exit the form, scroll to the bottom of the form and select [‹ Close].

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

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

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

11. Once the data asset has been reviewed and updated as required, select
⊙ Submission Ready For Review for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select ⌄ and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.

- **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving the data asset as well as reviewing it.

- **Request Interim Processing –** Select this action to progress the data asset to the *Data Receiver* for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.

- **Revision Required** – Select this action to return the data asset to the *Submission Uploader(s)* within your health service for amendment.

12. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

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

    i. To send the data asset to your CEO or their representative for approval, select Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

    ii. To approve the data asset and send it directly to the AIHW, Health and Aged Care or the DSS FAMs for processing, select Approve for Submission . For the next step in the process, see *Process an Indigenous Health Data Asset Submission*.

    iii. To send the data asset to the AIHW, Health and Aged Care or the DSS FAMs for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

    iv. To send the data asset back to your *Submission Uploader* for amendment, select Revision Required . For the next step in the process, see *Amend an Indigenous Health Data Asset Submission*.

The data asset has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

Amend an Indigenous Health Data Asset Submission

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

When it is returned for amendment, the data asset will have a status of *Submission Revision Required*.

The following procedure is used to amend an Indigenous health data asset submission in the Data Portal.

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

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

2. To amend the data asset that has been returned by the *Submission Reviewer* or *Submission Approver*, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select .

The Submission Data screen will display, with each indicator/section on the form being displayed as a separate tab on the left-hand side.

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

3.   Review the data in each indicator/tab as required, focussing on any comments made by the *Submission Reviewer* or *Submission Approver* asking you to amend data values.

4.   If required, update the value(s) in the required cell(s) based on the *Submission Reviewer*/*Submission Approver's* comments.

5.   If you are not amending the value but wish to respond to a particular comment made by the *Submission Reviewer*/*Submission Approver*, select ↩ next to the comment in the **Notifications Tray**.

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

6.   Select ▾ in the **Reason** field that displays and select the reason the comment is being added from the drop-down list.

7.   Enter an explanatory comment in the **Additional Information** field.

8.   To save the response, select **Save**.

The comment has now been saved and added to the *Notifications Tray* and the applicable validation icon on the applicable tab on the left-hand side of the screen will now change from ⚠ to 💬.
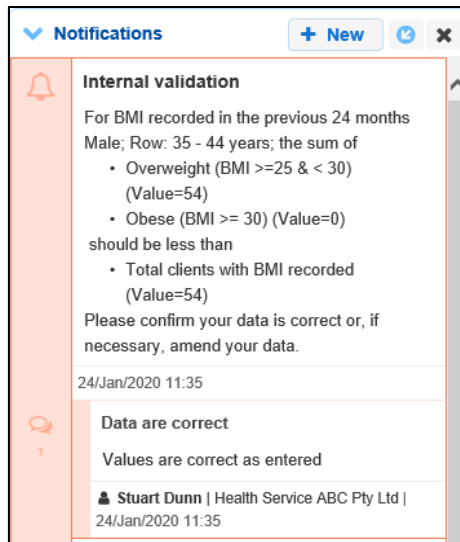
⚠️ Your comment can be edited by selecting ⚫ and selecting *Edit Comment* or deleted by selecting ⚫ and selecting *Delete Comment*.

9.   Repeat this process for any other values in the form that need to be addressed.

The comment(s) has been added and can be viewed by anyone accessing the data asset.

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

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

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

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

12.   Once the data asset has been reviewed and updated as required, select ❯ Submission Revision Required for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select ▾ and select the required action.
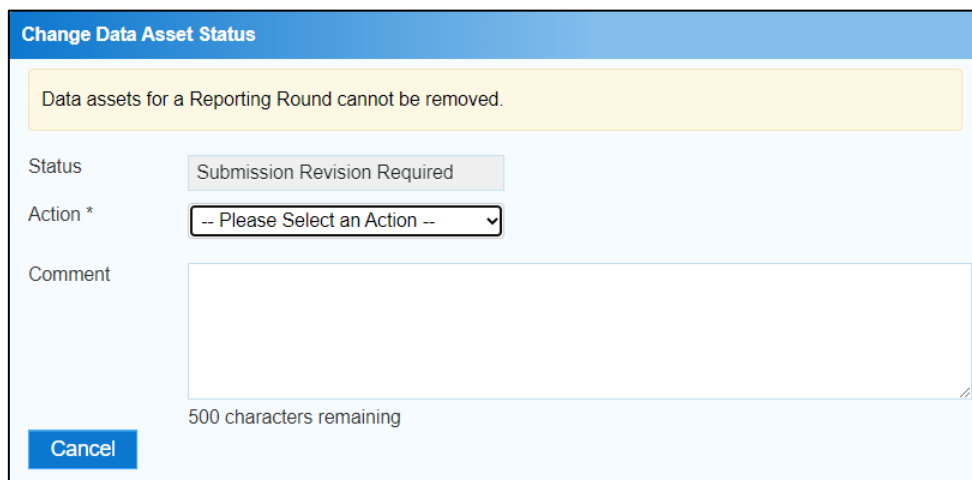
The available actions are:

- **Request Review** – Select this action to send the data asset back to your *Submission Reviewer* for review again.

- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.

⚠️ If you have access to approve the data asset submission, you will also see the *Approve for Submission* option in the action list. This allows you to approve the data asset and submit it directly to the AIHW, Health and Aged Care or the DSS FAMs for processing.

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

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

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

    i. To send the data asset to your *Submission Reviewer* for review again, select
    Request Review . For the next step in the process, see *Review an Indigenous Health Data Asset Submission*.

    ii. To send the data asset to your CEO or their representative for approval, select
    Request Approval . For the next step in the process, see *Approve an Indigenous Health Data Asset Submission*.

The data asset has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

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

Approve an Indigenous Health Data Asset Submission

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

The following procedure is used to approve an Indigenous health data asset submission in the Data Portal.

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

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

2. To approve the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select .

The Submission Data screen will display the attached form, with each indicator/section on the form being displayed as a separate tab on the left-hand side of the form.

Any indicators/activities that still have data validation flags will display a ⚠ for easy
identification. Any indicators/sections with data validation flags that have been addressed
through the addition of a response by the *Uploader* or *Reviewer*, will contain a 💬 .

3.   Review the data in the form as required.

4.   To respond to a particular comment made by the *Submission Uploader* or *Submission
Reviewer*, select ↩ next to the comment in the **Notifications Tray**.

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

The Respond to Validation Issue dialog box will display.

5.   Select ▾ in the **Reason** field and select the reason the comment is being added from the
drop-down list.

6.   Enter an explanatory comment in the **Additional Information** field.

7.   To save the response, select Save .

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

The comment(s) has been added and can be viewed by anyone accessing the data asset.

⚠ To mark an internal conversation/comment as completed, select ✅ .

8.   To exit the form, scroll to the bottom of the form and select ‹ Close .

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

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

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

10.   Once the data asset has been reviewed and updated as required, select
❯ Submission Ready For Approval for the applicable data asset in the **Reporting
Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select
▾ and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing by the AIHW, Health and Aged Care or the DSS FAMs.

- **Revision Required** – Select this action if the data asset needs to be returned to your *Submission Uploader* for amendment.

11. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

12. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

   i. To approve the data asset and send it to the AIHW, Health and Aged Care or the DSS FAMs for processing, select [Approve for Submission]. For the next step in the process, see *Process an Indigenous Health Data Asset Submission*.

   ii. To send the data asset back to your *Submission Uploader* for amendment, select [Revision Required]. For the next step in the process, see *Amend an Indigenous Health Data Asset Submission*.

The data asset has now been approved and sent to the AIHW, Health and Aged Care or DSS FAMs for processing in the Data Portal.

Process an Indigenous Health Data Asset Submission (the AIHW/Health and Aged Care/DSS)

Once a data asset has been approved by your CEO or their representative, it will be sent to the AIHW (nKPI, OSR) Health and Aged Care (HCP) or DSS FAMs (IAHP PHC Activity Work Plan and Performance Report) for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the data asset in the Data Portal is for the AIHW, Health and Aged Care or the DSS FAMs to review the data asset to ensure the information contained within, particularly the clinical data in the attached form, is complete and correct.

Once the AIHW, Health and Aged Care or the DSS FAMs have reviewed the data asset and the attached form and is comfortable with the content, the data asset can be processed as complete in the Data Portal ready to be used in any reports and publications produced by the AIHW as required.

Step 1 – Review the Data Asset

Once the AIHW, Health and Aged Care or DSS FAMs have received your approved data asset, they will need to review the data asset in the Data Portal to ensure it is ready to go to the next stage of the process. For the data asset to be processed by the AIHW, Health and Aged Care or DSS, it will need to have the status of *Submission Approved*.

Once the AIHW, Health and Aged Care or DSS has reviewed the data asset in the Data Portal and actioned the data asset as ready to be processed, the data asset's status will change to *Ready for Processing*.

All *Submission Uploaders* from your health service will then receive an email informing them the status of the data asset has been changed to *Ready for Processing*. This tells you the AIHW, Health and Aged Care or DSS have taken the data asset from their backlog and are now working on it.

Step 2 – Process the Data Asset

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

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

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

Exception Reporting

Once a data asset has been approved by your CEO or their representative, it will be sent to the AIHW (nKPI, OSR) Health and Aged Care (HCP) or DSS FAMs (IAHP PHC Activity Work Plan and Performance Reports) for processing. To action the data asset in the Data Portal, an AIHW, Health and Aged Care or DSS officer needs to have the *Data Receiver* role.

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

 If the information in the data asset is correct and no data needs amendment, the *Data Receiver* can process the data asset to complete the data asset submission process. For more information, see *Process an Indigenous Health Data Asset Submission (the AIHW/Health and Aged Care/DSS)* earlier in this guide.

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

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

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

Step 1 – Set the Data Asset Status to *Ready for Processing* (the AIHW/Health and Aged Care/DSS)

Once it has been confirmed by the AIHW, Health and Aged Care or DSS that there is data in the data asset that will need to be amended by the health service, the AIHW/Health and Aged Care/DSS *Data Receiver* will need to change the status of the data asset to *Ready for Processing* so they can add explanatory comments for the health service to the relevant sections of the form.

Step 2 – Add Comments to the Form and Return it to the Health Service for Amendment (the AIHW/Health and Aged Care/DSS)

Once a data asset has the status of *Ready for Processing*, the *Data Receiver* can add comments to any data values they feel need to be amended and can then return it to your health service's *Submission Uploaders* for amendment.

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

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

Step 3 – Amend the Data Asset as Part of the Exception Reporting Process

There may be times when an approved data asset is returned to you for amendment by the *Data Receiver* due to issues, they have identified in the data contained in the attached form.

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

A *Submission Uploader* within your health service will then need to amend the applicable values in the form attached to your data asset in the Data Portal, directly addressing the comments made by the *Data Receiver*.

When your data asset is returned to you by the *Data Receiver*, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend a data asset as part of the exception reporting process.

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

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

2. To amend the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select .

The applicable Submission Data screen will display the form containing your aggregated clinical data (nKPI, OSR or HCP).

The *Notifications Tray* for each indicator/tab will display any comments the *Data Receiver* has made, against existing data validation flags.

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

3. Review each of the comments made by the *Data Receiver*.

4.   Update the value(s) in the required cell(s), as needed, addressing the *Data Receiver's* comments.

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

5.   To save the changes, select 💾 Save at the bottom of the form.

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

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

⚠️ If you have amended the required data and would like to add an explanatory comment for the *Data Receiver*, select ➕ New at the top of the *Notifications Tray*, select a *Reason* and add your comment in the *Additional Information* field.

The comments have now been added and can be viewed by anyone accessing the data asset in the future.

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

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

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

8.   Once the data asset has been reviewed and updated as required, select ❯ Submission Returned to Uploader for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select 🔽 and select the required action.
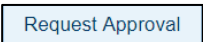
The available actions are:

*   **Request Review** – Select this action to send the data asset to your *Submission Reviewer* for review again.
*   **Request Approval** – Select this action to send the data asset back to your CEO or their representative for approval.
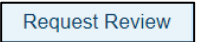
⚠️ If your *Submission Uploader* can approve the data asset, they will see the *Approve for Submission* option in the action list. This allows them to approve the data asset and submit it directly to the *Data Receiver* for processing again.

9.   In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

10.   One of the following options can now be selected when submitting the data asset, depending on the action that was selected in the **Action** field:

    i.   To send the data asset to your *Submission Reviewer* for review again, select Request Review . For the next step in the process, see *Step 4 - Review an Indigenous Health Data Asset Submission as Part of Exception Reporting*.

ii.   To send the data asset back to your CEO or their representative for approval, select
Request Approval . For the next step in the process, see *Step 5 - Approve an Indigenous Health Data Asset Submission as Part of Exception Reporting*.

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

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

Step 4 – Review the Data Asset as Part of the Exception Reporting process (Health Service)

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

The following procedure is used to review an Indigenous health data asset submission in the Health Data Portal as part of the exception reporting process.

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

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

2.   To review the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select   .

The Submission Data screen will display the applicable attached form (nKPI, OSR or HCP).

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

3.   Review the data in the form and any accompanying comments as required.

Each of the comments added to an indicator/section of the form can be read to see the changes that were requested by the *Data Receiver* and the subsequent updates made by your *Submission Uploader* in response.

4.   Update any data values if needed to address outstanding data validation issues.

5.   To add a comment for your colleagues explaining any change you have made to the data, select **+ New** at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

6.   If needed, select the cell(s) to be linked to the comment you are adding.

7.   Select the drop-down in the **Reason** field and select the reason the comment is being added from the drop-down list.

8.   Enter an explanatory comment in the **Additional Information** field.

9. To make the comment private so the external *Data Receivers* can't see it, select the **Private Conversation** check box.

10. To save the response, select [Save].

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

11. Repeat this process for any other values in the form that need to be changed.

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

12. To save your comments and any data value changes, select [💾 Save] at the bottom of the form.

13. To exit the form, scroll to the bottom of the form and select [‹ Close].

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

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

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

15. Once the data asset has been reviewed and updated as required, select
❯ Submission Ready For Review for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select [▾] and select the required action.
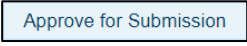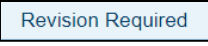
The available actions are:

- **Request Approval** – Select this action to send the data asset to your CEO or their representative again for re-approval.

- **Approve for Submission** – Your CEO or nominated representative can select this action if they are approving the data asset as well as reviewing it.

- **Request Interim Processing** – Select this action to progress the data asset to the *Data Receiver* for review prior to it going to your CEO or their representative for approval. This process is known as Interim Processing.

- **Revision Required** – Select this action to return the data asset to the *Submission Uploader* again for further amendment.

**16.** In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

17. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

   i. To send the data asset back to your CEO or their representative for approval, select [Request Approval]. For the next step in the process, see *Step 5 - Approve a Data Asset Submission as Part of Exception Reporting*.

ii. To approve the data asset and send it back to the Data Receiver for processing again, select Approve for Submission . For the next step in the process, see *Process an Indigenous Health Data Asset Submission*.

iii. To send the data asset to the Data Receiver for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing . For the next step in the process, see *Interim Processing of an Indigenous Health Data Asset Submission*.

iv. To send the data asset back to the *Submission Uploader* for further amendment, select Revision Required . For the next step in the process, see *Step 3 - Amend a Data Asset Submission as Part of Exception Reporting*.

The data asset has now been reviewed and either sent for approval again or sent back to the *Submission Uploader* for further revision.

Step 5 – Approve the Indigenous Health Data Asset as Part of the Exception Reporting process

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

The following procedure is used to approve an Indigenous health data asset submission in the Data Portal as part of the exception reporting process.

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

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

2.   To approve the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select [icon].

The Submission Data screen will display the applicable attached form (nKPI, OSR or HCP).

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

3.   Review the data in the form as required.

4.   To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select ⤺ next to the comment in the **Notifications Tray**.

The Respond to Comment dialog box will display.

5.   Select ▾ in the **Reason** field and select the reason the comment is being added from the drop-down list.

6.   Enter an explanatory comment in the **Additional Information** field.

7.   To save the response, select Save .

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

The comment(s) has been added and can be viewed by anyone accessing the data asset.

8. To save your comments, select 💾 Save at the bottom of the form.

9. To exit the form, scroll to the bottom and select ‹ Close .

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

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

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

11. Once the data asset has been reviewed and updated as required, select ❯ Submission Ready For Approval for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select ▼ and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing by the Data Receiver.

- **Revision Required** – Select this action if the data asset needs to be returned to your *Submission Uploader* again for further amendment.

12. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

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

  i. To approve the data asset and send it to the Data Receiver for processing, select Approve for Submission . For the next step in the process, see *Process an Indigenous Health Data Asset Submission*.

  ii. To send the data asset back to the *Submission Uploader* for further amendment, select Revision Required . For the next step in the process, see *Step 3 - Amend the Data Asset Submission as part of the Exception Reporting Process*.

The data asset has now been approved and sent back to the Data Receiver for processing. For more information, see *Process an Indigenous Health Data Asset Submission.*

Indigenous Health Interim Processing Workflow

Interim Process Diagram in the Health Data Portal
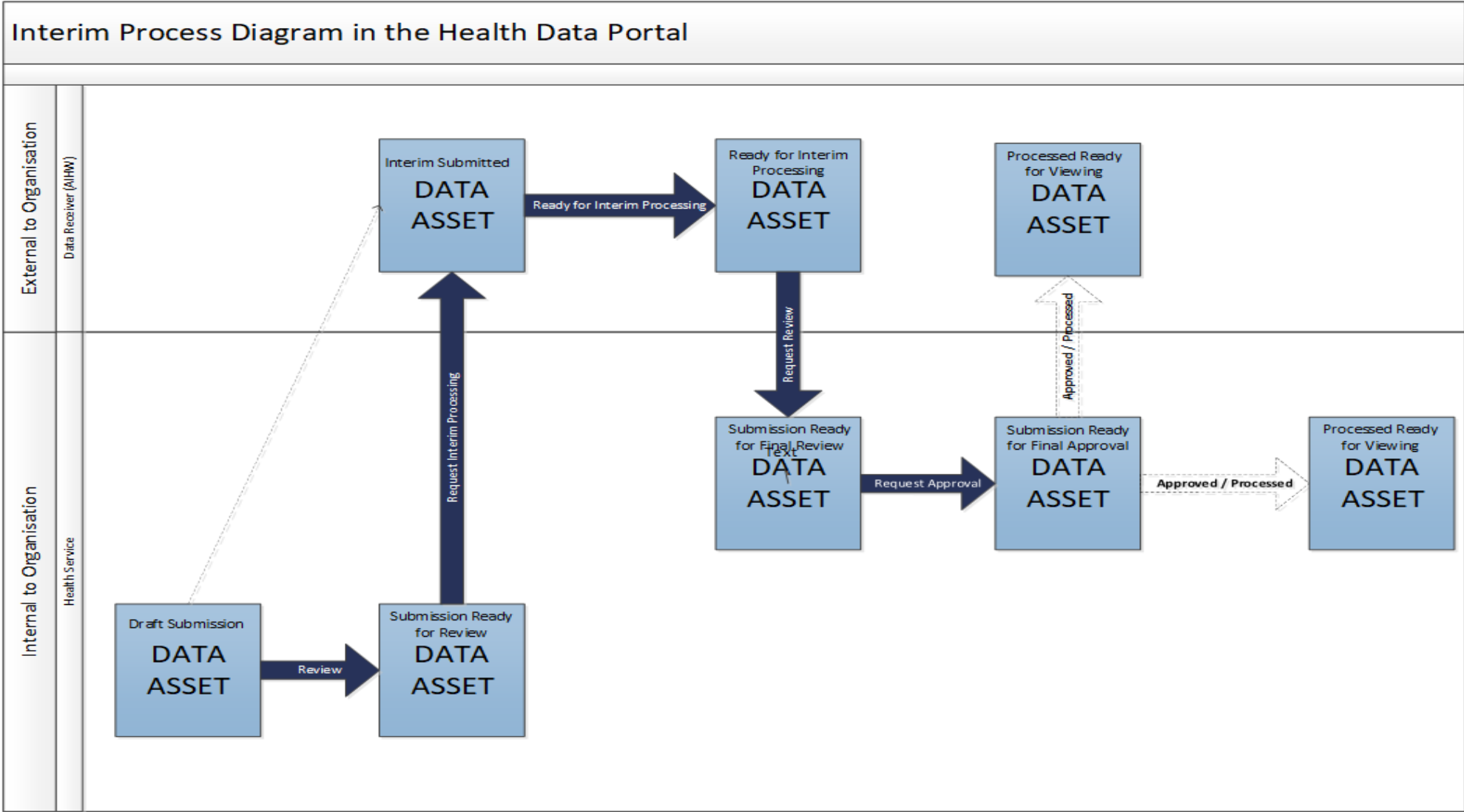
Interim Processing of an Indigenous Health Data Asset Submission

Interim Processing of a data asset will be available to health services during a reporting round to allow them to send a data asset on to the AIHW (nKPI and OSR data) the Department of Health and Aged Care's First Nations Health Division (HCP data) or the DSS FAMs (IAHP PHC Activity Work Plans and Performance Reports) for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

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

⚠ To send the data asset for interim processing, the health service user must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

Step 1 - Initiate Interim Processing

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

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

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

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

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

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

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

4.   In the **Comment** field, enter any comments for the AIHW, Health and Aged Care or DSS.

⚠️ Any user with access to view the data asset will be able to view any comments entered here.

5.   To send the data asset to the AIHW, Health and Aged Care or the DSS for interim processing, select Request Interim Processing .

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

Step 2 – Review the Data Asset (the AIHW/Health and Aged Care/DSS)

Once your *Submission Reviewer* has requested interim processing of a data asset, the data asset's status will be set to *Interim Submitted* and it will be sent to the AIHW, Health and Aged Care or DSS for review.

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

Step 3 – Process the Data Asset (the AIHW/Health and Aged Care/DSS)

When the data asset has progressed to the status of *Ready for Interim Processing*, it can be reviewed by the AIHW, Health and Aged Care or DSS and sent back to your health service for your final review and approval.

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

Step 4 – Conduct a Final Review of the Data Asset

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

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

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

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

2.   To conduct a final review of the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select 📄.

The Submission Data screen will display and the reporting data in the form can be reviewed for accuracy.

3. Once the content of the form has been reviewed, select **‹ Close** at the bottom of the form.

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

4. To action the data asset, select ❿ Submission Ready for Final Review for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select ⯆ and select *Request Approval*.

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

5. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

6. To send the data asset on to your CEO or their representative for approval, select **Request Approval**.

The data asset has been sent to your CEO or their representative within the health service for final approval.

Step 5 – Approve the Data Asset Submission

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

The following procedure is used to approve a data asset submission as part of Interim Processing in the Data Portal.

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

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

2. To approve the data asset, hover your mouse pointer to the right of the *Reporting Period* text in the applicable section of the **Reporting Dashboard** and select .

The Submission Data screen will display and the reporting data in the form can be reviewed for accuracy.

3.   Once the content of the form has been reviewed, select ❮ Close at the bottom of the form.

4.   To approve the data asset, select ❯ Submission Ready For Approval for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select ⌄ and select *Approve for Submission*.

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

5.   In the **Comment** field, enter any comments regarding the action being performed on the data asset.

⚠ Any user with access to view the data asset will be able to view any comments entered here.

6.   To approve the data asset, select Approve for Submission .

The Data Asset has been progressed to the status of *Processed* and Interim Processing is now complete.

Work with Comments

As part of the data asset submission workflow process in the Data Portal, it is important for your health service and the external *Data Receivers* (the AIHW, Health and Aged Care or DSS) to be able to engage in a "conversation" regarding the clinical data that has been recorded in the data asset.

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

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

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

Respond to a data validation flag in your form

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

⚠ You will not be able to submit a data asset to the *Data Receiver* until a data validation flag is addressed by either amending the values in question or responding to the flag.

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

1. Ensure the applicable form is displayed.

2. Open the indicator/tab you wish to add a data validation flag response to.

3. Navigate to the **Notifications Tray** containing the data validation flag you wish to respond to.

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

4. If needed, select 👁 next to the flag to confirm the data values the data validation flag is referring to.

5. To add your response to the flag, in the **Notifications Tray**, select ↩ next to the flag.

The Respond to Validation Issue dialog box will display.

6. Select [▼] in the **Reason** field that displays and select the reason you are responding from the drop-down list. The available categories are **Unexpected results**, **Zero results**/blanks, **Internal validation,** and **General comments**. Each category then has several options that can be selected from.

7. Enter an explanatory comment in the **Additional Information** field.

8. To save the response, select [Save].

Your response will now appear under the data validation flag you have responded to and can be viewed/responded to by anyone else with access to the data asset (including the external *Data Receiver*).

You can now submit your data asset through the data asset submission workflow and both the reviewers and approvers within your health service, and the *Data Receiver*, will be able to view your comment and respond to it if needed.

🛈 Once you have added a response against a data validation flag, the icon displayed on the applicable indicator/tab will change from 🔺 to 💬, indicating that the validation issue has been resolved and will not prevent the data asset from being submitted to the AIHW/Health and Aged Care/DSS for processing.

Add a new "internal comment" for use within your Health Service

As part of the submission of a data asset in the Data Portal, you may wish to add a comment to a particular section of your form that you only wish to share with other users within your health service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the data in the form, or you may want to provide an explanation about a data value to your CEO, so they understand the context regarding a particular value before considering whether to approve a data asset.
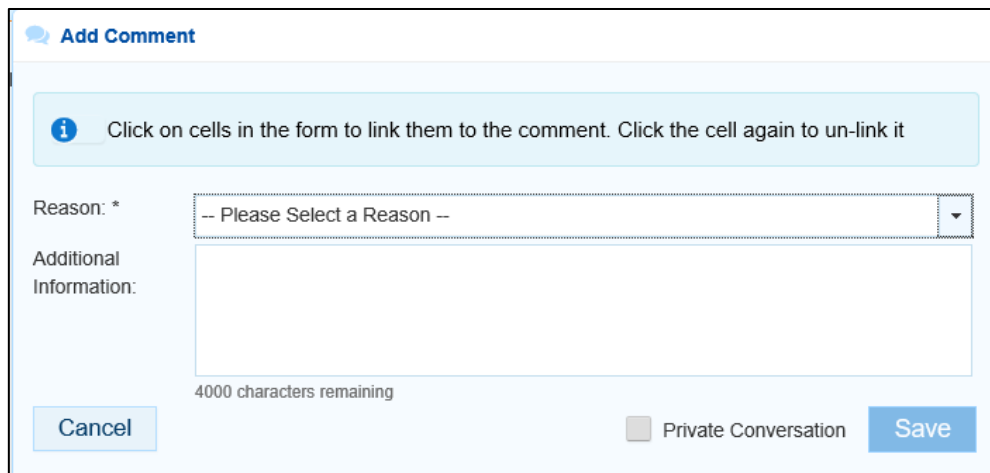
In these instances, you would not want the *Data Receiver* to see these comments as they were purely for use within your health service.

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

1. Ensure the applicable form is displayed.

2. Open the indicator/tab you wish to add a new "internal comment" to.

3. Navigate to the **Notifications Tray**.

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

4. To add your "internal comment", select [+ New] at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

5. Select [▼] in the **Reason** field that displays and select the reason the new comment is being added from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**. Each category then has several options that can be selected from.

6. Select the cell or cells in the indicator your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see *Link a Comment to Particular Cells in an Indicator*.

7. Enter an explanatory comment in the **Additional Information** field.

8. To mark the comment as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.

9. To save the comment, select [Save].

Your new comment can now be viewed by anyone within your health service with access to the data asset, but not external *Data Receivers*.

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

Mark an Internal Comment as Complete

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

The following procedure is used to mark a private conversation in a form as complete in the Data Portal.

1. Ensure the form is displayed.

2. Open the indicator/tab you wish to mark a comment/conversation as complete for.

3. Navigate to the **Notifications Tray**.

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

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

The Mark as Complete dialog box will display.

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

6. To save the comment, select Save .

The conversation will now disappear.

⚠️ Only the AIHW/Health and Aged Care/DSS *Data Receiver* can mark comments and conversations attached to automated data validation flags as complete. If any such comments remain at the end of the data asset submission process, the *Data Receiver* needs to mark these comments as complete to be able to set the data asset to the status of *Processed*.

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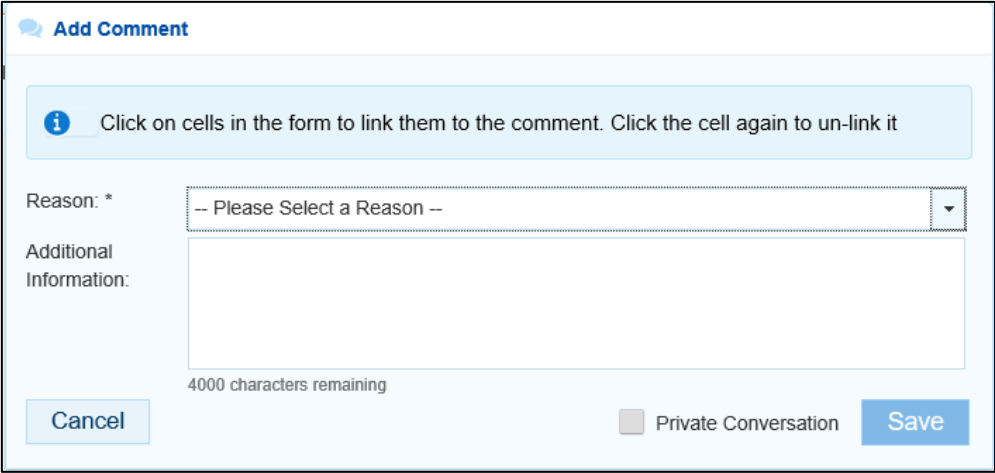
If there is a particular data value you would like to draw another user's attention to, you can add a comment to the applicable indicator/tab in your form and link a particular cell or cells to that comment. For example, you may wish to ask the *Data Receiver* a question about a particular value or point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

1. Ensure the form is displayed.

2. Open the indicator you wish to add a new comment to with linked cells.

3. Navigate to the **Notifications Tray**.

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

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

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

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

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

6. Select in the **Reason** field that displays and select the reason you are linking the cell from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation,** and **General comments**. Each category then has several options that can be selected from.

7. Enter an explanatory comment in the **Additional Information** field.

8. To mark the conversation as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.

9. To save the comment, select Save.

Once the data asset is submitted to the *Data Receiver* for processing, the *Data Receiver* will be able to see the cells you have linked to the comment by selecting .

View Completed Comments and Conversations

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

The following procedure is used to view a completed comment/conversation in a data asset's form in the Data Portal.

1.   Ensure the applicable form is displayed.

2.   Open the indicator you wish to view completed comments for.

3.   Navigate to the **Notifications Tray**.

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

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

Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.
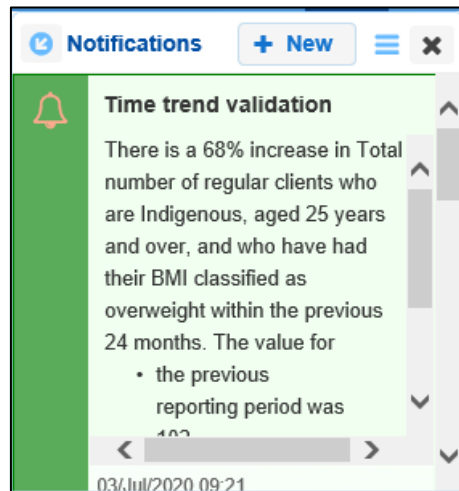
The comment/conversation can now be read as needed.

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

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

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

Download a Data Asset's Data Validation History

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

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

The following procedure is used to download the data validation history report for a particular data asset.

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

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

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

The Data Asset Details screen will display.

3. To download the data validation history report for the selected data asset, scroll down to the **Files** section of the screen and select [icon] in the **Action** column.

4. From the Download tray [icon] that now displays in the top right-hand side of your browser, select the spreadsheet that has just been downloaded.

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

The Data Validation History report displays the following information:

- **Created** - The date the data validation issue was generated (column needs to be expanded for the date to be seen)

- **Error Resolved** – Whether or not the data validation issue has been resolved by you either amending the values associated with issue or responding to the issue

- **Validation Type** – Lists the type of validation issue – examples are *Internal validation* and *Time trend variation*.

- **Page** – The indicators the data validation issues appeared in.

- **Original Message** – The data validation flag that first displayed when the issue was generated

- **Final message** - The data validation flag that displayed when the issue was resolved

- **Who responded** – Where a response was added to a data validation flag, this column will list who entered the response

- **Comment Reason** – The reason selected from the drop-down list when the response was added

- **Comment Text** – The content of the response added by the suer

5. Use/save the data validation history report in Microsoft Excel as required.

Print or PDF Your Form

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

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

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

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

2. To print the form for a data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Dashboard** and select .

The Submission Data screen will display with the Print button available in the top right-hand corner of the form.

3.   To print the data for an individual indicator/tab, select the indicator/tab from the left-hand side of the form and then select 🖨.

4.   To print the entire form at once or more easily print multiple indicators, select ▭ in the top right-hand corner of the form and then select **Summary View**.

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

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

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

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

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.
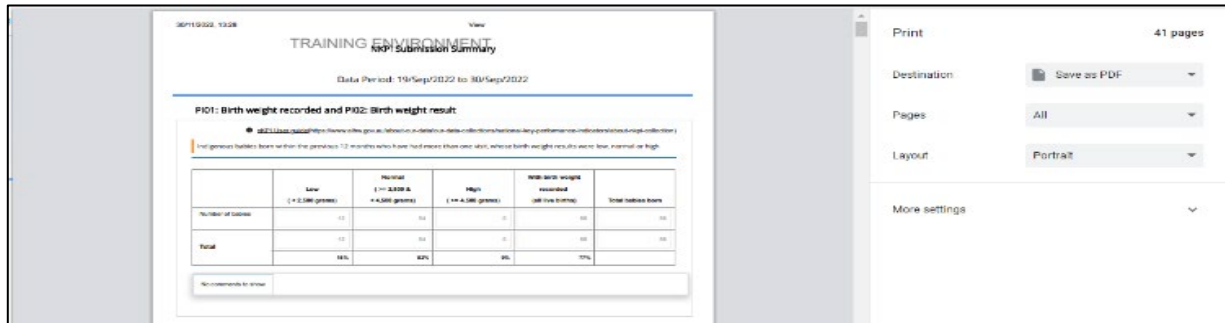
7.   To continue, select the printer you wish to use.

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

8.   To print the form, select [Print].

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

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

Work with nKPI Trial Submissions

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

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

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

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

The following procedure is used to select the Trial Submission function when submitting nKPI data asset in the Data Portal.

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

2. In the **Reporting Period** field, select ⌄ and select **Trial Submission**.

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

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

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

Manage User Profiles

Although most user administration will be done by your health service's *User Administrator*, there are some tasks end users will be able to carry out themselves when it comes to managing their user profiles in the Data Portal.

End users will be able to do the following as part of managing their user profiles in the Data Portal:

- Request an alternate user profile
- Switch user profiles.
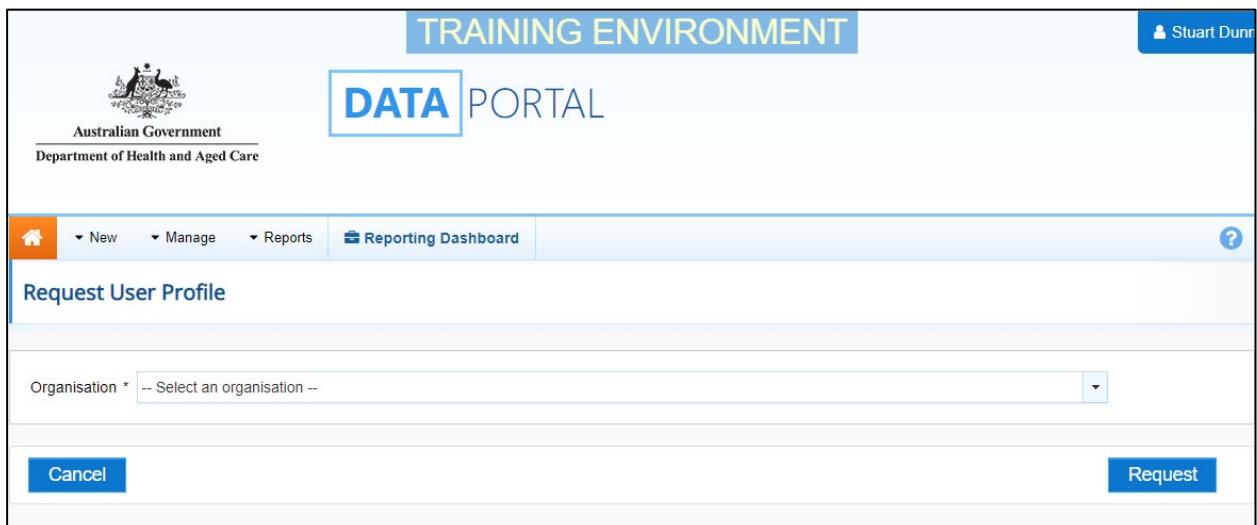
Request an Alternate User Profile

When you have a record created for you in the Data Portal, you will have a "home" health service assigned to you. If you work with other health services on a regular basis however, you can request the creation of a user profile in these additional health services as required.

The following procedure is used to request an alternate user profile in the Data Portal.

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

2. On the Data Portal home screen, select 🖼 next to your name in the top right-hand corner of the screen and select **Request New Profile** from the list that displays.

The Request User Profile screen will display.

3. Select ⬇ in the **Organisation** field and select the health service you wish to request an alternate user profile for, from the drop-down list that displays.

🔶 The *Organisation* drop down list contains a search field in which you can enter the name of the health service to refine the list. Alternatively, you can just scroll down the list.

4. Once you have selected the applicable health service, select **Request**.

Your request for an alternate user profile has now been submitted to the *User Administrator* for the nominated health service. When the *User Administrator* actions your alternate user profile request, you will receive an email informing you of the outcome.

Switch User Profiles

If you have multiple profiles in the Data Portal, you can easily switch between these profiles as required, depending on the health service you are working on behalf of in the Data Portal at the time.

The following procedure is used to switch user profiles in the Health Data Portal.

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

2. On the Data Portal home screen, select ▦ next to your name in the top right-hand corner of the screen and select **My User Profiles** from the list that displays.

The My Profiles screen will display, showing your default profile (the one currently in use) along with any other profiles that have been created for you.

3. To switch to an alternate profile, select Switch in the **Action** column of the profile you wish to use.

4. You can now perform the activities permitted by the selected alternate user profile.

5. To return to your original user profile, just repeat the steps above.

⚠️ Performing the above steps will activate the selected profile for your current session only and your default profile will be restored the next time you log in to the Data Portal. To set one of your alternate profiles as you default profile, select Set Default next to the profile you wish to use instead of Switch.

Manage User Records (User Administrators only)

In the Data Portal, *User Administrators* from health services (along with administrators from Health and Aged Care) will have the ability to add and maintain user records for users within their health service.

Certain users within each health service will be given the *User Administrator* role in the Data Portal, which will allow them to:

- Add roles and file permissions to user records for users within their health service as they register in the Data Portal.

- Action user profile creation requests for users in other health services who request a profile be created in the *User Administrator's* organisation.

- Add and remove roles and folders to and from their own user profile as required to allow them to perform the required roles for their health service.

Update User Profiles

If you are a *User Administrator* for your health service, you will be able to make changes to user profiles in the Data Portal for other users in your health service or any health services in your organisational structure if your health service is part of a parent/child structure.

When a user registers in the Data Portal and has a record automatically created for them, they will not have any roles or have access to any folders - you need to set this up for them as the *User Administrator* for the health service.

There may be times as well when you need to revoke a user's Data Portal profile as the user has left the organisation or no longer required access to the Data Portal.

The following procedure is used to update a user's profile in the Data Portal.

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

2.   From the Data Portal home screen, select ▾ Manage and then select **Users**.

The Manage Users screen will display, listing all the registered, active users within your organisation.

⚠️ By default, only users with Active and Pending profiles will display. If you wish to see Revoked users for your organisation, select the *Show revoked users* check box.
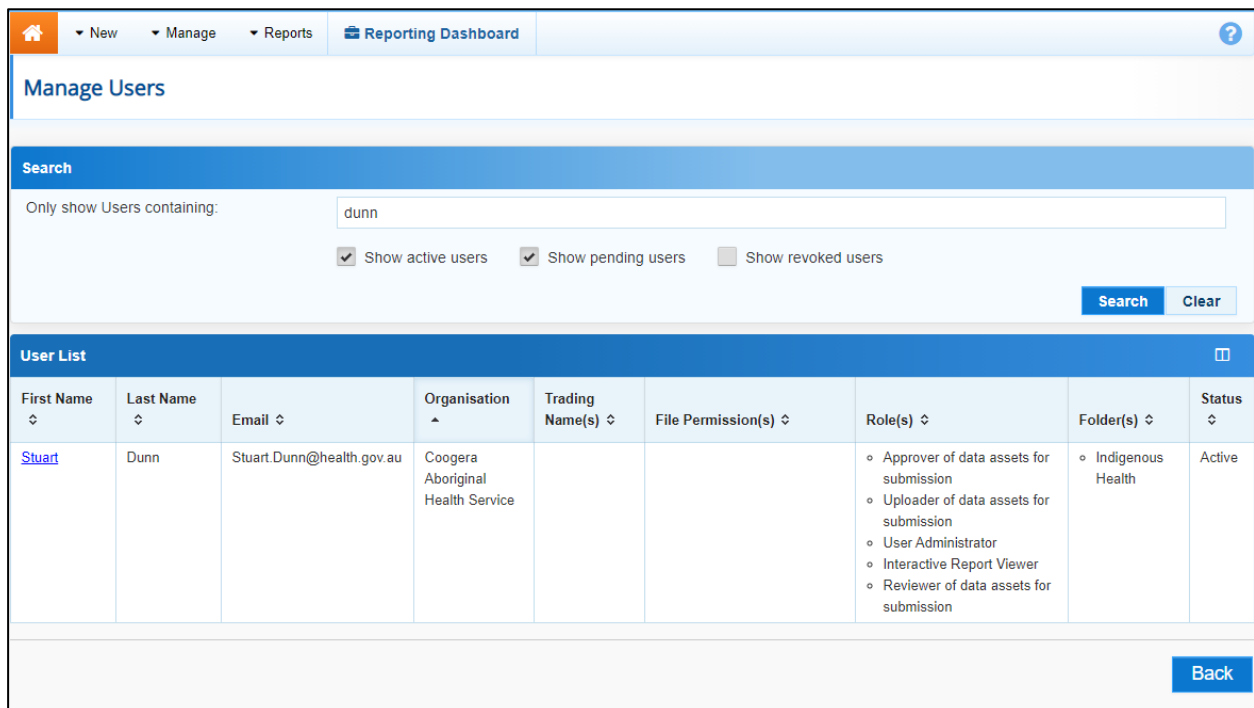
3.   If you need to search for the user whose profile is to be updated, enter the user's name (first name, last name, or both) in the **Only show Users containing** field.

4.   If your health service is part of a parent/child organisation structure, you will see the **Only show Users in Organisation** field. If the user whose profile you are updating is in

another organisation within this structure, select ⬚ in the **Only show Users in Organisation** field and select the user's organisation from the list.

⚠️ Alternatively, you can select ⬍ in the header of the required column (for example *Last Name*) to find the required user's record.

5.   To search for the user's record once you have entered the required search criteria, select **Search**.
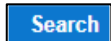
A list of matching users will display.

6.   To display the details for the selected user, select the first name link for the user.

The User Details screen for the selected user will display.

7. To open the user's profile for updating, select 🖊 at the top of the screen.

The User Details screen will update so the user's profile can be updated.

8. If needed (the user may have entered their email address incorrectly when they registered) update the user's email address in the **Email** field.

9. In the **Roles** section, select the relevant check box(es) to add the applicable roles to the user's profile.

Role(s)

- Uploader of data assets for submission
- Reviewer of data assets for submission
- Approver of data assets for submission
- Receiver of data assets for submission
- User Administrator
- Interactive Report Viewer
- Interactive Report Developer
- Viewer of Processed Data in submission

The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission* role (known as *Submission Uploader)* they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their health service, however, unless they were also given the *Approver of data assets for submission* (*Submission Approver*) role.

10.   In the **Folders** section, select Edit .

The Folders dialog box will display.

Folders

Available

- ▼ Indigenous Health
    - Activity Work Plan
    - HCP
    - nKPI
    - OSR
    - Performance Report
- ▼ This is a test folder
    - Stuart's Test Sub-folder

Selected

No folders selected

〉 《 〈 《

OK   Cancel

11.   In the **Available** section on the left-hand side of the dialog box, under the **Indigenous Health** check box, select the check box for each report your health service is required to submit (*HCP, nKPI, OSR, AWP* and *Performance Report)*. If your service reports on all three, simply select the **Indigenous Health** check box and the other check boxes will automatically be selected.

12.   To add the selected folders to the user's profile, select 〉 .

⚠ Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

13.   To continue, select OK .

The User Details screen will again display, and the selected folders will be now listed for the user.

⚠ In the *User Status* field at the bottom of the screen, you can select ▾ and select either
Pending to delay activating the user's profile or **Revoked** if the user's profile needs to be
deactivated for some reason (e.g., they have left the organisation or no longer need access to
the Data Portal).

14.   To save the changes to the user's profile, select Save .

The Save Changes dialog box will display.

15.   In the Save Changes dialog box, select Yes .

The changes to the details will be applied to the user's profile.

Process Alternate User Profile Requests

When a user requests a user profile be created from them in another health service in the Data Portal, the *User Administrator* for the applicable health service will receive an email informing them a request has been submitted. The *User Administrator* can then action the request as required.

The following procedure is used to process an alternate user profile request in the Data Portal as a *User Administrator*.

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

2. From the Data Portal home screen, select ▼ Manage and then select **Users**.

The Manage Users screen will display.

A list of all users with profiles in your health service will display in the User List section, including the new user profile request with the status of *Pending*.

3. For the pending user profile you are actioning, select the link in the **First Name** column.

The User Details screen will display.

4.   To update the user's profile, select ✏ at the top of the screen.

The User Details screen will update to allow you to edit the user's profile.

5.   In the **Roles** section, select the applicable check box(es) for the role(s) to be added to the
       user's new profile.

The role or roles an end user has will determine the tasks they can perform in the Data Portal.
For example, if an end user is given the *Uploader of data assets for submission* (*Submission
Uploader*) role, they will be able to submit data assets in the Data Portal. That user would not be
able to approve the data asset submissions of other users in their health service, however,
unless they were also given the *Approver of data assets for submission* (*Submission Approver*)
role.

6.   In the **Folders** section, select Edit .

The Folders dialog box will display.

7.   In the **Available** section on the left-hand side of the dialog box, under the **Indigenous
      Health** check box, select the check box for each report your health service is required to
      submit (*HCP, nKPI* and *OSR*). If your service reports on all three, simply select the
      Indigenous Health check box and the other check boxes will automatically be selected.

8.   To add the selected folders to the user's new profile, select > .

🔶 *Folders* determine the data assets the user will be able to view and/or edit as the data
assets go through the submission workflow process.

9.   To continue, select OK .

The User Details screen will again display, and the selected folders will be listed for the user.

10.   In the **User Status** section, select ⬚ in the **User Status** field and select the appropriate
       action from the drop-down list that displays.

      i.   To *accept* the user profile request, select **Active**.

      ii.   To *reject* the user profile request, select **Revoked**.

11.   To save the changes to the profile, select Save .

12.   In the Save Changes dialog box, select Yes .

The List of Users screen will display with a note informing you the changes you have made to
the user's profile may not be visible in the Data Portal immediately.

Once the changes have updated, the user's alternate profile status will change to either *Active*
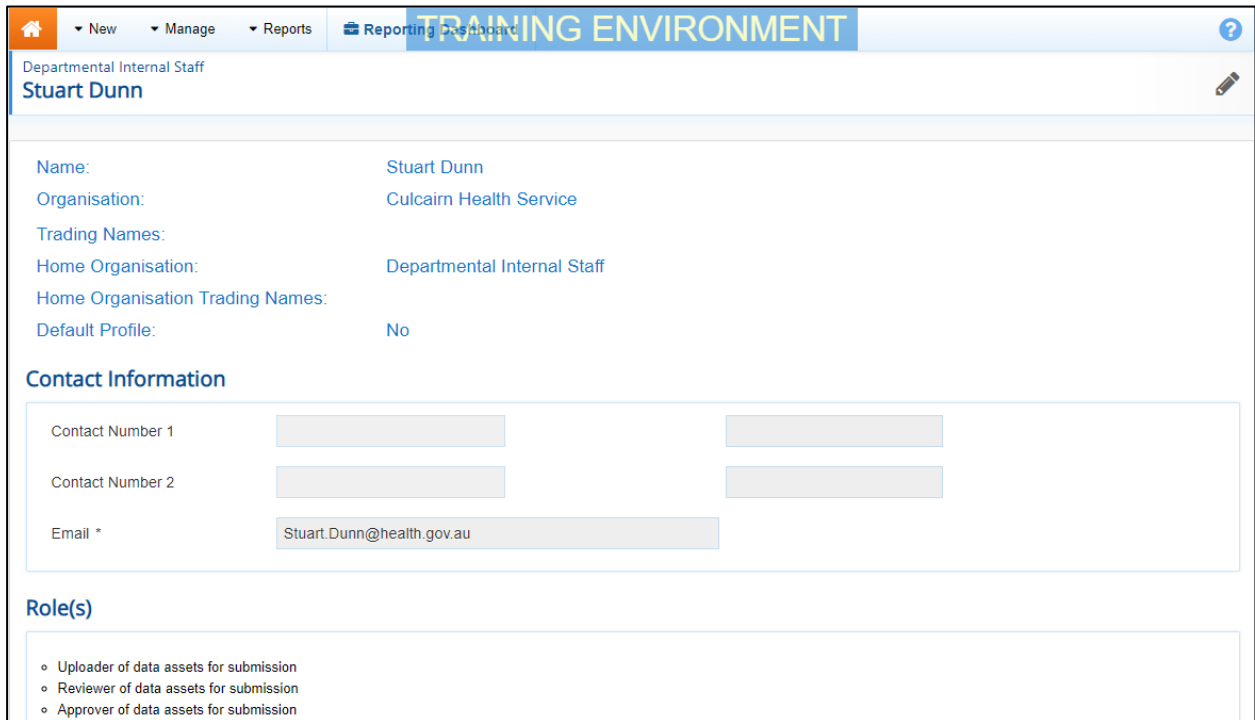or *Revoked* depending on the action taken.

Update Your Own User Profile

As a *User Administrator* in the Data Portal, you can update your own profile in addition to updating profiles for other users within your health service.

The following procedure is used to update your own user profile in the Data Portal.

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

2. Select ▣ next to your name in the top right-hand corner of the screen and select **Manage My User Profile** from the list that displays.

The User Details screen will display.
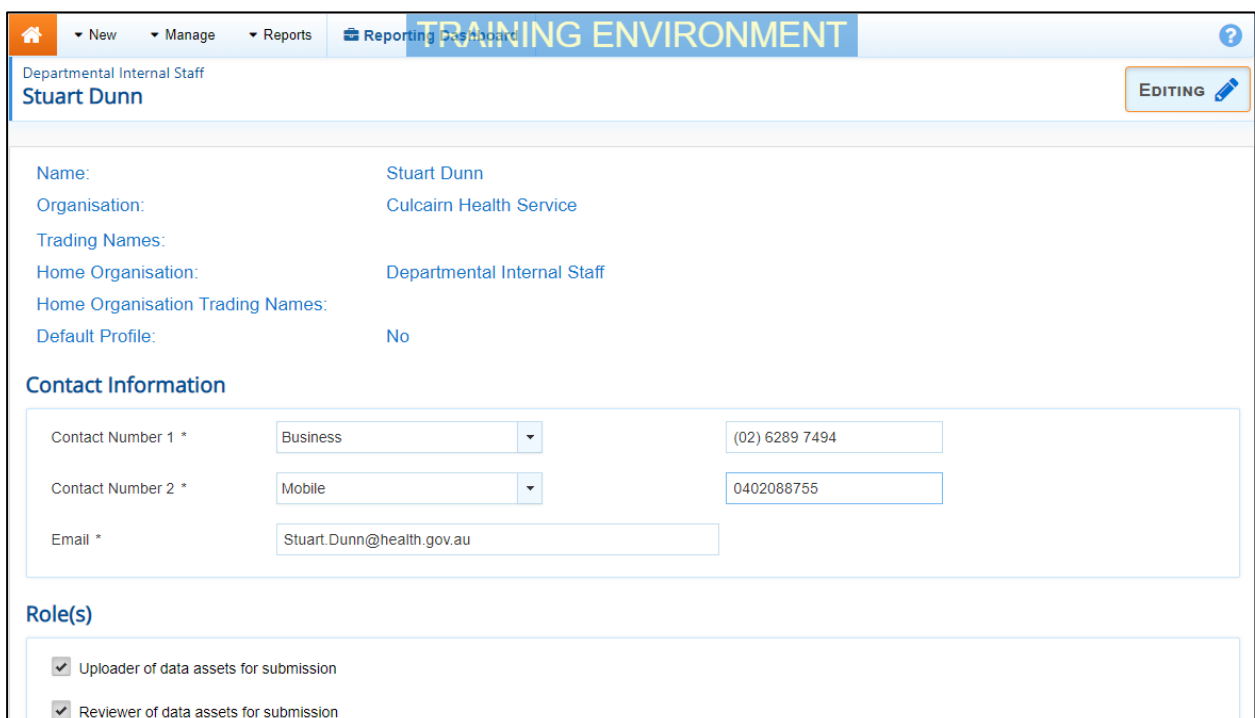
3. To edit your user details, select ✏ at the top of the screen.

The User Details screen will update so your profile can be edited.

4.   In the **Role(s)** section, select or deselect the relevant check box to add or remove a role to/from your user profile.

5.   In the **Folders** section, select Edit .
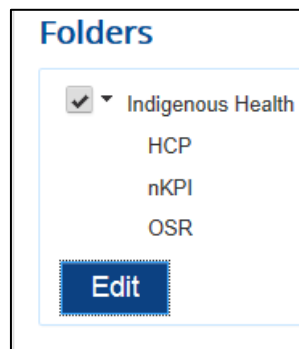
The Folders dialog box will display.
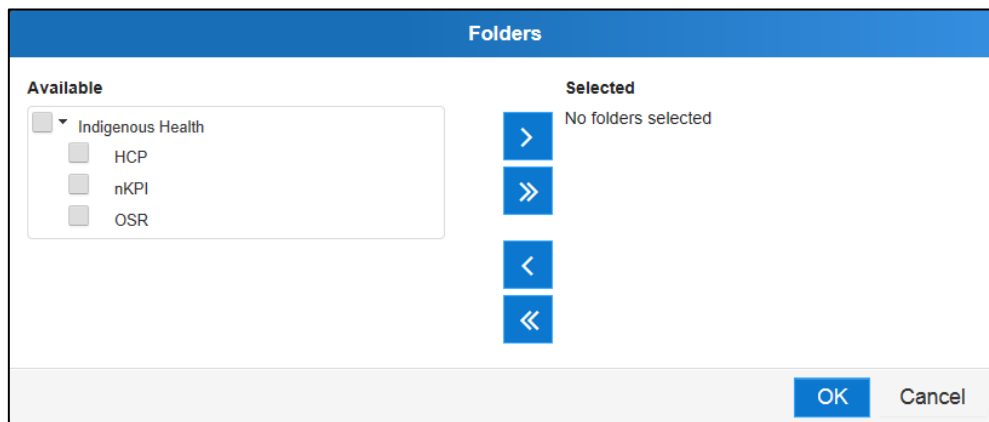
6.   In the **Available** section on the left-hand side of the dialog box, under the **Indigenous Health** check box, select the check box for each report your health service is required to submit (*HCP*, *nKPI* and *OSR*). If your service reports on all three, simply select the **Indigenous Health** check box and the other check boxes will automatically be selected.

7.   To add the selected folders to your profile, select > .

8.   To continue, select OK .

The User Details screen will again display, and the selected folders will be listed.

9.   To save the changes to your profile, select Save .

The Save Changes dialog box will display.

10.   In the Save Changes dialog box, select Yes .

The changes will be applied to your user profile.