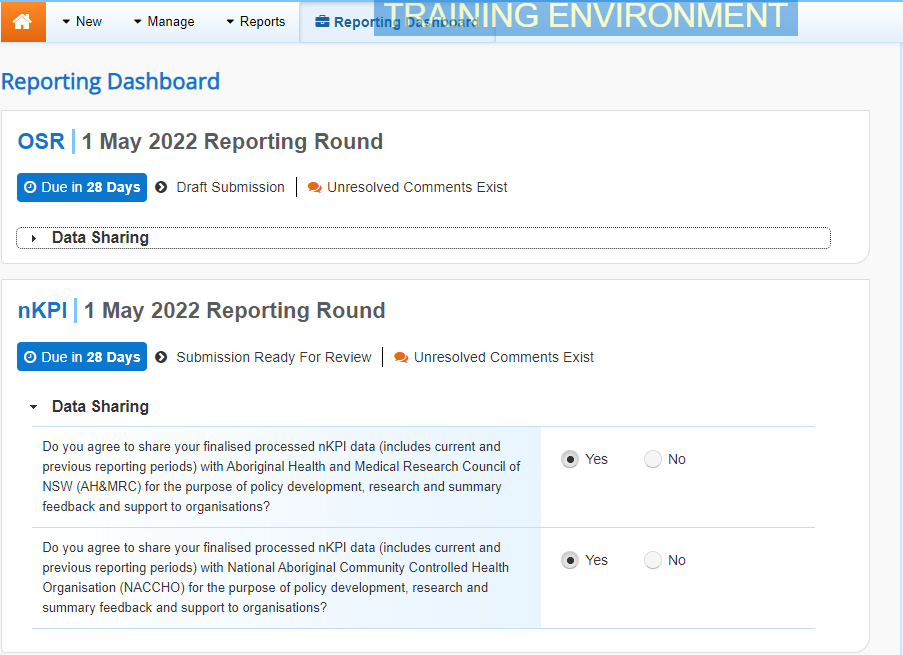
**Interim Processing of an IAHP PHC AWP**

Initiate Interim Processing (Health Service)

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

1. Open the Data Portal through [Health Data Portal](https://dataportal.health.gov.au/).
2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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



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

1. Before progressing the AWP through the interim submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.
2. To save the changes, select Save.
3. To start interim processing, select the Submission Ready for Review link in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select the down arrow and select **Request** **Interim Processing**.
4. In the **Comment** field, enter any comments you wish to add for your DSS FAM.
5. To send your IAHP PHC AWP to your DSS FAM for interim processing, selectthe Request Interim Processing button.

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

Review the AWP (DSS FAM)

To review the health service’s IAHP PHC AWP:

1. Ensure the Date Portal home screen is displayed.



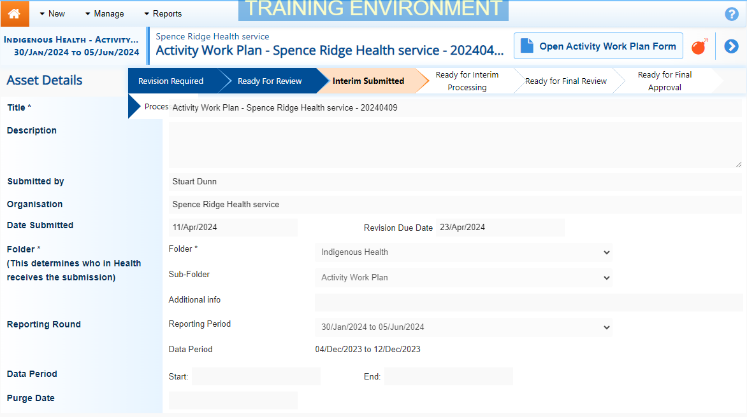
1. From the Data Portal home screen, search for the AWP to be reviewed.

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

Note The AWP will have the status of *Interim Submitted*.

1. Select the AWP to be reviewed.

The Data Asset Details screen will display.



1. Review the details of the AWP as needed.
2. To review the contents of the AWP form, select Open Activity Work Plan form at the top of the screen.
3. Once finished, select Close at the bottom of the AWP form to exit the form and return to the Data Asset Details screen.
4. To action the service’s AWP, select either the Change Status button or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select the down arrow and select *Ready for Interim Processing*.

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

1. In the **Comment** field, enter any comments about the action being performed on the AWP.
2. To prepare the submission for processing, select the Ready for Interim Processing button.

Process the AWP (DSS FAM)

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

1. Ensure the Date Portal home screen is displayed.



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

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

1. Select the IAHP PHC AWP to be processed.

The Data Asset Details screen will display.

1. Review the details of the AWP as needed.
2. To review the contents of the service’s AWP form, select Open Activity Work Plan form at the top of the screen.
3. Once finished, select Close at the bottom of the AWP form to exit the form and return to the Data Asset Details screen.
4. To action the submission, select either the Change Status button or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select the down arrow and select *Request Review* to send the submission back to the health service’s *Submission Reviewer*, who will review the AWP and move it to the next stage of the process. This action will progress the submission to the status of *Submission Ready for Final Review*.

**Interim Processing of an IAHP PHC AWP**

1. In the **Comment** field, enter any comments about the action being performed on the AWP.
2. To send the IAHP PHC AWP on to the health service’s *Submission Reviewer*, select the Request Review button.

Conduct a Final Review of the AWP (Health Service)

To conduct a final review of your IAHP PHC AWP in the Data Portal:

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

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

1. To open the Data Asset Details screen for the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the Reporting Dashboard, select Nore Details and then select **Open Data Asset**.
2. Review the details of the AWP as needed.
3. To review the contents of your AWP form, select Open Activity Work Plan form.
4. Once finished, select Close at the bottom of the AWP form to exit the form and return to the Data Portal home screen.
5. To action your AWP from the Reporting Dashboard, select the Submission Ready for Final Review link and, in the Change Data Asset Status dialog box, in the **Action** field, select the down arrow and select *Request Approval*.

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

1. To send your IAHP PHC AWP on to the CEO or their representative for approval, select Request Approval.

Your IAHP PHC AWP has now been sent to your CEO or their representative for final approval.

Approve the AWP (Health Service)

**Interim Processing of an IAHP PHC AWP**

To approve the IAHP PHC AWP that has been through interim processing in the Data Portal:

1. Ensure the Date Portal home screen is displayed.

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

1. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the ReportingDashboard, select Nore Details and then select **Open Data Asset**.
2. Review the details of the AWP as needed.
3. To review the contents of the AWP form, select Open Activity Work Plan form.
4. Once finished, select Close at the bottom of the AWP form to exit the form and return to the Data Portal home screen.
5. To action the AWP for submission from the Reporting Dashboard, select the Submission Ready for Final Approval link and, in the Change Data Asset Status dialog box, in the **Action** field, select the down arrow and select *Approve for Submission*.

Note If changes need to be made to any of the information in your IAHP PHC AWP, select *Revision Required* to send the submission back to your *Submission Uploader* for amendment.

1. In the **Comment** field, enter any comments about the action being performed on your AWP.
2. To approve your AWP, selectthe Approve for Submission button.

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