# Introduction to the Health Data Portal elearning – Accessible Version

Introduction

Welcome to the **Introduction to the Health Data Portal** elearning lesson.

This lesson will introduce you to the Health Data Portal (the Data Portal) and give you an understanding of the key terms, functions, and processes within the Data Portal.

By the end of this lesson you should:

* Know what the Data Portal is, who will use it, and how it will be used by the Department of Health and Aged Care and external organisations
* Understand the different terminology used by the Data Portal, including the term data asset.
* Understand the workflow process a data asset moves along
* Understand the different Data Portal user roles and what they do
* Understand the different data asset statuses that are used in the Data Portal, and
* Know where to access additional learning and support resources for the Data Portal.

**What is the Health Data Portal?**

Stuart has joined the Department and is required to share data using the Health Data Portal. Stuart asks his colleagues what the Data Portal is.

“So, what is the Health Data Portal?”

“Well Stuart, the Data Portal allows the Department of Health and Aged Care’s staff to share reports and data files”.

“In addition, the Data Portal has a secure access area allowing Health and Aged Care to exchange data and files with authenticated individuals in authorised organisations.”

“The Data Portal allows you to quickly and easily share your data and files with your Health and Aged Care colleagues and other organisations.”

Data Portal Overview

The Data Portal was launched within Health and Aged Care in July 2016 to support the Enterprise Data Warehouse vision of enabling the users of Health and Aged Car IT to securely access, use and share data in innovative ways with the aim of improving health outcomes for Australians.

The Data Portal provides Health and Aged Care and stakeholders with improved secured access to data, which enables better insights into the performance of the Health system and guides its policies into the future.

Data Portal Analogy

When you need to share your health-related data in the Data Portal, you can create a data asset in the Data Portal to do this. A data asset is made up of the uploaded data files and their associated information, such as who is sharing the data and for what period.

Access to your data assets can be private or public. Think of it like using a post office. In the post office, there is a public counter on which users can leave documents for everybody to see and pick up. There are also folders that act like post office boxes, which are secure and allow only individuals with specific keys to place and access documents within those boxes.

Who is using the Data Portal?

Several areas within the Department of Health and Aged Care are currently using the Data Portal to share their health-related data, both internally and with external organisations.

* **Health Workforce Division** – Shares data with state and territory health departments. Collects data about GP training.
* **First Nations Health Division** – External providers submit indigenous health reporting data to the Department of Health and Aged Care and the Australian Institute of Health and Welfare (the AIHW).
* **Office of the Gene Technology Regulator** – External organisations transmit secure files to the Department of Health and Aged Care.

How does the Data Portal work?

1. If you are required to transmit or report on health data, your organisation can use the Data Portal to do this.
2. When it comes time to report on your data, you will log into the Data Portal and create a new data asset containing your health data.
3. You can send the data asset to a colleague for review if required or you can send it straight to a colleague to approve the data asset and the attached file(s).

Data Portal Data Asset Workflow

When submitted to the Data Portal, health-related data will move through various stages of completion as part of what is called the data asset submission workflow.

* **Create -** The user creates a data asset in the Data Portal containing the document or report to be shared.
* **Review –** The user submitting the data asset can send it on to somebody else within their business area or organisation for review, to ensure the information contained is correct.
* **Approve –** Once the data asset has been reviewed for accuracy, it will be sent to the relevant individual within the business area or organisation for approval. Once the approver approves the data asset and its attached file, they can send it on to the relevant party, either within Health and Aged Care or an authorised organisation, for processing and publishing as required.

Data Portal Terminology

There are several terms used by the Data Portal that are specific to the Data Portal and that new users will not be familiar with.

* **Data Asset –** The file to be shared (this may be a specific report or some other document) along with additional information related to the file, such as who is submitting the file and what business function the file relates to.
* **Organisation –** Those entities with users in the Data Portal. This could be the Department of Health and Aged Care or an external organisation, such as an Indigenous health service.
* **Status -** Describes the stage the data asset is up to in the data asset submission workflow.
* **Folders –** Determine the data assets users can see in the Data Portal. Users should only be able to see the folders that are applicable to their business area or organisation (e.g. Hearing Services, Primary Healthcare).
* **File –** The document or group of data to be shared, which is uploaded to the data asset. This can be in any format other than as an.exe file.
* **File Permissions –** Determine which data assets users can see that have been published by other users of the Data Portal.

User Roles in the Data Portal

* **Submission Uploader –** is the creator of the data asset (including the attached file/document) to be shared with other users in the Data Portal. This could be someone from within Health and Aged Care or from an external organisation.
* **Submission Reviewer –** is responsible for reviewing and verifying the contents of the data asset once it is sent to them by the *Submission Uploader*.
* **Submission Approver –** is responsible for the final review and approval of the data asset. When the *Submission Approver* approves the data asset this releases it for processing by Health and Aged Care or an authorised organisation, depending on what the Data Portal is used for.
* **Data Receiver –** will receive the data asset after it has been approved by the “internal” *Submission Approver*. The *Data Receiver* will ensure the data asset is accurate and will then process it. Once the data asset is processed and accepted as a final submission, it can then be published by Health and Aged Care as required.

Data Asset Statuses in the Data Portal

As a data asset moves through the submission workflow in the Data Portal, its status will change depending on the stage of the workflow the data asset is up to.

In the following illustration of the data asset submission workflow, the data asset is depicted as a box containing your health-related data.

* **Draft Submission –** The data asset will have this status when it is initially created in the Data Portal by the *Submission Uploader*.
* **Submission Ready for Review -** When the *Submission Uploader* asks the *Submission Reviewer* to verify the content of the data asset and the uploaded file, the data asset will have the status of *Submission Ready for Review*.

The *Submission Reviewer* can send the data asset back to the *Submission Uploader* to amend the data asset if required. If this happens, the data asset will move to the status of *Revision Required*.

* **Submission Ready for Approval -** After reviewing the data asset’s contents, the *Submission Reviewer* can send the data asset to the *Submission Approver* for approval. When this happens, the data asset will have the status of *Submission Ready for Approval*.

The *Submission Approver* can send the data asset back to the *Submission Uploader* to amend the data asset if required. If this happens, the data asset will move to the status of *Revision Required*.

* **Submission Approved -** When the *Submission Approver* provides sign off of the data asset, the data asset’s status will change to *Submission Approved*. This will release the data asset and send it to Health and Aged Care or the applicable authorised organisation for processing.
* **Ready for Processing -** When the data asset is internally approved and sent to the external *Data Receiver* with the status of *Submission Approved*, the *Data Receiver* will move the data asset to the status of *Ready for Processing* while they review it to ensure it is suitable for processing.
* **Processed -** When the *Data Receiver* has finished reviewing the data asset and is satisfied it is accurate and complete, they will process the data asset, which will change the status of the data asset to *Processed*.

Once the data asset is in the status of *Processed*, the data asset submission workflow process is completed.

Registering for the Data Portal

To use the Data Portal, all users external to the Department of Health and Aged Care need to register. To be able to register, all external users (except for ASQCS users) must first obtain a myGovID. A myGovID is a secure login that identifies the user when they log into the Data Portal.

When registering for the Data Portal, there are three key steps the external user will need to complete:

1. Obtain a myGovID
2. Accept the email authorisation request sent from the RAM, once they have been set up in the RAM.
3. Register for the Data Portal, using their myGovID

To obtain your myGovID, you can [Register for myGovID](https://www.mygovid.gov.au/how-do-i-get-set-up).

To register for the Data Portal, go to the [Health Data Portal home screen](http://dataportal.health.gov.au/wps/portal/register/!ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOJNPb09DUwMjLwNfF1MDBwtTU0DLU09DdzDTIEKIoEKDHAARwNC-sP1o8BK8JhQkBthkO6oqAgAnWpi3g!!/dl5/d5/L2dBISEvZ0FBIS9nQSEh/).

What Support is Available?

* Quick Reference Guides on numerous Data Portal features and tasks.
* elearning screencasts/videos
* User guides covering key Data Portal functions in more detail
* Help text in the Data Portal
* A webpage for Data Portal information

Summary

You should now:

* Know what the Health Data Portal is, who will use it and how it works.
* Understand the specific terminology used by the Data Portal, including the term data asset.
* Understand the data asset submission workflow process.
* Understand the different user roles available and which tasks each role performs.
* Understand the different data asset statuses available in the Data Portal and how they all work together.
* Understand where you can get support in your use of the Data Portal if needed.