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Department of Health and Aged Care

Review and Action a Health Service's IAHP PHC AWP (DSS FAMs)

Step 1 – Prepare the IAHP PHC AWP for Review

Once a health service has completed their IAHP PHC AWP in the Data Portal and submitted it to you for review, they should inform you of through an email or phone call as you won't receive an email from the Data Portal notifying you of this.

When you are ready to review the IAHP PHC AWP in the Data Portal, you will need to set its status to *Ready for Processing* so you can review its content and add any comments as/if needed.

To review an IAHP PHC AWP in the Data Portal:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal home screen will display.

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Australian Government Department of Health and Agod Care	DATA PC	ORTAL				
👫 🔹 New 🔹 Managa 🔹 Reports				Search for Data Assets	۹ -	0
olders	Data Assets for Indige	nous Health > Activity Work Plan				=
Indigenous Health	Staturs 0	Organisation 0	Title 0		Last Modified 0	
Activity Work Plan HCP OSR	Processed	WINNUNGA NIMMITYJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD.	Activity Work Plan - V ABORIGINAL HEALT SERVICES LTD 20	JINNUNGA NIMMITYJAH H AND COMMUNITY 230531	31/May/2023 12:04	
nKPI Performance Report	Submission Returned to Uploader	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	AWP for UAT		31/May/2023 09:32	
Health Workferce AGPT program	Processed	Wathaurong Aboriginal Co-operative Ltd	Activity Work Plan - V Co-operative Ltd - 20	Athaurong Aboriginal 230530	30/May/2023 11:51	
UAT testing Medical Benefits Schedule	Submission Approved	Durri Aboriginal Corporation Medical Service	Activity Work Plan - D Corporation Medical S	uni Aboriginal Service - 20230526	26/May/2023 11:58	
	Processed	Wellington Aboriginal Corporation Health Service	Activity Work Plan - V Corporation Health Se	/ellington Aboriginal ervice - 20230525	25/May/2023 15:08	
	Processed	Winda Mara Aboriginal Corporation	Activity Work Plan - V Corporation - 202305	Anda Mara Aboriginal 24	24/May/2023 11:36	

3. From the Data Portal home screen, search for the IAHP PHC AWP you need to review.

U The AWP will have the status of *Submission Approved*.

For more information on how to search for an IAHP PHC AWP, see the *Get Started in the Health Data Portal* QRG.

 In the Data Assets for Indigenous Health table, select the IAHP PHC AWP to be reviewed. The Data Asset Details screen will display.

	TI	RAINI	NG ENVIR	ONMENT				
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🐔 • New • Manage •	Reports							0
INDIGENOUS HEALTH - ACTIVITY 05/May/2023 to 31/May/2023	Durri Aboriginal Corporation Activity Work Plan	on Medical S - Durri A	ervice boriginal Corpor	ation Medical				
					Dpen A	tivity Work Plan Form		0
Asset Details		Draft	> Ready For Review	Ready for Approval	Approved	Ready for Processing	Proces	ssed
Title *	Activity Work Plan - Durr	ri Aboriginal Ci	orporation Medical Service	- 20230526				
Description								
Submitted by	Stuart Dunn							4
Organisation	Durri Aboriginal Corpora	tion Medical S	ervice					
Date Submitted	26/May/2023							
Folder * (This determines who in Health	Folder *		Indigenous Health			~		
second and the submission!	Sub-Eolder		A state in the second second					

You now need to move the AWP to *Ready for Processing* so you can review its content and progress it as needed.

5. To do this, select either \bigcirc or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

6. In the **Action** field, select **Select** and select *Ready for Processing*.

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

7. To set the AWP to *Ready for Processing*, select Ready for Processing.

The AWP's status will change to *Ready for Processing* and it is now ready to be reviewed and actioned as needed.

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Step 2 – Review and action the IAHP PHC AWP

Once the IAHP PHC AWP has been set to *Ready for Processing*, you can start reviewing its content to determine whether it can be processed as complete or requires amendment.

To review an IAHP PHC AWP in the Data Portal:

1. Ensure the Data Portal home screen is displayed.

	TRAI	NING ENVIRON	MENT	
Australian Government Department of Health and Aged Care	DATA	ORTAL		
🐣 • New • Manage • R	eports		Search for Data Assets	Q ▼ ⊘
Folders	Data Assets for Indige	nous Health > Activity Work Plan		=
 Indigenous Health 	Status ≎	Organisation \$	Title 0	Last Modified ≎
Activity Work Plan HCP	Ready for Processing	Durri Aboriginal Corporation Medical Service	Activity Work Plan - Durri Aboriginal Corporation Medical Service - 20230526	01/Jun/2023 09:04
OSR nKPI Performance Report	Processed	WINNUNGA NIMMITYJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD.	Activity Work Plan - WINNUNGA NIMMITYJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD 20230531	31/May/2023 12:04
Health Workforce AGPT program	Submission Returned to Uploader	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	AWP for UAT	31/May/2023 09:32
UAT testing Medical Benefits Schedule	Processed	Wathaurong Aboriginal Co-operative Ltd	Activity Work Plan - Wathaurong Aboriginal Co-operative Ltd - 20230530	30/May/2023 11:51
	Processed	Wellington Aboriginal Corporation Health Service	Activity Work Plan - Wellington Aboriginal Corporation Health Service - 20230525	25/May/2023 15:08
	Processed	Winda Mara Aboriginal Corporation	Activity Work Plan - Winda Mara Aboriginal Corporation - 20230524	24/May/2023 11:36
	Processed	Wuchopperan Health Service	Activity Work Plan - Wuchopperan Health	23May/2023 15:01

 From the Data Portal home screen, search for the IAHP PHC AWP to be reviewed. The report's status will be *Ready for Processing*.

For more information on how to search for an AIHP PHC AWP, see the *Get Started in the Health Data Portal* QRG.

3. Select the AWP to be reviewed.

The Data Asset Details screen will display.

🐔 • New • Manage •	Reports TF	RAIN	ING ENVIR	ONMENT				0
INDIGENOUS HEALTH - ACTIVITY 05/May/2023 to 31/May/2023	Durri Aboriginal Corporatio Activity Work Plan	- Durri	Service Aboriginal Corpor	ation Medical				
					Dpen A	ctivity Work Plan Form		0
Asset Details		Draft	Ready For Review	Ready For Approval	Approved	Ready for Processing	Procet	ised
Title *	Activity Work Plan - Durri	Aboriginal	Corporation Medical Service	- 20230526				
Description								
Submitted by	Stuart Dunn							1
Organisation	Dum Aboriginal Corporation Medical Service							
Date Submitted	26/May/2023							
Folder *	Folder *		Indigenous Health			~		
(This determines who in Health receives the submission)	Sub-Folder		Activity Work Plan			~		
	Additional info							
Reporting Round	Reporting Period		05/Mey/2023 to 31/Mey/	2023		~		
	Data Period		01/Jul/2022 to 04/May/202	13				
Data Period	Start.		End					
Ruroa Data								

Before opening the AWP, you should scroll down the screen to see if the service has uploaded any supporting documentation (such as their budget or assets register) to the AWP, using the *Files* section.

Files						
File Name	Last Modified	Description	Actions			
Performance Report Supporting Document docx 12 KB (Microsoft Word)	02/Sep/2022 12 30		V1 ®			
MANUAL - PER - Performance Report Demonstration G Grganisation 1 - 2022(9)02-122739 xml 11 KB (text/xml)	02/Sep/2022 12:27		VI T			

Review and Action a Health Service's IAHP PHC AWP (DSS FAMs)

The XML file that displays here is the "backend" of the form and can be ignored. If there are any other documents attached here though (PDFs, Word documents etc) then these are for you and need to be extracted from the Data Portal so they can be reviewed as part of the service's submission.

- To extract a document from the Data Portal, simply select the applicable File Name link. The document can now be opened and saved as needed, from the download tray at the top right of the screen.
- To review the contents of the service's AWP, select Open Activity Work Plan Form at the top of the screen.

The health service's completed AWP will display, broken into tabs on the left-hand side of the screen.

🐔 🔹 Now	• Manage •	• Reports	TRAINING ENVIRONMENT		0
INDIGENOUS HE 05/May/2023	алтн - Астічіту то 31/Мау/2023	Durri Aboriginal Cor Activity Work	poration Medical Service Plan - Durri Aboriginal Corporation Medical Servi		Ð
< Submis	sion Data				
REPORTING	Contact Infor	mation			
IAHP PHC	Reporting Conta	ct 0			
GRANT INFORMATION	Who is your organis	sation's contact for Act	tivity Work Plan reporting?	Stuart Dunn	-
KEY HEALTH	First Name		Stuart		
CONCERNS	Last Name		Dunn		
AREAS OF Email Address			Stuart.Dunn@health.gov.au		
CHALLENGES	Phone				
IAHP PHC FM	Mobile				
FUNDING	Current User Status	5	Active		
STAFFING INFORMATION					
PHC SERVICE DELIVERY					
SUPPORTING PHC DELIVERY					
GOVERNANCE,					

You can now work through each of the sections of the form by selecting the tab you wish to open, assessing the content as you go.

6. If you would like the health service to enter more information in a particular section, or you have questions about the content they have entered, you can add a

comment by selecting

- In the Notifications Tray that displays, select + New.
- 8. In the Add Comment window, select \Box in the **Reason** field and select **Other**.
- 9. In the **Additional Information**, enter your message for the health service, specifying what it is you need them to do in this section of the form.
- 10. To save your comment, select



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U If you wish to delete your comment or make

changes, select ••• and select either *Edit Comment* or *Delete Comment*.

If one of the tabs on the form has a A on it, it means the health service has either added a comment to the section or responded to a data validation flag that has displayed because a cell was left blank in the form.

- 11. In the **Notifications Tray**, review the comment and:
 - a. To respond to the comment, providing instructions to the health service regarding what changes

they need to make, select \bigcirc , select **Other** in the **Reason** field and then add your instructions for the health service in the **Additional Information** field and **Save** the comment.

b. To accept the comment and mark it as "complete", hover your mouse pointer to the right of the

comment title, select \checkmark , select **Completed**, **all data accepted** in the **Reason** field and **Save** the comment.

12. To exit the IAHP PHC AWP form and return to the Data Asset Details screen, select < Close at the bottom of the form.

The Data Asset Details screen will display.

13. Once the AWP has been reviewed as

needed, select either 📀 or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

If you have added comments or responses to the AWP and need to return it to the health service:

- a. In the **Action** field, select 🔛 and select *Return to Uploader*.
- b. In the **Comment** field, enter any comments regarding the action being performed on the AWP.
- c. To return the IAHP PHC AWP to the health service, select Return to Uploader

The AWP's status will change to *Submission Returned to Uploader* and it has now been returned to the health service for their amendment.

If you are happy with the AWP *and* are ready to process it as complete:

- d. In the **Action** field, select **Solution** and select *Process*.
- e. In the **Comment** field, enter any comments regarding the action being performed on the *AWP*.
- f. To process the AWP as complete, select Process.

The AWP's status will change to *Processed* and the processing of the IAHP PHC AWP is now complete.