




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 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. At this point, the health service will receive an email letting them know that you are now looking at their AWP.

 Please ensure you are logged in under your *IAHP Performance Reporting* profile to do this.

To review an IAHP PHC AWP in the Data Portal:


1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

The Data Portal home screen will display.



Status	Organisation	Title	Last Modified
Processed	WINUNGA NIMITYJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD	Activity Work Plan - WINUNGA NIMITYJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD - 20230531	31May2023 12:04
Submission Related to Uploader	ALBURY WODJONGA ABORIGINAL HEALTH SERVICE INCORPORATED	AWP for UAT	31May2023 09:32
Processed	Wathaungur Aboriginal Co-operative Ltd	Activity Work Plan - Wathaungur Aboriginal Co-operative Ltd - 20230530	30May2023 11:51
Submission Approved	Durril Aboriginal Corporation Medical Service	Activity Work Plan - Durril Aboriginal Corporation Medical Service - 20230525	26May2023 11:58
Processed	Wollington Aboriginal Corporation Health Service	Activity Work Plan - Wollington Aboriginal Corporation Health Service - 20230525	25May2023 15:58
Processed	Winda Mara Aboriginal Corporation	Activity Work Plan - Winda Mara Aboriginal Corporation - 20230524	24May2023 11:36

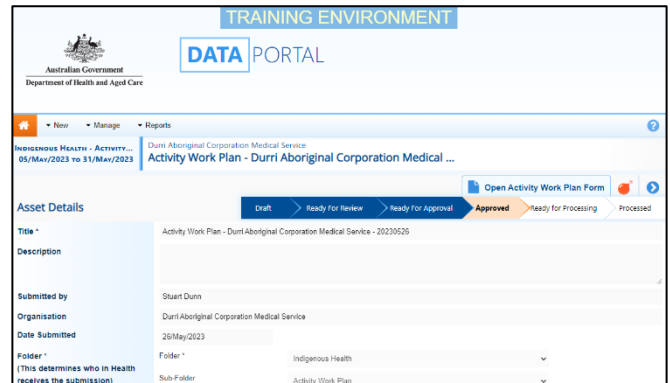
3. From the Data Portal home screen, search for the IAHP PHC AWP you need to review.

 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 \(Indigenous Health\)](#) QRG.

4. In the **Data Assets for Indigenous Health** table, select the IAHP PHC AWP to be reviewed.


The Data Asset Details screen will display.





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  or the workflow progress bar at the top of the screen.

The Change Data Asset Status window will display.

6. In the **Action** field, 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 .

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

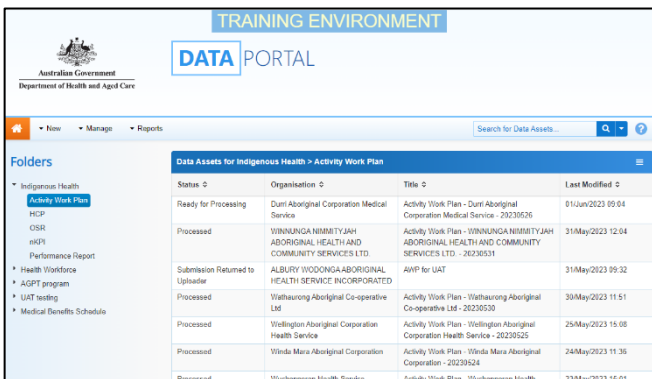


2a. Initial review of the IAHP PHC AWP

Once the health service's 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.

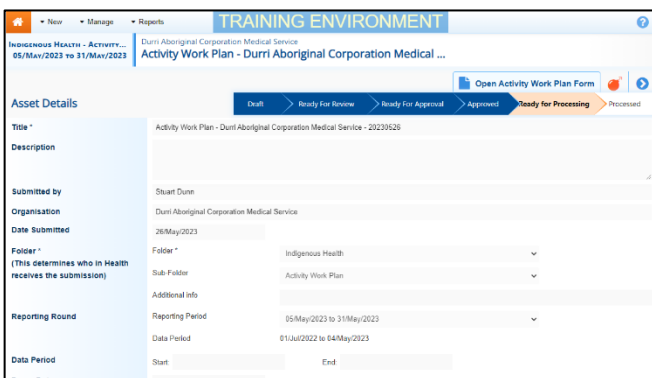


2. From the Data Portal home screen, search for the IAHP PHC AWP to be reviewed. The report's status will be *Ready for Processing*.

For more information on how to search for an IAHP PHC AWP, see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.

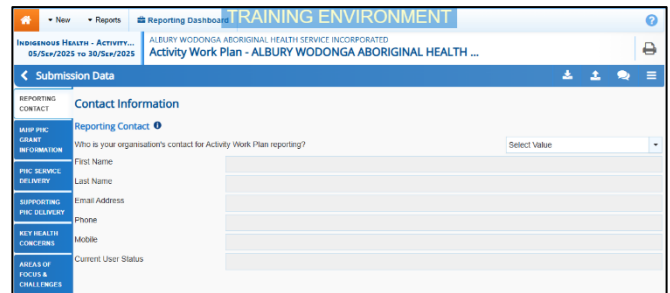
3. Select the AWP to be reviewed.

The Data Asset Details screen will display.



4. To review the contents of the service's IAHP PHC AWP, select at the top of the screen.

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



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.

5. If you would like the health service to enter more information in a particular field, or you have questions about the content they have entered, you can add a comment by selecting on the blue **Submission Data** bar.
6. In the **Notifications Tray** that displays, select .
7. Select the field/s in the section your comment relates to.
8. In the Add Comment window, select in the **Reason** field and select **Other**.
9. In the **Additional Information** field, enter your message for the health service, specifying what it is you need them to do in this field.
10. To save your comment, select .

If you wish to delete your comment or make changes, select and select either *Edit Comment* or *Delete Comment*.

11. Repeat steps **6** to **10** for each comment you need to add to the AWP.
12. To exit the IAHP PHC AWP form, select at the bottom of the form.

The Data Portal home screen will again display.

13. Select the applicable AWP again from the Data Assets table.

The Data Asset Details screen will display.

14. Select either or the workflow progress bar at the top of the screen.



The Change Data Asset Status window will display.

15. In the **Action** field, select and select *Return to Uploader*.

16. In the **Comment** field, enter any comments regarding the action being performed on the AWP.

17. To return the IAHP PHC AWP to the health service, select

18. 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 the service's AWP didn't require any changes, simply select *Process* from the **Action** drop down, select and the process is complete.

2b. Subsequent reviews of the IAHP PHC AWP

Once the service's AWP has been set to *Ready for Processing*, you can start reviewing its content again, focussing on the amendments the service has made in response to your comments/suggestions.

To review an IAHP PHC AWP in the Data Portal:

1. Ensure the Data Portal home screen is displayed.

Status	Organisation	Title	Last Modified
Ready for Processing	Durri Aboriginal Corporation Medical Service	Activity Work Plan - Durri Aboriginal Corporation Medical Service - 20230526	01Jun2023 09:04
Processed	WINNUNGA NIMBITJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD. - 26236531	Activity Work Plan - WINNUNGA NIMBITJAH ABORIGINAL HEALTH AND COMMUNITY SERVICES LTD. - 26236531	31May2023 12:04
Submission Returned to Uploader	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	AWP for UAT	31May2023 09:32
Processed	Wathauring Aboriginal Co-operative Ltd	Activity Work Plan - Wathauring Aboriginal Co-operative Ltd - 26236530	30May2023 11:51
Processed	Wellington Aboriginal Corporation Health Service	Activity Work Plan - Wellington Aboriginal Corporation Health Service - 20230525	25May2023 15:08
Processed	Winda Mara Aboriginal Corporation - 20239524	Activity Work Plan - Winda Mara Aboriginal Corporation - 20239524	24May2023 11:35
Processed	Wuthurraung Health Service	Activity Work Plan - Wuthurraung Health	23May2023 16:40

2. 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 IAHP PHC AWP, see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.

3. Select the AWP to be reviewed.

The Data Asset Details screen will display.

4. To review the contents of the service's IAHP PHC AWP again, select

at the top of the screen.



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


Each tab/section the health service has amended in response to your comments/suggestions, will show a on the tab.

5. Select the first section of the form with a displaying and review the information the service has added to the required field(s) based on your feedback.
6. Once you have reviewed the information entered by the service, hover your mouse pointer next to the response they made to your original comment in the *Notifications Tray* and select .
7. In the *Notifications* window that displays, select in the **Reason** field and select *Completed, all data accepted*.
8. To continue, select .



9. Repeat **steps 6 to 8** for each comment in the section.


The  will now be removed from the section. Repeat the process for each section of the form containing a  until they have all been removed. Once all flags have been removed, you are ready to process the AWP as complete.

10. To exit the IAHP PHC AWP form, select  at the bottom of the form.


The Data Portal home screen will again display.

11. Select the applicable AWP again from the Data Assets table.

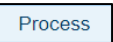
The Data Asset Details screen will display.

12. Select either  or the workflow progress bar at the top of the screen.

The Change Data Asset Status window will display.

13. In the **Action** field, select  and select *Process*.


14. In the **Comment** field, enter any comments about the action being performed on the IAHP PHC AWP.

15. To process the submission as complete, select .


Save a PDF copy of the IAHP PHC AWP

You can save a PDF of a health service's IAHP PHC AWP, with your comments and health service responses included, at any stage of the process.


To save an IAHP PHC AWP as a PDF:



1. From the data Portal home screen, select the applicable IAHP PHC AWP from the Data Assets table.
2. To open the IAHP PHC AWP form, select  at the top of the Data Asset Details screen.


The IAHP PHC AWP form will display.

3. To open all sections of the form in the one screen, select  in the blue *Submission Data* bar in the top right-hand corner of the form and select **Summary View**.

The IAHP PHC AWP will now open in summary view, in read-only mode.

4. Expand all the sections of the form by selecting  again and then *Expand all tabs*.


 If you want any comments in the form to be included in the PDF, please select  to display the *Notifications Tray* containing any comments.

5. Once all sections of the form have been expanded, select .

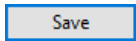
The Print window will display.

6. Ensure **Save as PDF** is showing in the destination field.



A preview of your PDF will display on the left-hand side of the Print window, showing the contents of the form, including any comments that have been added.

 To print the form, select your printer in the *Destination* field and then select *Print*.

7. To save the PDF, select .

8. Navigate to where you would like to save the form, rename the form as needed, and then select .

Your PDF will now be saved to the selected destination and can be shared as needed.

 You can also export a Word version of an IAHP PHC AWP by selecting  on the blue Submission Data bar and then saving it and accessing it as needed. Please note though that your comments and health service responses will not display in the Word version of the form.