



Step 1 – Review the nKPI Submission

Once the AIHW has received an approved nKPI submission from a health service, they will need to review the submission in the Data Portal to ensure it is ready to go to the next step of the process.

To review an nKPI submission 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.



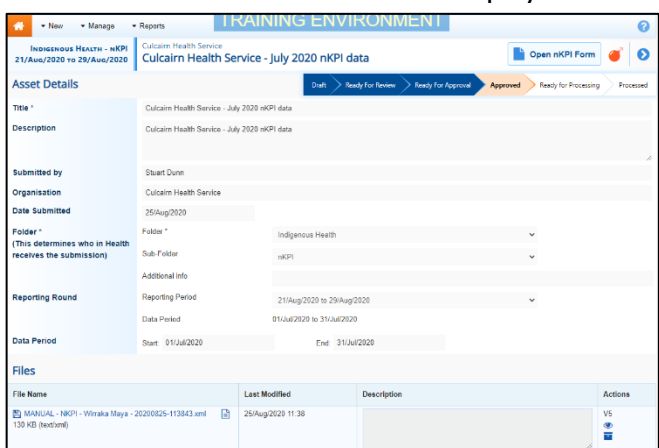
3. From the Data Portal home screen, search for the nKPI submission to be processed.


For more information on how to search for a submission see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.

⚠ To be eligible for processing, the submission's status will need to be *Submission Approved*.

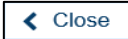
4. In the **Data Assets** section of the Data Portal home screen, select the nKPI submission to be processed.

The Data Asset Details screen will display.




5. Review the details of the nKPI submission as needed.
6. To review the data in the attached nKPI form, select  at the top of the screen.

The nKPI form will display and the data in the form can be reviewed for accuracy.


7. Once you have finished reviewing the content of the form, select  at the bottom of the form.

⚠ If upon review of the data in the form you find anomalies, you should start the exception reporting process to add comments about the anomalies in the data and send the submission back to the health service for amendment. For more information, see the [Initiate Exception Reporting \(the AIHW\)](#) QRG.

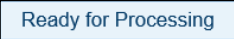
The Data Asset Details screen will display.

8. To action the submission, select either  or the workflow progress bar at the top of the Data Asset Details screen.

The Change Data Asset Status window will display.

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

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

10. In the **Comment** field, enter any comments about the action being performed on the submission.
11. To set the submission to *Ready for Processing*, select .

The nKPI submission's status will change to *Ready for Processing*, and it is ready to be processed.

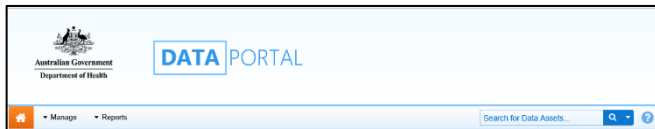


Step 2 – Process the nKPI Submission

Once a health service's nKPI submission has the status of *Ready for Processing*, it can be processed in the Data Portal by the AIHW.

To process an nKPI submission in the Data Portal:

1. Ensure the Data Portal home screen is displayed.





2. From the Data Portal home screen, search for the submission to be processed.


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




3. Select the nKPI submission to be processed.

The Data Asset Details screen will display.




4. To check to see if any data validation issues are still present in the nKPI form, select  at the top of the screen.


The nKPI form (with the health service's name at the top of the screen) will display containing the health service's data, and any indicators still containing data validation flags will show a  on the corresponding tab.

5. To mark a data validation flag as "complete", in the **Notifications Tray**, hover your mouse pointer to the right of the comment title for the applicable indicator and then select .


 If the *Notifications Tray* doesn't display, select  or  at the top of the form to open it.


The *Reason* and *Additional Information* fields will display.

 These fields will only display if you have selected  against a data validation flag and/or the last response entered against it. If you select  against a comment entered by the health service, the comment will just disappear and be marked as "complete".


6. In the **Reason** field, select  and select the reason that aligns to what is being

done with the data in the indicator the validation issue comment relates to. The options are **Completed, all data accepted; Completed, data excluded from national reporting only** and **Completed, data excluded from organisation level and national reporting**.


7. In the **Additional Information** field, if the data in the indicator is being excluded, enter detail about why the data is being excluded.
8. To save the comment, select .
9. Repeat the process for all indicators with outstanding data validation issues.

 A submission can't be processed as complete with any outstanding data validation flags.


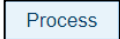
The data validation flags will now disappear.

10. To exit the nKPI form and return to the Data Asset Details screen, select  at the bottom of the form.

The Data Asset Details screen will display.

11. Once the submission has been reviewed as needed, select either  or the workflow progress bar at the top of the screen.

The Change Data Asset Status window will display.

12. In the **Action** field, select  and select *Process*.
13. In the **Comment** field, enter any comments about the action being performed on the submission.
14. To process the submission as complete, select .

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

The information within the nKPI form can now be used in any publications that need to be produced and made available to applicable users of the Data Portal.