



Australian Government

Department of Health

IHDR OSR DATA VALIDATION RULES IN THE HEALTH DATA PORTAL

JULY 2020

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About This Guide

This user guide is designed to provide Health Service users with instructions on how to work with the AIHW OSR data validation rules that will be implemented in the Health Data Portal as part of the OSR reporting data asset submission workflow process in July 2020.

This guide will go through each of the OSR activities/sections Health Services are funded to report on through the Data Portal, and detail each of the data validation flags that could potentially appear for each of the sections of the form.

The screenshots included in the guide for each activity will identify, where possible, what actions need to be taken (including the cells that need to be amended where applicable) to address each validation issue message that appears so Health Service users are able to resolve each issue and move on to the next step of the process.

Data Validation Issue Overview




When a Health Service submits their OSR data in the Data Portal either through “direct load” from their CIS or enters it into the Data Portal manually, data validation will be run over their data using the rules specified by the AIHW. If any of these data validation rules have been broken in the Health Service’s data submission, data validation flags will be added to the applicable sections of the Health Service’s OSR form.

Once this occurs, the Health Service will be asked to go into their data asset in the Data Portal and address each data validation flag that has appeared. For each validation flag that has been added to the data asset, the user will be asked to either amend the values in the indicator the validation flag refers to or add a response to the flag to explain the values.

There are several different validation flags that can appear in the OSR form and it can be difficult at times for the user to know exactly what needs to be done. This can be even more difficult when a validation flag relates to more than one section of the form.

To assist Health Services with resolving their data validation issues, this user guide looks at each of the data validation flags that could appear for each section of the OSR form and provides advice for the user on how to resolve the issue and remove the flag.

Before each of the sections of the form and their validation flags are addressed, there are a couple of things that should be noted:

- Regardless of the data validation flag that appears in the OSR form, a user will always have the option of responding to the flag rather than amending the values that have been identified as needing to be changed. This can be done by selecting  next to the applicable validation flag in the *Navigations Tray*.
- If a user is ever unsure which cell(s) on a tab particular data validation flag refers to, they can select  to highlight the cell(s) in question. Each of the screenshots in this guide, have utilised  to highlight the fields in question in red.

Working with linked sections

There are some sections of the OSR form in the Data Portal that are linked. This means that if you change a value in one section, it may have an impact on a value in another section and may generate a data validation flag for each of the impacted sections.

The table below lists each of the *Activity Profile* sections on the OSR form, the sections they are linked to and how they are linked. This will assist Health Services in identifying the impact making a change to a value in a particular section of the form will have on other sections of the form.

Form Section	Linked To	Link Type
Episodes of care	Client numbers	The number of episodes of care is less than the number of clients
		The number of episodes care is greater than 0 while the number of clients = 0
		The number of episodes of care equals the number of clients
	Client contacts	The number of episodes of care equals the number of client contacts (excluding transport contacts)
Client contacts	Episodes of care	The total number of client contacts (excluding transport contacts) is less than the total number of episodes of care
Client numbers	Episodes of care	The number of episodes of care is less than the number of clients
		The number of episodes care is greater than 0 while the number of clients = 0
		The number of episodes of care equals the number of clients

OSR Validation Issues by Section

This section of the user guide looks at the different sections of the Health Data Portal OSR form and the different data validation rules that are applied to each section. The information below will detail the different data validation flags that will be generated when a data validation rule is breached by a Health Service's data. In addition, it will also detail what the Health Service user needs to do to address the data validation flag and resolve the applicable data breach.

Organisation Profile

Organisation Profile

Organisation Name

Health Service ABC Pty Ltd

Healthcare Provider Identifier - Organisation (HPI-O)

333333

Physical Location

Address Line 1

123 Fake Street

Address Line 2

Suburb

New South Wales

State

Post Code

2000

Update Address

Accreditation

Does your organisation have current clinical RACGP standards accreditation?

☐ Yes
 ☒ No

Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?

☐ Yes
 ☒ No

Reporting

Who is your organisation's contact for OSR reporting?

Stuart Dunn

First Name

Stuart

Last Name

Dunn

Email Address

Stuart.Dunn@health.gov.au

Phone

Mobile

Current User Status

Active

Organisation Profile – Organisation Profile

Issue 1 – The Healthcare Provider Identifier cell has been left blank

Trial Submission Data

ORGANISATION PROFILE

Organisation Profile

SITES

EPISODES OF CARE

CLIENT CONTACTS

Organisation Name

Culcairn Health Service

Healthcare Provider Identifier - Organisation (HPI-O)

Physical Location

Address Line 1

Balfour Street

Update Address

Internal validation

HPI-O must be 16 characters long.

19/May/2020 11:43

Internal validation

All fields are required. Please amend your data or provide a comment.

19/May/2020 11:43

AIHW rule: OVR-OP20-A - IF NULL

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: An entry has not been made in the **Healthcare Provider Identifier** cell in the *Organisation Profile* section

Action required if values need amending: Ensure an entry has been made in the Healthcare Provider Identifier – Organisation (HPI-O) cell

Issue 2 – Your HPI-O number has been entered in an incorrect format

The screenshot shows the 'Submission Data' form with the 'Organisation Profile' tab selected. The 'Healthcare Provider Identifier - Organisation (HPI-O)' field contains '22222' and is highlighted with a red border. A notification box in the top right corner displays an error: 'Internal validation: HPI-O must be 16 characters long.' dated 18/May/2020 14:39. The left sidebar shows various form sections like 'SITES', 'EPISODES OF CARE', 'CLIENT CONTACTS', 'CLIENT NUMBERS', 'PAID FTE POSITIONS', and 'UNPAID FTE POSITIONS'.

AIHW rule: OVR-OP20-B - IF NOT 16 characters long

THEN 'HPI-O must be 16 characters long'

Issue: The HPI-O number entered isn't long enough

Action required if values need amending: Amend the HPI-O number so it is 16 characters long

Organisation Profile – Accreditation**Issue 1 – A selection has not been made regarding RACGP accreditation**

The screenshot shows the 'Organisation Profile' form with the 'Accreditation' section. The question 'Does your organisation have current clinical RACGP standards accreditation?' has 'Yes' and 'No' radio buttons, neither of which is selected. A notification box in the top right corner displays an error: 'Internal validation: All fields are required. Please amend your data or provide a comment.' dated 19/May/2020 12:05. The left sidebar shows 'PAID FTE POSITIONS', 'UNPAID FTE POSITIONS', and 'VACANT POSITIONS'.

AIHW rule: OVR-OP07-A - IF no value selected

THEN 'All fields are required.'

Please amend your data or provide a comment'

Issue: You have not made a selection regarding your organisation's RACGP accreditation

Action required if values need amending: Select either **Yes** or **No** in the Does your organisation have current clinical RACGP standards accreditation? question

Issue 2 – 'Yes' has been selected but no details have been added

The screenshot shows the 'Organisation Profile' form with the 'Accreditation' section. The 'Yes' radio button for 'Does your organisation have current clinical RACGP standards accreditation?' is selected. Below this, the question 'What is the name of the accreditation agency and accreditation expiry date?' has two input fields: 'Name' and 'Expiry Date'. Both fields are empty and highlighted with red borders. A notification box in the top right corner displays an error: 'Internal validation: All fields are required. Please amend your data or provide a comment.' dated 19/May/2020 12:19. The left sidebar shows 'VACANT POSITIONS' and 'DATA SHARING CONSENT'.

AIHW rule: OVR-OP08-A - IF displayed and no value selected/entered

THEN 'All fields are required.'

Please amend your data or provide a comment'

Issue: You have answered **Yes** to the *Does your organisation have current clinical RACGP standards accreditation?* question but have not entered any details regarding the accreditation

Action required if values need amending: Please enter information regarding your organisation's RACGP accreditation into the **Name** and **Expiry Date** cells

Issue 3 – RACGP accreditation expiry date is in an incorrect format

The screenshot shows the 'Organisation Profile' section of the Health Data Portal. Under the 'Accreditation' tab, there are two questions: 'Does your organisation have current clinical RACGP standards accreditation?' (with 'Yes' selected) and 'What is the name of the accreditation agency and accreditation expiry date?'. The 'Name' field contains 'Test Accreditation Agency' and the 'Expiry Date' field contains '30062021', which is highlighted with a red box. A notification panel on the right shows an 'Internal validation' error: 'Invalid RACGP Standards Accreditation Expiry Date or date format. Please amend your data.' with a timestamp of '18/May/2020 16:17'.

AIHW rule: OVR-AP08-B - IF Expiry Date is NOT a valid DD/MM/YYYY date

THEN 'Invalid RACGP Standards Accreditation Expiry Date or date format.'

Please amend your data'.

Issue: The accreditation date is in an incorrect format

Action required if values need amending: Use the calendar in the **Expiry Date** cell to select the applicable expiry date using the correct format

Issue 4 – RACGP accreditation expiry date is in the past

The screenshot shows the 'Organisation Profile' section. The 'Expiry Date' field now contains '17/05/2020', which is highlighted with a red box. The notification panel on the right shows an 'Internal validation' error: 'RACGP Standards Accreditation Expiry Date can not be before Today's Date. Please amend your data.' with a timestamp of '18/May/2020 16:25'.

AIHW rule: OVR-AP08-C - IF Expiry Date in the past,

THEN 'RACGP Accreditation Expiry Date cannot be before Today's Date.'

Please amend your data'.

Issue: The expiry date you have selected is in the past

Action required if values need amending: Select a date in the future from the calendar available in the **Expiry Date** cell

Issue 5 – A selection has not been made regarding organisational accreditation

The screenshot shows the 'Organisation Profile' section. The question 'Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?' has both 'Yes' and 'No' radio buttons unselected. The notification panel on the right shows an 'Internal validation' error: 'All fields are required. Please amend your data or provide a comment.' with a timestamp of '19/May/2020 12:19'.

AIHW rule: OVR-OP09-A - IF no value selected

THEN 'All fields are required.'

Please amend your data or provide a comment'

Issue: You have not made a selection regarding your organisation's accreditation

Action required if values need amending: Select either **Yes** or **No** in the *Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?* question

Issue 6 – ‘Yes’ has been selected but no details have been added

The screenshot shows the 'Organisation Profile' section of the 'Trial Submission Data' form. The question 'Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?' has 'Yes' selected. Below this, the 'Type' field is a dropdown menu with 'Select Value' chosen. The 'Name' and 'Expiry Date' fields are empty. A red box highlights the 'Type' dropdown. On the right, a 'Notifications' panel shows an 'Internal validation' error: 'All fields are required. Please amend your data or provide a comment.' dated 19/May/2020 12:45.

AIHW rule: OVR-OP10-A - IF displayed and no value selected/entered

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have answered **Yes** to the *Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?* question, but have not entered any details regarding the accreditation

Action required if values need amending: Please enter information regarding your organisation's accreditation into the **Name** and **Expiry Date** cells

Issue 7 – Accreditation expiry date is in an incorrect format

The screenshot shows the 'Organisation Profile' section. The 'Type' dropdown is set to 'QIC'. The 'Name' field contains 'Test QIC Agency'. The 'Expiry Date' field contains '30/06/20', which is highlighted with a red box. The 'Notifications' panel on the right shows two 'Internal validation' errors: 'All fields are required. Please amend your data or provide a comment.' and 'Invalid Organisational Accreditation Expiry Date or date format. Please amend your data.' both dated 19/May/2020 12:57.

AIHW rule: OVR-AP10-B - IF Expiry Date is NOT a valid DD/MM/YYYY date

THEN 'Invalid Organisational Accreditation Expiry Date or date format.

Please amend your data'.

Issue: The accreditation date is in an incorrect format

Action required if values need amending: Use the calendar in the **Expiry Date** cell to select the applicable expiry date using the correct format

Issue 8 – Organisational accreditation expiry date is in the past

The screenshot shows the 'Organisation Profile' section. The 'Type' dropdown is set to 'QIC'. The 'Name' field contains 'Test QIC Agency'. The 'Expiry Date' field contains '17/05/2020', which is highlighted with a red box. The 'Notifications' panel on the right shows an 'Internal validation' error: 'Organisational Accreditation Expiry Date can not be before Today's Date. Please amend your data.' dated 19/May/2020 13:00.

AIHW rule: OVR-AP10-C - IF Expiry Date in the past,

THEN 'Organisational Accreditation Expiry Date can not be before Today's Date.

Please amend your data'.

Issue: The expiry date you have selected from the calendar is in the past

Action required if values need amending: Select a date in the future from the calendar available in the **Expiry Date** cell

Organisation Profile – Reporting

Issue 1 – A selection has not been made in the organisation reporting contact cell

AIHW rule: OVR-OP11-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not selected the reporting contact for your organisation from the **Who is your organisation's contact for OSR reporting?** drop down

Action required if values need amending: Select the down arrow in the **Who is your organisation's contact for OSR reporting?** cell and select the person to be your reporting contact

Organisation Profile – Smoke Free Workplace

Issue 1 – A selection has not been made regarding whether or not your workplace is smoke-free

AIHW rule: OVR-OP18-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not made a selection regarding your workplace's smoke-free status

Action required if values need amending: Select either **Yes** or **No** in the *Is your organisation a smoke-free workplace or implementing smoke-free policies?* question

Issue 2 – A selection has not been made regarding access to smoking cessation materials within your organisation

AIHW rule: OVR-OP19-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not made a selection regarding your staff's access to smoking cessation resources

Action required if values need amending: Select either **Yes** or **No** in the *Do all staff have access to smoking cessation resources, services and materials to support their own cessation attempts?* question

Organisation Profile – Incorporation Status

Issue 1 – A selection has not been made regarding whether or not your organisation is incorporated

AIHW rule: OVR-OP21-A - IF NULL

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not made a selection regarding your organisation's incorporation status

Action required if values need amending: Select either **Yes** or **No** in the *Is your organisation incorporated?* question

Organisation Profile – Governing Committee/Board

Issue 1 – A selection has not been made regarding whether your organisation has a governing committee/board

AIHW rule: OVR-OP22-A - IF NULL

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not made a selection regarding whether or not your organisation has a governing committee or board

Action required if values need amending: Select either **Yes** or **No** in the *Does your organisation have a Governing Committee or Board?* question

Issue 2 – You have not specified how many Board Members your organisation has

AIHW rule: OVR-OP23-A - IF displayed and no value entered

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not entered your number of Board Members in the **How many Board members are there?** cell

Action required if values need amending: Enter, in whole numbers, the number of Board Members you have in your organisation

Issue 3 – You have not specified how many of your Board Members are Aboriginal or Torres Strait Islander

AIHW rule: OVR-OP24-A - IF displayed and no value entered

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not specified how many of your Board Members are Aboriginal or Torres Strait Islander in the **How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2019?** cell

Action required if values need amending: Enter, in whole numbers, the number of Aboriginal or Torres Strait Islander Board Members you have in your organisation

Issue 4 – The number of Indigenous Board Members you have entered is larger than your total number of Board Members

AIHW rule: OVR-OP24-B - IF <value> IS GREATER THAN how many Board members are there? THEN 'How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 20yy? (Value = x) cannot be greater than How many Board members are there? (Value = x). Please amend your data or provide a comment

Issue: The value you have entered for Indigenous Board Members is higher than the value entered for all Board Members

Action required if values need amending: Amend the value to ensure it is equal to or smaller than the total number of Board Members for your organisation

Issue 5 – You haven't specified whether or not your Board's performance has been evaluated in the last two years

AIHW rule: OVR-OP25-A - IF displayed and no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not answered the **Has the performance of your Board been evaluated in the past two years ending 30 June 2019?** question

Action required if values need amending: Select either **Yes** or **No** in answer to the question

Issue 6 – You haven't specified if any of your Board Members have received training

AIHW rule: OVR-OP26-A - IF displayed and no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not answered the **Did any members of the Board receive training to assist in their role in the year ending 30 June 2019?** question

Action required if values need amending: Select either **Yes** or **No** in answer to the question

Issue 7 – You haven't specified if there are any independent members on the Board

AIHW rule: OVR-OP27-A - IF displayed and no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not answered the **Does the Board include independent (skills based) members?** question

Action required if values need amending: Select either **Yes** or **No** in answer to the question

Issue 8 – You haven't stated how many independent members there are on your Board

The screenshot shows the 'Organisation Profile' form with the following fields and values:

- Incorporation Status:** Is your organisation incorporated? ☒ Yes ☐ No
- Governing Committee/Board:** Does your organisation have a Governing Committee or Board? ☒ Yes ☐ No
- How many Board members are there?** 5
- How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2019?** 3
- Has the performance of your Board been evaluated in the past two years ending 30 June 2019?** ☒ Yes ☐ No
- Did any members of the Board receive training to assist in their role in the year ending 30 June 2019?** ☒ Yes ☐ No
- Does the Board include independent (skills based) members?** ☒ Yes ☐ No
- How many independent (skills based) members are on the Board?** (Empty field, highlighted with a red box)

A notification box in the top right corner states: **Internal validation**
All fields are required.
Please amend your data or provide a comment.
20/May/2020 12:32

AIHW rule: OVR-OP28-A - IF displayed and no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not specified how many independent members are on your Board

Action required if values need amending: Enter the number of independent/skills based members on your Board

Issue 9 – The specified number of independent Board Members is larger than your total number of Board Members

The screenshot shows the 'Organisation Profile' form with the following fields and values:

- Does your organisation have a Governing Committee or Board?** ☒ Yes ☐ No
- How many Board members are there?** 5
- How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2019?** 3
- Has the performance of your Board been evaluated in the past two years ending 30 June 2019?** ☒ Yes ☐ No
- Did any members of the Board receive training to assist in their role in the year ending 30 June 2019?** ☒ Yes ☐ No
- Does the Board include independent (skills based) members?** ☒ Yes ☐ No
- How many independent (skills based) members are on the Board?** 6 (Highlighted with a red box)

A notification box in the top right corner states: **Internal validation**
How many independent (skills based) members are on the Board? (Value=6)
can not be greater than How many Board members are there? (Value=5).
Please amend your data or provide a comment.
20/May/2020 12:52

AIHW rule: 'How many independent (skills based) members are on the Board?' (Value = x)

Can not be greater than 'How many Board Members are there?' (Value = y)

Please amend your data or provide a comment.

Issue: The number of independent Board Members you have entered is more than your total specified number of Board Members

Action required if values need amending: Amend your values so the number of independent Board Members is less than your total number of Board Members

Sites

Sites

Your organisation's service delivery location(s) Update Service Delivery Sites

Yura Yungi Medical Service Aboriginal Corporation
Terone Street, Halls Creek, WA 6770 AWAITING COMPLETION

Please detail the days per week when services are available
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Do you offer 24 hour emergency care from this location
☐ Yes ☐ No

Type of Site Select Value

Issue 1 – You have not detailed the days per week that services are available

Trial Submission Data Notifications + New

ORGANISATION PROFILE **Sites** 0

SITES ⚠ This section captures details of your organisation's service delivery sites

Our information indicates that you have the following service delivery location(s) Update Service Delivery Sites

parent_org
1 Test Street 2nd line Test Ave, Testurbia, ACT 2600

Health Service ABC Pty Ltd
123 Fake Street, Sydney, NSW 2000 AWAITING COMPLETION

Please detail the days per week when services are available
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Internal validation
All fields are required.
Please amend your data or provide a comment.
20/May/2020 15:02

AIHW rule: OVR-OP4-A – viewable and no values selected

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not selected any of the days of the week check boxes

Action required if values need amending: Select the check boxes that relate to the days of the week your Health Service is available/open

Issue 2 – You have not stated whether or not your service offers 24 hour emergency care

Trial Submission Data **Sites** Notifications + New

CLIENT NUMBERS ⚠

PAID FTE POSITIONS ⚠

UNPAID FTE POSITIONS ⚠

Health Service ABC Pty Ltd
123 Fake Street, Sydney, NSW 2000 AWAITING COMPLETION

Please detail the days per week when services are available
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Do you offer 24 hour emergency care from this location
☒ Yes ☐ No

Internal validation
All fields are required.
Please amend your data or provide a comment.
20/May/2020 15:15

AIHW rule: OVR-OP6-A – viewable and no values selected

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not answered **Yes** or **No** to the **Do you offer 24 hour emergency care from this location?** question

Action required if values need amending: Select either **Yes** or **No**

Issue 3 – You have not selected your site type from the drop down

The screenshot shows the 'Trial Submission Data | Sites' form. On the left sidebar, 'UNPAID FTE POSITIONS' and 'VACANT POSITIONS' are highlighted. The main form area contains the following fields:

- 'Do you offer 24 hour emergency care from this location' with radio buttons for 'Yes' and 'No' (selected).
- 'Type of Site' with a dropdown menu showing 'Select Value'.

A notification panel on the right shows an 'Internal validation' error: 'All fields are required. Please amend your data or provide a comment.' dated 20/May/2020 15:19.

AIHW rule: OVR-OP29-A – viewable and no values selected

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not selected a site type from the **Type of Site** field

Action required if values need amending: Select the down arrow and select either *Main*, *Non-Main* or *Mobile*

Issue 4 – You have not described your mobile site

The screenshot shows the 'Trial Submission Data | Sites' form. On the left sidebar, 'UNPAID FTE POSITIONS', 'VACANT POSITIONS', and 'DATA SHARING CONSENT' are highlighted. The main form area contains the following fields:

- 'Please detail the days per week when services are available' with checkboxes for Monday through Sunday (Monday-Friday are checked).
- 'Do you offer 24 hour emergency care from this location' with radio buttons for 'Yes' and 'No' (selected).
- 'Type of Site' with a dropdown menu showing 'Mobile'.
- 'Mobile Site Description' with a large text input field.

A notification panel on the right shows an 'Internal validation' error: 'All fields are required. Please amend your data or provide a comment.' dated 20/May/2020 15:25.

AIHW rule: OVR-OP30-A – viewable and no values selected

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have selected *Mobile* as your site type but haven't entered a description of your mobile site

Action required if values need amending: Enter a description of your mobile site in the **Mobile Site Description** cell

Episodes of Care (Activity Profile)

Episodes of Care

ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	2	2	2	6
Non-Aboriginal and Torres Strait Islander clients	2	2	2	6
Aboriginal and Torres Strait Islander status of clients unknown	2	2	2	6
TOTAL	6	6	6	18

Are the Episode of Care figures an estimate only? ☐ Yes ☒ No

Issue 1 – Aboriginal and Torres Strait Islander cells have been left blank

← Trial Submission Data
Notifications

ORGANISATION PROFILE

SITES

EPISODES OF CARE

Episodes of Care

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients				0

ACTIVITY PROFILE

Internal validation

All fields are required.
Please amend your data or provide a comment.
20/May/2020 15:28

AIHW rule: OVR-AP1a-A - IF no value entered

THEN 'All fields are required.

Please amend your data or provide a comment'

Issue: You have not entered any episodes of care values for Aboriginal and Torres Strait Islander clients

Action required if values need amending: Enter a numeric value in all Aboriginal and Torres Strait Islander clients cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP1a-B and AP1a-C respectively

Issue 2 – Episodes of Care value is less than corresponding Client number value

Episodes of Care

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	2	5	5	12
Non-Aboriginal and Torres Strait Islander clients	5	5	5	15
Aboriginal and Torres Strait Islander status of clients unknown	5	5	5	15
TOTAL	12	15	15	42

Are the Episode of Care figures an estimate only? ☐ Yes ☒ No

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Male clients

- the number in Client Numbers (Value=3) should not be more than
- the number in Episodes of Care (Value=2)

Please amend your data or provide a comment.

22/Apr/2020 11:15

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Male clients

- the number in Episodes of Care (Value=2) divided by
- the number in Client Numbers (Value=3) should not be less than 1 or greater than 15

Please amend your data or provide a comment.

22/Apr/2020 11:15

AIHW rule: OVR-AP1a-D IF (value)

IS LESS THAN

(corresponding value in Client Numbers tab)

THEN 'Row: <row name>; Column: <column name>

- the number in Client Numbers (Value = x)
- should not be more than
- the number of Episodes of Care (Value = y).
- Please amend your data or provide as comment

Issue: One of your Episodes of care values is less than the corresponding value in the Client Numbers tab

Action required if values need amending: Amend your value so it is larger than the corresponding value on the Client Numbers tab. Alternatively you can go to the Client Numbers tab and amend the applicable value so it is lower than the Episodes of Care value in question



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

Issue 3 – An Episodes of care value is 0

EPISODES OF CARE

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	0	6	0	6
Non-Aboriginal and Torres Strait Islander clients	3	2	0	5

Internal validation

The field value/s are 0.

Please confirm your data is correct or, if necessary, amend your data.

20/May/2020 15:39

AIHW rule: OVR-AP1a-E IF (value) = 0

THEN 'The field value/s are 0.

Please confirm your data is correct or, if necessary, amend your data'.

Note: All instances of 0 are grouped into one data validation flag and the flag does not apply to *Gender not recorded* cells

Issue: There is an episodes of Care value that is 0

Action required if values need amending: If the value has been entered as 0 incorrectly, amend the values so it is 1 or more. If the 0 value is correct, then respond to the validation flag explaining why the value(s) is 0



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

Issue 4 – Episodes of care values equal corresponding Client Numbers values

Episodes of Care

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	3	1	1	5
Non-Aboriginal and Torres Strait Islander clients	5	5	5	15
Aboriginal and Torres Strait Islander status of clients unknown	5	5	5	15
TOTAL	13	11	11	35

Are the Episode of Care figures an estimate only? ☐ Yes ☒ No

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Male clients

- the number in Client Numbers (Value=3) should not be equal to
- the number in Episodes of Care (Value=3)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Gender not recorded

- the number in Client Numbers (Value=1) should not be equal to
- the number in Episodes of Care (Value=1)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Female clients

- the number in Client Numbers (Value=1) should not be equal to
- the number in Episodes of Care (Value=1)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Episodes of Care tab

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	3	1	1	5
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	5	3	3	11

Are the client number figures an estimate only? ☐ Yes ☒ No

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Male clients

- the number in Client Numbers (Value=3) should not be equal to
- the number in Episodes of Care (Value=3)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Gender not recorded

- the number in Client Numbers (Value=1) should not be equal to
- the number in Episodes of Care (Value=1)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Internal validation

Row: Aboriginal and Torres Strait Islander clients; Column: Female clients

- the number in Client Numbers (Value=1) should not be equal to
- the number in Episodes of Care (Value=1)

Please amend your data or provide a comment.

22/Apr/2020 11:31

Client Numbers tab

AIHW rule: OVR-AP1a-F - IF (value)

IS EQUAL TO

(corresponding value in Client Numbers tab)

THEN 'Row: <row name>; Column: <column name>

- The number in Client Numbers (Value = x)

Should not be equal to

- The number in Episodes of Care (Value = y)

Please amend your data or provide a comment

Issue: Each of the “*Aboriginal and Torres Strait Islander clients values*” values for Episodes of Care are equal to the corresponding values for Client Numbers

Action required if values need amending: Amend the values to ensure each the values on the Episodes of Care tab are higher than the corresponding values on the Client Numbers tab.



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP1a-B and AP1a-B respectively

Issue 5 – The average number of Episodes of Care per client is unexpectedly high (>15) or low (<1)

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	16	5	5	26
Non-Aboriginal and Torres Strait Islander clients	5	5	5	15
Aboriginal and Torres Strait Islander status of clients unknown	5	5	5	15
TOTAL	26	15	15	56

Are the Episode of Care figures an estimate only? ☐ Yes ☒ No

Episodes of Care tab

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	1	1	1	3
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	3	3	3	9

Are the client number figures an estimate only? ☐ Yes ☒ No

Client Numbers tab

AIHW rule: OVR-AP1a-G - IF (value)

divided by

(corresponding value in Client Numbers tab)

IS LESS THAN 1 OR GREATER THAN 15

THEN 'Row: <row name>; Column: <column name>

- The number in Episodes of Care (Value =x)

Divided by

- The number in Client Numbers (Value = y)

Should not be less than 1 or greater than 15

Please amend your data or provide a comment

Issue: The total number of Episodes of Care for *Aboriginal and Torres Strait Islander male clients* is sixteen times the corresponding total of Client Numbers

Action required if values need amending: Amend the Episodes of Care value to ensure the average number of Episodes of Care for each *Aboriginal and Torres Strait Islander Male client* is less than fifteen



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients*, *Aboriginal and Torres Strait Islander status of clients unknown* and *Totals* cells.

Issue 6 – Total Episodes of Care are more than 120% or less than 80% of the Episodes of Care total from the last report

Submission Data ACTIVITY PROFILE - Episodes of Care				
EPISODES OF CARE	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	55	2	1	58
Non-Aboriginal and Torres Strait Islander clients	2	2	1	5
Aboriginal and Torres Strait Islander status of clients unknown	2	2	1	5
TOTAL	59	6	3	68

Notifications
+ New

21/May/2020 10:53

Internal validation

There is a greater than 20% increase from last reporting round in Row: Total, Column: Total.

- The value for the previous reporting period was 16.
- The value for the current reporting period is 68.

Please confirm your data is correct or, if necessary, amend your data.

21/May/2020 10:53

AIHW rule: OVR-AP1a-H - IF (value) is more than 120% or less than 80% of last reporting period's value

AND last reporting period value does NOT equal this reporting period value

THEN 'There IS a greater than 20% [increase] [decrease] from last reporting period in Row Grand Total

- The value for the previous reporting period was x
- The value for the current reporting period is y.

Please amend your data or provide a comment.'

Issue: There has been a 20% increase in the total number of Episodes of Care since the last reporting round

Action required if values need amending: Amend the values to ensure the total number of Episodes of Care for the current reporting round are less than 20% higher than the total number of Episodes of Care for the previous reporting round.

Issue 7 – Episodes of Care are greater than client contacts

Episodes of Care				
How many Episodes of Care were provided by your organisation during the period				
	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	15			15
Non-Aboriginal and Torres Strait Islander clients	3			3
Aboriginal and Torres Strait Islander status of clients unknown	3			3
TOTAL	21			21

Notifications
+ New

14/Jul/2020 12:31

Internal validation

The grand total of episodes of care (Value=31) should not be more than the grand total of client contacts (excl Transport) (Value=30). Please amend your data or provide a comment.

14/Jul/2020 12:31

AIHW rule: OVR-AP1a-I - IF (value)

IS GREATER THAN

(Grand Total in Client Contacts (excl Transport) tab)

THEN 'The grand total of episodes of care (Value=x)

Should not be more than

The grand total of client contacts (excl Transport) (Value=y)

Please amend your data or provide a comment

Issue: Your total Episodes of Care are higher than your total Client Contacts

Action required if values need amending: Amend your total Episodes of Care values so they are equal to or lower than your total Client Contacts

Issue 8 – A selection has not been made for Episodes of Care estimates question

AIHW rule: OVR-AP1b-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not answered the **Are the Episodes of Care figures an estimate only?** question

Action required if values need amending: Select either **Yes** or **No**

Issue 9 – An explanation around the basis of the Episodes of Care estimate has not been given

AIHW rule: OVR-AP1c-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered an explanation for the basis of your estimate in the **What is the basis for the estimate?** cell

Action required if values need amending: Enter an explanation for the basis of your estimates

Client Contacts (Activity Profile)

Client Contacts

ACTIVITY PROFILE

How many client contacts were made by each type of worker from the organisation during the period?

	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander			Status not recorded			Total
	M	F	U/N	M	F	U/N	M	F	U/N	
Aboriginal and Torres Strait Islander Health Worker (ATSIHW) (*ATSIHW providing transport without providing health care should be shown in 'Transport' below)	0	0	0	0	0	0	0	0	0	0
Aboriginal and Torres Strait Islander Health Practitioner	0	0	0	0	0	0	0	0	0	0
Doctor - General Practitioner	0	0	0	0	0	0	0	0	0	0
Nurses	0	0	0	0	0	0	0	0	0	0
Midwives	0	0	0	0	0	0	0	0	0	0
Substance misuse / Drug and alcohol worker	0	0	0	0	0	0	0	0	0	0
Tobacco worker / Coordinator	0	0	0	0	0	0	0	0	0	0
Dentists / Dental therapists	0	0	0	0	0	0	0	0	0	0
Dental support (e.g. dental assistant /	0	0	0	0	0	0	0	0	0	0

Issue 1 – Health Worker cells have been left blank

	M	F	U/N	M	F	U/N	M	F	U/N	
Aboriginal and Torres Strait Islander Health Worker (ATSIHW) (*ATSIHW providing transport without providing health care should be shown in 'Transport' below)				0	0	0	0	0	0	0
Aboriginal and Torres Strait Islander Health Practitioner	0	0	0	0	0	0	0	0	0	0
Doctor - General Practitioner	3	3	0	3	3	0	0	0	0	12

The number of episodes of care (Value=2) should not be more than
The total client contacts (excl Transport) (Value=0) for Female Aboriginal and Torres Strait Islander status of unknown clients.
Please amend your data or provide a comment.
21/May/2020 11:52

Internal validation
All fields are required.
Please amend your data or provide a comment.
21/May/2020 11:52

AIHW rule: OVR-AP2-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered any client contacts for particular Aboriginal and Torres Strait Islander Health Workers

Action required if values need amending: Enter a numeric value in all Aboriginal and Torres Strait Islander Health Worker cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-B and AP2-C respectively

Issue 2 – Totals for a particular worker grouping (except Transport Workers) are greater than zero but corresponding values on the Workforce Profile tabs are zero

Trial Submission Data ACTIVITY PROFILE - Client Contacts										
Health Workers										
CLIENT CONTACTS	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander			Status not recorded			Total
	M	F	U/N	M	F	U/N	M	F	U/N	
Aboriginal and Torres Strait Islander Health Worker (ATSIHW) (*ATSIHW providing transport without providing health care should be shown in 'Transport' below)	0	0	0	0	0	0	0	0	0	0
UNPAID FTE POSITIONS	0	0	0	0	0	0	0	0	0	0
VACANT POSITIONS	0	0	0	0	0	0	0	0	0	0
Doctor - General Practitioner	3	3	0	3	3	0	0	0	0	12

AIHW rule: OVR-AP2-N - IF (value) > 0

AND there is no corresponding entry on any of the Workforce Profile tabs* which contains a non-zero value

THEN 'Row: <row>; Column: <column>. The number in Client Contacts (Value=<value>) does not contain a corresponding entry on any of the Workforce tabs.

Please amend your data or provide a comment'

Issue: You have recorded client contacts for Health Workers (General Practitioners) but haven't yet recorded any FTE values for General Practitioners in any of the Workforce Profile tabs

Action required if values need amending: Ensure you have entered the applicable FTE values for the worker type in the appropriate Workforce Profile tab



This rule also applies exactly the same for the *Transport Workers*, *Medical Specialists*, *Social and Emotional Wellbeing Staff/Counsellors* and *Allied Health Professionals* sections of the Client Contacts tab

Issue 3 – Totals for a particular worker grouping (except Transport Workers) divided by the sum of all corresponding values on the Workforce Profile tabs, divided by 230, are greater than 30

Trial Submission Data ACTIVITY PROFILE - Client Contacts										
UNPAID FTE POSITIONS										
VACANT POSITIONS										
DATA SHARING CONSENT										
CLIENT CONTACTS	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander			Status not recorded			Total
	M	F	U/N	M	F	U/N	M	F	U/N	
Aboriginal and Torres Strait Islander Health Practitioner	0	0	0	0	0	0	0	0	0	0
Doctor - General Practitioner	3000	3000	0	3000	3000	0	0	0	0	12000
Nurses	0	0	0	0	0	0	0	0	0	0
Midwives	0	0	0	0	0	0	0	0	0	0

AIHW rule: OVR-AP2-O – IF OVR-AP2-N has NOT been triggered for row

AND ((value)

DIVIDED BY

(SUM of corresponding values in Workforce Profile Paid and Not Paid tabs*))

DIVIDED BY 230

IS greater than 30

THEN 'The number of Client Contacts per day for <role/section> is greater than 30.

This is calculated by dividing Total Client Contacts

- the number in Client Contacts (Value=x)

By the sum of

- The number in Paid FTE Positions (Value=y)
- The number in Unpaid FTE Positions (Value =z)

Then dividing by 230 (working days in a year)

Please amend your data or provide a comment'



"Aboriginal and Torres Strait Islander Health Worker (ATSIHW) maps to both males and females. Other Health/Clinical staff does NOT exist in Workforce Profile, and as such is excluded from this validation

Issue: Your client contacts for a particular role are greater than 30 once the rule is applied

Action required if values need amending: Amend the applicable value(s) so it is lower than 30 once the rule is applied



This rule also applies exactly the same for the *Transport Workers*, *Medical Specialists*, *Social and Emotional Wellbeing Staff/Counsellors* and *Allied Health Professionals* sections of the Client Contacts tab

Issue 4 – Transport Worker cells have been left blank

Trial Submission Data ACTIVITY PROFILE - Client Contacts										
Transport Workers										
	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander			Status not recorded			Total
	M	F	U/N	M	F	U/N	M	F	U/N	
Transport (e.g. ATSIHW / Field officer / Driver contacts) • taking clients to health professionals who DO NOT work for this organisation NOTE: Transport contacts are not included in episodes of care				0	0	0	0	0	0	0

Internal validation
All fields are required.
Please amend your data or provide a comment.
21/May/2020 12:48

AIHW rule: OVR-AP2-Q - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered any client contacts for particular Aboriginal and Torres Strait Islander Transport Workers

Action required if values need amending: Enter a numeric value in all Aboriginal and Torres Strait Islander Transport Worker cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-R and AP2-S respectively

Issue 5 – Medical Specialist cells have been left blank

AIHW rule: OVR-AP2-D - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered any client contacts for particular Aboriginal and Torres Strait Islander Medical Specialists

Action required if values need amending: Enter a numeric value in all Aboriginal and Torres Strait Islander Medical Specialist cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-E and AP2-F respectively

Issue 6 – Social & Emotional Well-Being staff / Counsellor cells have been left blank

AIHW rule: OVR-AP2-G - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered any client contacts for particular Aboriginal and Torres Strait Islander Social & Emotional Well-Being staff

Action required if values need amending: Enter a numeric value in all Aboriginal and Torres Strait Islander Social & Emotional Well-Being staff cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-H and AP2-I respectively

Issue 7 – Allied health professionals cells have been left blank

AIHW rule: OVR-AP2-J - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: You have not entered any client contacts for particular Aboriginal and Torres Strait Islander Allied health professionals

Action required if values need amending: Enter a numeric value in all Allied health professionals cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-K and AP2-L respectively

Issue 8 – The total number of Client Contacts (excluding transport contacts) is less than the total number of Episodes of Care

Client Contacts tab

Episodes of Care tab

AIHW rule: OVR-AP2-M IF (value)

IS LESS THAN

(corresponding value in Episodes of Care tab)

THEN 'The number of episodes of care (Value=x)

Should not be more than

The total client contacts (excl Transport) (Value=y)

For <gender> <ATSI status> clients

Please amend your data or provide a comment.'

EG

'The number of episodes of care (Value = 100)

Should not be more than

The total client contacts (excl Transport) (Value=50)

For Female Aboriginal and Torres Strait Islander clients

Please amend your data or provide comment.'

Issue: The total number of *Aboriginal and Torres Strait Islander clients* Episodes of Care is higher than the number of *Aboriginal and Torres Strait Islander clients* Client Contacts

Action required if values need amending: Amend the values to ensure the total number of *Aboriginal and Torres Strait Islander clients* Episodes of Care is not greater than the number of *Aboriginal and Torres Strait Islander clients* Client Contacts

Issue 9 – Total Client Contacts are more than 120% or less than 80% of the Client Contacts total from the last report

Submission Data ACTIVITY PROFILE - Client Contacts												Notifications	
Physiotherapist	0	0	0	0	0	0	0	0	0	0	0	<div>Internal validation</div> <p>There is a greater than 20% increase from last reporting round in Row: Total of all Client Contacts (excl Transport); Column: Status not recorded(F).</p> <ul style="list-style-type: none"> The value for the previous reporting period was 0. The value for the current reporting period is 2. <p>Please confirm your data is correct or, if necessary, amend your data.</p> <p>21/May/2020 11:21</p>	
Podiatrist	0	0	0	0	0	0	0	0	0	0	0		
Speech pathologist	0	0	0	0	0	0	0	0	0	0	0		
Allied health other or not specified	0	0	0	0	0	0	0	0	0	0	0		
Total of all Client Contacts (excl Transport)	3	4	0	3	6	0	3	2	0	21			

AIHW rule: OVR-AP2-P IF value is more than 120% or less than 80% of last reporting period's value

AND last reporting period value does NOT equal this reporting period value

THEN 'There is a greater than 20% [increase][decrease] from last reporting period in Row: Total; Column <column name>

- The value for the previous reporting period was x
- The value for the current reporting period is y.

Please amend your data or provide a comment'

Issue: Total Client Contacts are more than 120% of the Client Contacts values from the previous reporting round

Action required if values need amending: Amend the Client Contacts values so they are less than 120% larger than the corresponding values from the previous reporting round

Client Numbers (Activity Profile)

Client Numbers

ACTIVITY PROFILE

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	1	1	1	3
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	3	3	3	9

Are the client number figures an estimate only? ☐ Yes ☒ No

Issue 1 - Cells have been left blank

Submission Data

Notifications

ORGANISATION PROFILE

SITES

EPISODES OF CARE

CLIENT CONTACTS

CLIENT NUMBERS

PAID FTE POSITIONS

Client Numbers

ACTIVITY PROFILE

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients				0
Non-Aboriginal and Torres Strait Islander clients	1	1	0	2
Aboriginal and Torres Strait Islander status of clients unknown	1	1	0	2
TOTAL	2	2	0	4

Internal validation

There is a greater than 20% decrease from last reporting round in Row: Total; Column: Total.

- The value for the previous reporting period was 10.
- The value for the current reporting period is 4.

Please confirm your data is correct or, if necessary, amend your data.

21/May/2020 15:33

Internal validation

All fields are required.

Please amend your data or provide a comment.

21/May/2020 15:33

AIHW rule: OVR-AP3a-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

Issue: Cells on the tab have been left blank

Action required if values need amending: Ensure a numeric value has been entered in all cells



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP3a-B and AP3a-C respectively

Issue 2 – Client Numbers value is greater than the corresponding Episodes of Care value

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	6	1	1	8
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	8	3	3	14

Are the client number figures an estimate only? ☐ Yes ☒ No

Notifications

Internal validation

Row: Aboriginal and Torres Strait Islander clients;
Column: Male clients

- the number in Client Numbers (Value=6) should not be more than
- the number in Episodes of Care (Value=5)

Please amend your data or provide a comment.

22/Apr/2020 13:31

Internal validation

Row: Aboriginal and Torres Strait Islander clients;
Column: Male clients

- the number in Episodes of Care (Value=5) divided by
- the number in Client Numbers (Value=6) should not be less than 1 or greater than 15

Please amend your data or provide a comment.

22/Apr/2020 13:31

AIHW rule: OVR-AP3a-D - IF (value)

IS GREATER THAN

(corresponding values in Episodes of Care tab)

THEN 'Row: <row name>; Column: <column name>

- the number in Client Numbers (Value = x)

should not be more than

- the number in Episodes of Care (Value = y)

Please amend your data or provide a comment'

Issue: An *Aboriginal and Torres Strait Islander clients* value in the Client Numbers section is greater than the corresponding Episodes of Care value

Action required if values need amending: Amend the *Aboriginal and Torres Strait Islander clients* value so it is equal to or less than the corresponding Episodes of Care value



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

Issue 3 – A Client Numbers Male or Female clients value is zero

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	0	1	1	2
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	2	3	3	8

Are the client number figures an estimate only? ☐ Yes ☒ No

Notifications

Internal validation

The field value/s are 0.
Please confirm your data is correct or, if necessary, amend your data.

22/Apr/2020 13:35

AIHW rule: IF (value) = 0

THEN 'The field value/s are 0.

Please confirm your data is correct or, if necessary, amend your data.'

Note: This message does not apply to 'Gender not recorded'.

Issue: An *Aboriginal and Torres Strait Islander Male or Female clients* value is zero

Action required if values need amending: If the *Aboriginal and Torres Strait Islander Male or Female clients* value is incorrect, amend it so it is no longer zero. If the value is meant to be zero respond to the data validation flag explaining why the value is zero



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

Issue 4 – Client Numbers value is the same as the corresponding value on the Episodes of Care tab

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	5	1	1	7
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	7	3	3	13

Are the client number figures an estimate only? ☐ Yes ☒ No

Internal validation
 Row: Aboriginal and Torres Strait Islander clients,
 Column: Male clients
 • the number in Client Numbers (Value=5)
 should not be equal to
 • the number in Episodes of Care
 (Value=5)
 Please amend your data or provide a comment.
 22/Apr/2020 13:40

AIHW rule: OVR-AP3a-F - IF (value)

IS EQUAL TO

(corresponding value in Episodes of Care tab)

THEN 'Row: <row name>; Column: <column name>

- the number in Client Numbers (Value = x) is equal to
- the number in Episodes of Care (Value = y)

Please amend your data or provide a comment

Issue: An *Aboriginal and Torres Strait Islander Male or Female clients* value is the same as the corresponding value in the Episodes of Care tab

Action required if values need amending: Amend the *Aboriginal and Torres Strait Islander Male or Female clients* value so it is smaller than the corresponding Episodes of Care value



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

Issue 5 – Corresponding Episodes of Care value divided by the Client Numbers value is either less than 1 or greater than 15

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	1	1	1	3
Non-Aboriginal and Torres Strait Islander clients	1	1	1	3
Aboriginal and Torres Strait Islander status of clients unknown	1	1	1	3
TOTAL	3	3	3	9

Are the client number figures an estimate only? ☐ Yes ☒ No

Internal validation
 Row: Aboriginal and Torres Strait Islander clients;
 Column: Male clients
 • the number in Episodes of Care (Value=16)
 divided by
 • the number in Client Numbers (Value=1)
 should not be less than 1 or greater than 15
 Please amend your data or provide a comment.
 22/Apr/2020 13:47

AIHW rule: OVR-AP3a-G - IF

(corresponding value in Episodes of Care tab)

DIVIDED BY

(value)

IS LESS THAN 1 OR GREATER THAN 15

THEN 'Row: <row name>; Column: <column name>

- the number in Episodes of Care (Value = x)divided by

- the number in Client Numbers (Value = y) should not be less than 1 or greater than 15

Issue: An Episodes of Care value is more than 15 times larger than the corresponding value on the Client Numbers tab

Action required if values need amending: Amend the applicable values so the Episodes of Care value is less than 15 times larger than the corresponding Client Numbers value



This rule applies exactly the same for all *Non-Aboriginal and Torres Strait Islander clients*, *Aboriginal and Torres Strait Islander status of clients unknown* and *Totals* cells.

Issue 6 – There is a large (20% or more) increase or decrease in the total number of clients since the last reporting period

Submission Data | ACTIVITY PROFILE - Client Numbers

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	500	1	0	501
Non-Aboriginal and Torres Strait Islander clients	1	1	0	2
Aboriginal and Torres Strait Islander status of clients unknown	1	1	0	2
TOTAL	502	3	0	505

Internal validation
 There is a greater than 20% increase from last reporting round in Row: Total, Column: Total.
 • The value for the previous reporting period was 10.
 • The value for the current reporting period is 505.
 Please confirm your data is correct or, if necessary, amend your data.
 21/May/2020 16:26

AIHW rule: OVR-AP3a-H - IF value is more than 120% or less than 80% of last reporting period's value

AND last reporting period value does NOT equal this reporting period value

THEN 'There is a greater than 20% [increase][decrease] from last reporting period in Row Grand Total

- the value for the previous reporting period was x

- the value for the current reporting period is y

Please amend your data or provide a comment.'

Issue: There has been a twenty % decrease in the total number of clients since the last reporting round

Action required if values need amending: Amend the values to ensure the total number of clients haven't decreased by twenty % since the last reporting round

Paid FTE Positions

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2019?

WORKFORCE PROFILE

General and other staff

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
CEO	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>
Managers / Supervisors	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1.00"/>
Drivers / Field officers	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2.00"/>
Finance and accounting staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Administrative and clerical staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
IT and data management staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Cleaners / Security / Other support staff	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Administrative / Support trainees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Sub Total	<input type="text" value="3.00"/>	<input type="text" value="1.00"/>	<input type="text" value="4.00"/>

ion Data

Paid FTE Positions

WORKFORCE PROFILE

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2019?

General and other staff

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
CEO	<input type="text"/>	<input type="text"/>	0.00
Managers / Supervisors	<input type="text"/>	<input type="text"/>	0.00
Drivers / Field officers	<input type="text"/>	<input type="text"/>	0.00
Finance and accounting staff	<input type="text"/>	<input type="text"/>	0.00
Administrative and clerical staff	<input type="text"/>	<input type="text"/>	0.00
	<input type="text"/>	<input type="text"/>	


Internal validation

All fields are required.
Please amend your data or provide a comment.

22/Apr/2020 13:59

Next

Please amend your data or provide a comment.'

 This rule applies exactly the same for all *Other* cells in the *General and other staff* section.
This rule is OVR-WP1-B

Issue 2 – Row total (other than sub-total) is larger than 10

Paid FTE Positions

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2019?

General and other staff

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
CEO	11	0	11.00
Managers / Supervisors	0	0	0.00
Drivers / Field officers	0	0	0.00
Finance and accounting staff	0	0	0.00
Administrative and clerical staff	0	0	0.00

Next

AIHW rule: OVR-WP1-C IF Total column in any row except Sub Total row > 10

THEN 'Total for <role name> is greater than 10

Please amend your data or provide a comment.'

Issue: The FTE for a *General and other staff* worker type in the Health Service is more than 10

Action required if values need amending: Amend the FTEs to 10 or less. If the value is correct then respond to the validation flag explaining the value



This rule applies exactly the same for *Health professionals / Workers*. This rule is OVR-WPI-D

Issue 3 – Health professionals / Workers cells have been left blank

Health professionals / Workers

+ Add Row

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
Aboriginal and Torres Strait Islander Health Worker - male			0.00
Aboriginal and Torres Strait Islander Health Worker - female			0.00
Aboriginal and Torres Strait Islander Health Practitioner			0.00
Doctor - General Practitioner			0.00
Nurses			0.00

AIHW rule: OVR-WP1-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment.'

Issue: At least one *Aboriginal and Torres Strait Islander* cell for *Health professionals / Workers* has been left blank

Action required if values need amending: Ensure a numeric value has been entered in all *Aboriginal and Torres Strait Islander* cells for *Health professionals / Workers*



This rule applies exactly the same for all *Other* cells. This rule is OVR-WP1-B

Issue 4 – The total value for the Paid FTE Positions tab is zero

Paid FTE Positions ⓘ

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2020?

General and other staff

Role / function	Aboriginal and Torres Strait Islander			
CEO	0			
Managers / Supervisors	0			
Drivers / Field officers	0			
Finance and accounting staff	0	0		0.00
Administrative and clerical staff	0	0		0.00
IT and data management staff	0	0		0.00

Notifications + New

14/Jul/2020 12:38

Internal validation

Values relating to this data validation have been updated, but the issue has not been resolved. The top level comment has been updated to reflect new values.

14/Jul/2020 12:39

Internal validation

The grand total FTE for all staff types is 0. Please provide a comment or amend your data.

14/Jul/2020 12:39

AIHW rule: OVR-WP1-F - IF value = 0

THEN 'The grand total FTE for all staff types is 0. Please provide a comment or amend your data'

Issue: You have not entered any FTEs on the Paid FTE Positions tab, all cells contain zeros

Action required if values need amending: Enter the applicable Paid FTE values. If there are no values to enter, respond to the data validation flag explaining why

Issue 5 – There has been a large increase/decrease (20% or more) in the total number of paid FTE staff from the previous year

Sub Total	2.00	0.00	2.00
Grand Total of (General and other staff + Health professionals / Workers)			
Grand Total	32.00	0.00	32.00

Internal validation

There is a greater than 20% increase from last reporting round in Row: Grand Total, Column: Total.

- The value for the previous reporting period was 5.13.
- The value for the current reporting period is 32.

Please confirm your data is correct or, if necessary, amend your data.

21/May/2020 17:14

AIHW rule: OVR-WP1-G - IF value is more than 120% or less than 80% of last reporting period's value

THEN 'There is a greater than 20% [increase][decrease] from last reporting period in Row Grand Total

- the value for the previous reporting period was x
- the value for the current reporting round is y

Please amend your data or provide a comment.'

Issue: There was a large increase/decrease in FTE staff employed by your service for a particular role

Action required if values need amending: Amend the applicable values to ensure they are now within the 20% tolerance. If the values are correct and do not need to be amended, respond to the data validation flag



The values don't need to be changed if they are correct. If they are correct, just respond to the data validation flag and explain why your values are outside of the tolerance dictated by the rule

Issue 6 – The FTE values are all whole numbers

Submission Data

ORGANISATION PROFILE

SITES

EPISODES OF CARE

CLIENT CONTACTS

CLIENT NUMBERS

PAID FTE POSITIONS

UNPAID FTE POSITIONS

VACANT POSITIONS

DATA SHARING CONSENT

WORKFORCE PROFILE

PAID FTE Positions

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2019?

General and other staff

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
CEO	2	0	2.00
Managers / Supervisors	2	0	2.00
Drivers / Field officers	0	0	0.00
Finance and accounting staff	0	0	0.00
Administrative and clerical staff	0	0	0.00
IT and data management staff	0	0	0.00
Cleaners / Security / Other support staff	0	0	0.00
Administrative / Support trainees	0	0	0.00
Sub Total	4.00	0.00	4.00

Notifications

Internal validation

Please ensure that you are recording FTE figures and not headcount figures.

22/Apr/2020 14:58

AIHW rule: OVR-WP1-H - IF all non-zero values are whole numbers

THEN 'Ensure that you are recording FTE figures and not headcount figures'.

Please confirm your data is correct or, if necessary, amend your data

Issue: You may have recorded your number of people/staff rather than your number of FTE

Action required if values need amending: Amend your Paid Positions FTE values if needed to ensure they are FTE values and not simple headcount figures

Unpaid FTE Positions (Workforce Profile)

Unpaid FTE Positions

WORKFORCE PROFILE

How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2019?

General and other staff

Role / function	Number of FTE
CEO	<input type="text" value="0"/>
Managers / Supervisors	<input type="text" value="0"/>
Drivers / Field officers	<input type="text" value="0"/>
Finance and accounting staff	<input type="text" value="0"/>
Administrative and clerical staff	<input type="text" value="0"/>
IT and data management staff	<input type="text" value="0"/>
Cleaners / Security / Other support staff	<input type="text" value="0"/>
Administrative / Support trainees	<input type="text" value="0"/>
Sub Total	0.00

Issue 1 – General and other staff cells have been left blank

Unpaid FTE Positions

WORKFORCE PROFILE

How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2019?

General and other staff

Role / function	Number of FTE
CEO	<input type="text"/>
Managers / Supervisors	<input type="text" value="0"/>
Drivers / Field officers	<input type="text" value="0"/>
Finance and accounting staff	<input type="text" value="0"/>
Administrative and clerical staff	<input type="text" value="0"/>
IT and data management staff	<input type="text" value="0"/>
Cleaners / Security / Other support staff	<input type="text" value="0"/>
Administrative / Support trainees	<input type="text" value="0"/>
Sub Total	0.00

Notifications

Internal validation

All fields are required.
Please amend your data or provide a comment.

22/Apr/2020 15:07

AIHW rule: OVR-WP2-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment.'

Issue: At least one cell in the *General and other staff* section of the Unpaid FTE positions tab has been left blank

Action required if values need amending: Ensure a numeric value has been entered in all *General and other staff* cells

Issue 2 – The FTE for an unpaid General and other staff position is greater than 1

Unpaid FTE Positions
How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2019?

General and other staff

Role / function	Number of FTE
CEO	1.5
Managers / Supervisors	0
Drivers / Field officers	0
Finance and accounting staff	0
Administrative and clerical staff	0
IT and data management staff	0
Cleaners / Security / Other support staff	0
Administrative / Support trainees	0
Sub Total	1.50

Notifications

Internal validation
Row: CEO; Column: Number of FTE (Value=1.5) should be between 0.0 and 1.0.
Please amend your data or provide a comment.
22/Apr/2020 15:17

AIHW rule: OVR-WP2-B - IF value > 1

THEN 'Row: <row>; Column: <column> (Value=<value>)

Should be between 0.0 and 1.0.

Please amend your data or provide a comment.'

Issue: There is a *General and other staff* value that is larger than 1

Action required if values need amending: Amend the applicable value(s) to ensure they are equal to or less than 1

Issue 3 – Health professionals/workers cells have been left blank

Health professionals / Workers

Role / function	Number of FTE
Aboriginal and Torres Strait Islander Health Worker - male	
Aboriginal and Torres Strait Islander Health Worker - female	
Aboriginal and Torres Strait Islander Health Practitioner	
Doctor - General Practitioner	
Nurses	
Midwives	

Notifications

Internal validation
All fields are required.
Please amend your data or provide a comment.
22/May/2020 08:49

Internal validation
Ensure that you are recording FTE figures and not headcount figures.
Please confirm your data is correct or, if necessary, amend your data.
22/May/2020 08:49

AIHW rule: OVR-WP2-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment.'

Issue: At least one cell in the *Health professionals/workers* section of the Unpaid FTE positions tab has been left blank

Action required if values need amending: Ensure a numeric value has been entered in all *Health professionals/workers* cells

Issue 4 – The FTE for an unpaid Health professional/worker position is greater than 1

The screenshot shows a web form titled 'WORKFORCE PROFILE - Unpaid FTE Positions'. It has a sidebar with categories: 'Administrative / Support trainees', 'Sub Total', and 'Health professionals / Workers'. Under 'Health professionals / Workers', there is a table with 'Role / function' and 'FTE' columns. One row is visible: 'Aboriginal and Torres Strait Islander Health Worker - male' with a value of '1.5' in the FTE column. A red box highlights the '1.5' value. A notification panel on the right shows an 'Internal validation' error: 'Row: Aboriginal and Torres Strait Islander Health Worker - male; Column: Number of FTE (Value=1.5) should be between 0.0 and 1.0. Please amend your data or provide a comment.' The timestamp is '22/May/2020 08:54'.

AIHW rule: OVR-WP2-C - IF value > 1

THEN 'Row: <row>; Column: <column> (Value=<value>)

Should be between 0.0 and 1.0.

Please amend your data or provide a comment.'

Issue: There is a *Health professionals/Workers* value that is larger than 1

Action required if values need amending: Amend the applicable value(s) to ensure they are equal to or less than 1

Issue 5 – The FTE values are all whole numbers

The screenshot shows a web form titled 'WORKFORCE PROFILE - Unpaid FTE Positions'. It has a sidebar with categories: 'SITES', 'EPISODES OF CARE', 'CLIENT CONTACTS', 'CLIENT NUMBERS', 'PAID FTE POSITIONS', 'UNPAID FTE POSITIONS', 'VACANT POSITIONS', and 'DATA SHARING'. The 'UNPAID FTE POSITIONS' category is selected. The main area shows a table with 'Role / function' and 'FTE' columns. The table is divided into 'General and other staff' and 'Drivers / Field officers'. The 'General and other staff' section includes rows for 'CEO', 'Managers / Supervisors', 'Finance and accounting staff', and 'Administrative and clerical staff'. The 'FTE' column values are 1, 0, 0, and 0 respectively. A notification panel on the right shows an 'Internal validation' error: 'Ensure that you are recording FTE figures and not headcount figures. Please confirm your data is correct or, if necessary, amend your data.' The timestamp is '22/May/2020 09:18'.

AIHW rule: OVR-WP2-E - IF all non-zero values are whole numbers

THEN 'Ensure that you are recording FTE figures and not headcount figures.

Please confirm your data is correct or, if necessary, amend your data.'

Issue: You may have recorded your number of staff rather than your number of FTE

Action required if values need amending: Amend your values to ensure they are FTE values and not head count values

Vacant Positions (Workforce Profile)

Does your organisation have any vacant staff positions as at 30 June 2019? ☒ Yes ☐ No

Vacant Staff Positions + Add Row

Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Sub Total	0	0

Issue 1 – An option has not been selected

Vacant Positions Does your organisation have any vacant staff positions as at 30 June 2019?

☒ Yes ☐ No

Internal validation
All fields are required.
Please amend your data or provide a comment.
20/May/2020 12:03

AIHW rule: OVR-WP3a-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment.'

Issue: You have not answered the **Does your organisation have any vacant staff positions as at 30 June 2019?** Question and validation has been run on the tab

Action required if values need amending: Select either **Yes** or **No** and resave the tab

Issue 2 – “Yes” has been selected but you haven’t added any roles

Vacant Positions Does your organisation have any vacant staff positions as at 30 June 2019?

☒ Yes ☐ No

Internal validation
No rows have been added.
Please amend your data or provide a comment.
22/May/2020 10:38

AIHW rule: OVR-WP3a-G IF 'YES'

AND no rows added

THEN 'No rows have been added.

Please amend your data or provide a comment.'

Issue: You have said that you have a vacant position in your Health Service but have not added any details about it

Action required if values need amending: Select the **Add Row** button to add the FTE and other details for the vacant position(s) in your Health Service.



If you have selected **Yes** in error, select **No** and then resave the tab

Issue 3 – The FTE for a vacancy is more than 1

The screenshot shows the 'Vacant Positions' section of the Health Data Portal. A table lists 'Medical specialists' with a 'Paediatrician' role. The 'Number of FTE' is entered as 1.5, which is highlighted with a red border. A notification box on the right indicates an 'Internal validation' error: 'In row 1 Row: Paediatrician; Column: Number of FTE (Value=1.5) should be between 0.0 and 1.0. Please amend your data or provide a comment.' The date and time of the error are 22/Apr/2020 15:44.

Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Paediatrician	1.5	0
Total	1.50	0.00

AIHW rule: OVR-WP3b-D: IF value > 1

THEN 'Row <row>; Column <column> (Value=<value>) should be between 0.0 and 1.0

Please amend your data or provide a comment.'

Issue: You have entered an FTE of more than 1 for your vacant position

Action required if values need amending: Change the FTE value for your vacant position so it is 1 or less

Issue 4 – The Add Role button has been selected but no FTE or Weeks Vacant values have been entered prior to saving

The screenshot shows the 'Vacant Positions' section of the Health Data Portal. A table lists 'General and other staff' with a 'Managers / Supervisors' role. The 'Number of FTE' and 'Weeks vacant' fields are empty, highlighted with red borders. A notification box on the right indicates an 'Internal validation' error: 'All fields are required. Please amend your data or provide a comment.' The date and time of the error are 22/May/2020 10:51.

Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Managers / Supervisors		
Total	0.00	0.00

AIHW rule: OVR-WP3b-E and F – IF displayed and no value entered

'All fields are required

Please amend your data or provide a comment.'

Issue: You have selected **Add Row** to add a position to the Vacant Positions tab. You have then selected a position in the **Role/function** field drop down but have saved without entering a value in one/either of the **Number of FTE** or **Weeks Vacant** cells

Action required if values need amending: Enter the **Number of FTE** and **Weeks Vacant** values for the selected vacant position and then resave the tab

Data Sharing Consent

Data Sharing Consent

Do you agree to share your finalised processed OSR data with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?

☒ Yes ☐ No

The information provided for the OSR is collected under the terms of the funding agreements between Health Services and the Commonwealth. Authorised Department users will be able to view finalised data reported by Health Services, once this data has been authorised for release by the Health Service CEO (or delegate with the Approver role) and submitted to the Australian Institute of Health and Welfare (AIHW).

The Commonwealth may use the Data as agreed in the agreement between each health service and the Department of Health. Approved uses are to:

- monitor the activity of health services
- identify areas of need
- inform policy development and program delivery
- support continuous quality improvement
- measure service delivery
- improve service delivery
- improve health outcomes
- support progress towards Closing the Gap targets
- reduce the burden of reporting
- inform funding allocations
- brief the responsible Minister

Issue 1 - Selections have not been made

ORGANISATION PROFILE

SITES

EPISODES OF CARE

Data Sharing Consent

Do you agree to share your finalised processed OSR data with National Aboriginal Community C (NACCHO) for the purpose of policy development, research and summary feedback and support

Do you agree to share your finalised processed OSR data with Aboriginal Health and Medical Re (AH&MRC) for the purpose of policy development, research and summary feedback and support

Notifications

+ New

Internal validation

All fields are required. Please amend your data or provide a comment.

20/May/2020 12:03

☐ Yes ☐ No

☐ Yes ☐ No

AIHW rule: OVR-DS1-A and OVR-DS2-A - IF displayed and no value selected

THEN

- trigger NULL value error message

'All fields are required

Please amend your data or provide a comment.'

- Data Asset will NOT be able to progress to 'Interim Submitted'
- Data Asset will NOT be able to progress to 'Submission Approved'

Issue: You haven't selected either **Yes** or **No** for one of the **Data Sharing Consent** questions

Action required if values need amending: Select either **Yes** or **No** for both (if two appear) **Data Sharing Consent** questions and resave the tab