Review an IAHP PHC Performance Report (Health Service)

To review an IAHP PHC Performance Report in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal home screen will display with the *Reporting Dashboard* open.


⚠️ To be eligible for review, the IAHP PC Performance Report's status will need to be *Submission Ready for Review*.

3. To open the IAHP PHC Performance Report form, hover your mouse pointer to the right of the Performance Report reporting round text in the **Reporting Dashboard** and select 📄.

⚠️ If you need to change the *Title* or *Description* of the Performance Report, you can do so in the Data Asset Details screen by selecting ••• next to 📄 and then selecting *Open Data Asset*.

The IAHP PHC Performance Report form will display.
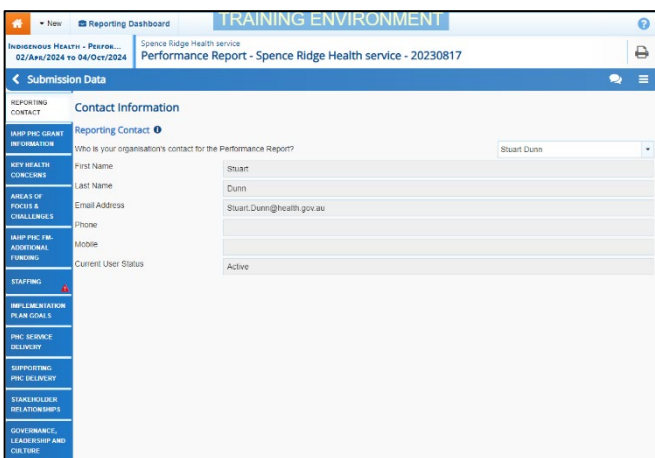
Any sections that still have completion flags to be addressed will display a ⚠️ on the corresponding tab. If a section has a completion flag that has been responded to by the *Submission Uploader* or a new internal comment entered by the *Submission Uploader*, a 💬 will display on the corresponding tab.

4. If there is a section of the form that still has a ⚠️ displaying, go to this section and enter the required information.
5. To save the changes, select 💾 Save at the bottom of the form.

The ⚠️ should now be removed from the corresponding tabs on the left-hand side of the form.

6. Repeat this process as needed for any other sections of the form displaying a ⚠️.
7. Review the rest of the information in the form and, if needed, update/add any information, saving as you go.
8. If you wish to add a comment regarding any of the changes you have made to the information in the form, select ➕ New in the **Notifications Tray**.

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

The Notifications window will display.

9. Select ⌄ in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
10. Enter your comment in the **Additional Information** field.
11. If you don't want your DSS FAM to be able to see your comment, select the **Private Conversation** check box.
12. To save the comment, select Save.

The comment has been added and can be viewed by anyone accessing the submission.

13. To exit the IAHP PHC Performance Report form and return to the Data Portal home screen, scroll to the bottom of the form, and select ❮ Close.

The Data Portal home screen will again display with the *Reporting Dashboard* open.

14. Before progressing the report through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data**

Sharing if the questions have not already been answered.

15. To save the changes, select **Save**.

16. To progress the IAHP PHC Performance Report through the submission workflow, select ◉ **Submission Ready For Review**.

The Change Data Asset Status dialog box will display.

Change Data Asset Status	
Status	Submission Ready For Review
Action *	-- Please Select an Action --
Comment	
	500 characters remaining
Cancel	

17. In the **Action** field, select ▼ and select the appropriate action.

The available actions are:

- **Request Approval** – Select this action to send the Performance Report to your CEO or their representative for approval.

- **Approve for Submission** – Select this action if you are the health service's CEO, or nominated representative, and are approving the Performance Report as well as reviewing it.

- **Request Interim Processing** – Select this action to send the Performance Report to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.

- **Revision Required** – Select this action to return the Performance Report to the *Submission Uploader* for amendment.

18. In the **Comment** field, enter any comments about the action being performed on the Performance Report.

19. One of the following buttons can now be selected when submitting the Performance Report, depending on the action you have selected:

a. To send the IAHP PHC Performance Report to your CEO or their representative for approval, select **Request Approval**. See the *Approve an IAHP PHC Performance Report* QRG for the next step in the process.

b. To approve the IAHP PHC Performance Report and send it directly to your DSS FAM for processing, select **Approve for Submission**. See the *Process an IAHP PHC Performance Report* QRG for the next step in the process.

c. To send the IAHP PHC Performance Report to your DSS FAM for review prior to sending it to your CEO or their representative for approval, select **Request Interim Processing**. See the *Interim Processing of an IAHP PHC Performance Report* QRG for the next step in the process.

d. To send the IAHP PHC Performance Report back to the *Submission Uploader* for amendment, select **Revision Required**. See the *Amend an IAHP PHC Performance Report* QRG for the next step in the process.

The IAHP PHC Performance Report has now been reviewed and either sent on to the CEO or their delegate for approval or sent back to the *Submission Uploader* for revision if needed.