# Submit an nKPI Data Asset (Direct Load) Screencast – Accessible Version

Introduction

Welcome to the *Submit an nKPI Data Asset (Direct Load)* screencast.

This screencast will show you how to submit a national Key Performance Indicator (nKPI) direct load data asset as part of an Indigenous health data reporting round. This process is only applicable if your health service’s PIRS/CIS can transfer your nKPI data to the Health Data Portal (the Data Portal).

By the end of this screencast, you should know how to locate your nKPI direct load data asset, review the contents of its form (and update if needed) and then submit the data asset on to a *Submission Reviewer* within your health service.

Direct Load Overview

At the commencement of a reporting round, health services required to report on their health-related data will be notified via email that the reporting round has commenced.

Those health services whose PIRS/CIS will allow them to, will produce and review the required report in the applicable system, and then transfer this report directly to the Data Portal as an XML file (known as a data file). This is known as *direct load* and automatically creates a draft nKPI data asset submission in the Data Portal.

If there are any issues with the data at the time of the direct load process, the health service will receive an email informing them of this. The health service’s *Submission Uploader* can then log in to the Data Portal and address any issues with the data before submitting the data asset for review and/or approval as needed.

Submit an nKPI Data Asset (Direct Load)

From the Data Portal home screen, in the open *Reporting Dashboard*, you can see the status of your nKPI data asset, if there are any unresolved issues that need to be addressed in the data asset and how long you have left to submit the data asset.

From here you can open the nKPI form for your data asset to review and update your nKPI data as required as part of the data asset submission workflow process.

1. To open the nKPI form for your data asset, hover your mouse pointer to the right of the nKPI data asset in the **Reporting Dashboard** and select the **Open Submission Form** button.

**Note:** If you need to update the title or description of your data asset or change the data asset to be a *Trial Submission*, you can open the Data Asset Details screen by selecting the button with the *three dots* and then *Open Data Asset*.

You can now review the data in the nKPI form, noting that any issues with the data that were identified as part of the automated data validation process will be detailed in the *Notifications Tray* of each indicator with data validation issues.

**Note:** A red triangle will appear on the applicable tab on the left-hand side of the form for any indicator that contains a data validation flag that needs to be addressed.

As the *Submission Uploader* in your health service, you can change the data values in any of an indicator’s cells.

1. Make any changes to the data in an indicator on the form as required, in response to the data validation flags.
2. Whenever you make a change to the data in the cells, you must save the amendment. There are two options when doing this:
* The **Save** button: Saves the change and leaves you on the current indicator.
* The **Save and Next** button: Saves the change and moves you to the next indicator.

Whenever you save data in the nKPI form, data validation will run again. If your change has addressed the data validation issue, the data validation flag will disappear.

However, if your changes do not fix the data validation issue, or you do not want to change the values in the data cells, you can address the data validation issue by responding with your own comment explaining why you have not made any changes.

**Note:** If you wish to add a comment to the indicator that is not in response to the data validation flag (i.e. you wish to share some information with a colleague) you can do so by selecting the *New*button at the top of the *Notifications Tray*. This comment can then be marked as a private comment to be shared within your health service only, if required.

1. To insert a comment in response to a data validation flag, select the **Respond** button.
2. In the *Respond to Validation Issue* dialog box, select the **down arrow** In the **Reason** field and select the reason you are adding a comment from the drop-down list.
3. In the **Additional Information** field, enter a comment explaining why you haven’t changed the data values the data validation flag relates to.
4. To save the comment, select the **Save** button.

Your response has now been added. This response can be seen by any user within your health service with access to view the data asset, as well as any such users from the AIHW.

Once all the data validation flags on an indicator have been responded to, the red triangle icon on the applicable tab on the left-hand side of the screen will change to a blue speech bubble.

Once you have addressed the data validation flags for all indicators on the form, you will need to enter your nKPI targets for the indicators for which the AIHW has set national trajectories.

1. To do this, select the **nKPI Targets** tab at the bottom of the list of indicators on the left-hand side of the form.

In the *nKPI Targets* tab, health services can set their own targets for indicators *03*, *05*, *14*, *18* and *23* (the indicators with national trajectories set by the AIHW). This tab replaces the question previously asked in the Activity Work Plan.

These targets will be six monthly and need to be nominated four reporting periods in advance. These targets will be passed through to QLIK and will appear in the timeline graphs in your individual indicator reports in QLIK.

**Note:** Once a health service has entered their targets for the next four collection periods, they will then only need to enter one target for each subsequent reporting round – in the last cell on each targets row.

1. Enter your targets into the cells for each of the applicable indicators.

As you enter your targets into the cells, your corresponding percentage value for the current collection period will display in the *Value in current collection (%)* cell.

**Note:** To see where the value in the *Value in current collection (%)* cell has come from, select the applicable indicator, and then select the *Options Menu* button in the top right-hand corner of the form. Select *Target* and the cells involved in the calculation will be highlighted in green.

1. Once you have entered your target percentages, enter some detail around how you plan to achieve these targets in the applicable **Strategies** field.
2. Once you have done this, select the **Save** button at the bottom of the form to save your data.

When all red triangles in the nKPI form have either been removed (the incorrect values have been amended) or have changed to blue speech bubbles (a response has been added) this shows the user that all issues have been addressed and the data asset can now be submitted to the AIHW at any time.

**Note:** You can select the *Summary View*from the*Options Menu* to view the entire form in the one place. From here, you can print or save the entire form, to share it with your colleagues as/if needed.

1. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
2. On the Data Portal home screen, before submitting the data asset through the submission workflow, you will need to answer either **Yes** or **No** to the data sharing consent questions listed in the **Data Sharing** section of the **Reporting Dashboard**.
3. To submit the data asset for review, select the **Draft Submission** link for the nKPI data asset, which will open the Change Data Asset Status dialog box and allow you to select the required action.
4. Select the down arrow in the **Action** field and select **Request Review**.

Selecting *Request Review* will send the data asset to someone within your health service for review, prior to it being submitted for approval.

**Note:** If you wish to send the data asset directly for approval, select *Request Approval*.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for review, select the **Request Review** button.

The data asset has now been updated and sent to your *Submission Reviewer* for review. An automated email will be sent to all users within your health service that have been assigned the *Submission Reviewer* role in the Data Portal, notifying them the data asset has been submitted to them for action.