# Submit an nKPI Data Asset (Manual Submission) Screencast – Accessible Version

Introduction

Welcome to the *Submit an nKPI Data Asset (Manual Submission)* screencast.

This screencast will show you how to manually submit an nKPI data asset in the Health Data Portal (the Data Portal) if you are required to submit your data as part of an Indigenous health data reporting round.By the end of this screencast, you should know how to submit a manually created data asset to someone within your health service for review.Manual Submission Overview

At the commencement of a reporting round, health services required to report on their nKPI data will be notified via email that the reporting round has commenced. Those health services whose Clinical Information Systems (CIS’) will not transfer data to the Data Portal will need to manually create a data asset in the Data Portal to add their nKPI data to.To do this, the health service *Submission Uploader* will log into the Health Data Portal, where the health service’s *Reporting Dashboard* will default as open on the Data Portal home screen.

Submit an nKPI Data Asset (Manual Submission)

1. To start creating the manual submission, from the Data Portal home screen, in the open **Reporting Dashboard**, select the **Start Submission** button (plus sign) to the right of the nKPI section.

**Note:** You can also create manual data assets by selecting *New > Asset for submission* from the Menu Bar*.*

The blank nKPI form will be broken down into indicators, with each indicator accessible through tabs on the left-hand side of the form. The required data can now be entered into the first indicator on the form as required.

When you enter data into the nKPI form, a hover bar appears in the lower part of the form.

1. 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.

Upon saving your data, validation will run and if any issues are flagged, a data validation flag will appear in the *Notifications Tray* at the top of the indicator that details the data validation issue.

1. You can address the data validation flag by either correcting the data and selecting **Save** again, or by responding to the validation flag in the **Notifications Tray** 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, you can do so by selecting the *New* button at the top of the *Notifications Tray*. This comment can then be used purely as an internal comment to be shared within your health service only, if required. To mark this comment (and any subsequent comments) as complete, simply select the *Mark as Complete* option in the *Notifications Tray*.
2. To insert a comment in response to the data validation flag, select the **Respond** button.
3. In the Respond to comment dialog box, select the down arrow in the **Reason** field that displays and select the reason you are making the comment from the drop-down list.
4. In the **Additional Information** field, enter a comment explaining why you haven’t changed the data values the data validation issue comment relates to.
5. 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.After you have entered data for the first indicator, you must complete the other indicators.

You can enter data for the other indicators by selecting the applicable indicator on the left-hand side of the form.

1. If you have no results to report for some cells, you should select the **Populate empty cells with zeros** option from the **Options Menu** to insert zeros into any cells left empty.

Some tips for entering data into the form:

* Only positive whole numbers are accepted as values in the cells (i.e. 10, not 10.5)
* Be aware that if you leave a cell empty (with no positive whole numbers or zeros) you may be asked to explain these empty cells and revise them.

**Note:** While you are entering data in the form, if you select the *Save* button, data validation will be run on the cells you have completed and, if there are any issues with your data, flags will be highlighted for you to amend.

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 target results 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 are six monthly and are 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 sheets in QLIK.

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. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
3. 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 under **Data Sharing** in the **Reporting Dashboard**.
4. On the Data Portal home screen, in the **Reporting Dashboard**, select the **Draft Submission** link for the nKPI data asset.
5. To submit the data asset for review, select the down arrow in the **Action** field in the **Change Data Asset Status** dialog box 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 manually created and submitted to your *Submission Reviewer* for review. An automated email will be sent to all users within your health service with the *Submission Reviewer* role, notifying them the data asset has been submitted to them for action.

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