



**Australian Government**

**Department of Health,  
Disability and Ageing**

**INDIGENOUS HEALTH  
DATA REPORTING IN  
THE HEALTH DATA  
PORTAL FOR THE  
AIHW**

19 DECEMBER 2025

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## About This Guide

The *Indigenous Health Data Reporting in the Health Data Portal for the AIHW* user guide has been developed to assist AIHW users with performing their required tasks within the Health Data Portal as part of the Indigenous health data reporting process.

This user guide contains step-by-step instructions and other important information regarding the following Data Portal functions, to be performed by AIHW users:

- Reviewing nKPI and OSR submissions;
- Initiating the exception reporting process;
- Working with comments and data exclusions in a health service's submission form;
- Processing nKPI and OSR submissions;
- Participating in Interim Processing; and
- Running management reports in Qlik

## Version History


This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.


<b>Version Number</b>	<b>Date</b>	<b>Change</b>
1.0	24 October 2023	Original version
1.1	24 February 2025	Updated with edits from Test team review
1.2	27 August 2025	Updated to reflect Departmental name change
1.3	19 December 2025	Final tweaks for January 2026 nKPI reporting

## Data Portal Terminology

There are different terms particular to the Health Data Portal that AIHW users may not have previously encountered.


The table below identifies these terms, along with a description of what they mean, with the aim of assisting AIHW users in their overall understanding of the Data Portal and how to use it for their business requirements.



Term	Description
Data Asset	The data file being submitted by the health service and its associated information, such as who is submitting the data and for what period. Data asset is a generic term used for all data stored in the Data Portal, not just data submitted by health services. An analogy that is used to describe a data asset is to think of it as the "envelope" that contains the "letter" that is the health service's data and carries it through the data asset submission workflow process.
Data Period	The period that is being reported on. All the data in a particular data asset and its associated form will relate to a particular period.  The Data Period field is optional in the Data Portal and isn't used within Indigenous health.
B2G	Business to Government. This term describes a data asset that has been uploaded to the Data Portal automatically from a health service's Clinical Information System (Communicare, MMEx, Medical Director or Best Practice) through a direct data load.
Direct Load	Another term for B2G, a "direct load" data asset is one that is automatically transferred from the health service's Clinical Information System (CIS) to the Data Portal at the commencement of a reporting round.
Reporting Round	A scheduled event that triggers the submission of health-related data by health services through the Data Portal.
Trial Submission	An option used by health services to test the submission of their nKPI data in the Data Portal before submitting it as part of the reporting round. Can also be used by health services to submit nKPI data in the Data Portal more frequently so this data appears in their <i>Qlik Health Service nKPI &amp; OSR Report</i> .
Organisation	The generic Data Portal term used to describe health services that use the Data Portal. In the Indigenous health context, each health service will have an organisation record created for it in the Data Portal.
Parent Organisation	A health service that has smaller "child" organisations reporting to it. Parent organisations need to have an ABN recorded in the Data Portal.
Child Organisation	A health service that reports to a larger "parent" organisation. A child organisation is not required to have an ABN.
Action	To move a data asset to the next stage of the data asset submission workflow process, an appropriate action needs to be selected in the Data Portal.
Organisation Type	The category of organisation (for example, Local Government, Non-Government health service). This is used for grouping reporting data for certain types of health services.




Term	Description
Shared Data Asset	A data asset that can be seen in the Data Portal by all users with access to a particular folder - this may be across different health services. For example, there may be information Health, Disability and Ageing wants all health services to see - if so, they can disseminate this information as a shared data asset in the Data Portal.
FOFMS ID	<p>FOFMS is the system Health, Disability and Ageing uses to manage grant payments. If a health service receives grants from Health, Disability and Ageing, they will have a FOFMS ID recorded in their organisation record in the Data Portal.</p> <p> FOFMS has been renamed to GPS, but the Health Data Portal still refers to it as FOFMS.</p>
Status	<p>Shows where a data asset submission is up to in the data asset submission workflow process. There are different statuses in the Data Portal for data assets submitted by health services and for those published through the Data Portal by Health, Disability and Ageing. When a data asset moves from one status to another in the Data Portal, the applicable users will be notified via email of the status change.</p> <p>For more information, see <a href="#">Data Portal Statuses</a> later in this guide.</p>
Folders	<p>Used to provide permissions for submitted data. A user will only be able to submit or update a data asset for information relating to the folder or folders they have been given access to.</p> <p>For Indigenous health data reporting, the <i>Indigenous Health</i> folder is the only folder health services will need access to.</p>
Data File	<p>A data file contains the health service's aggregated clinical data, that is either automatically uploaded as part of a data asset (direct load) or entered manually (manual submission) in the Data Portal during the data asset submission workflow process.</p> <p>For Indigenous health data reporting, this will be the health service's nKPI or OSR data, depending on what is being reported on.</p>
Trading Name	A health service's trading name is what they are known as to customers or people that interact with the health service. A health service could have several trading names listed in their organisation record in the Data Portal.

## Data Portal Roles

The table below details each of the user roles available in the Data Portal. Users must have at least one of these roles added to their user profile to be able to use the Data Portal. Roles will be assigned to users by either the AIHW *User Administrators* or by a Health, Disability and Ageing First Nations Health Division (FNHD) *User Administrator* as required.

 The roles described below are common across all business uses of the Data Portal - they are not specific to Indigenous health data reporting.

Role	Description
<b>End User Roles (Data Asset Submission Workflow)</b>	
Submission Uploader	<p>The <i>Submission Uploader</i> is the creator (manual submission) or initial updater (direct load) of a data asset/submission in the Data Portal. They create/update the draft data asset containing information relevant to their requirements and create/update a data file containing their clinical data. In the Indigenous health context, the <i>Submission Uploader</i> will always sit within a health service.</p> <p>The <i>Submission Uploader</i> can send the data asset and the data file contained within to a colleague either for review (<i>Submission Reviewer</i>) or approval (<i>Submission Approver</i>).</p> <p>The <i>Submission Uploader</i> may be required to amend a data asset as it progresses through the data asset submission workflow.</p> <p> Displays in the user management area of the Data Portal as <i>Uploader of data assets for submission</i>.</p>
Submission Reviewer	<p>The <i>Submission Reviewer</i> role is assigned to any users within a health service who have a need to review data assets submitted by other users within the health service.</p> <p>In smaller health services, the <i>Submission Uploader</i> and the <i>Submission Reviewer</i> may be the same person, while in larger services they will generally be different.</p> <p>The <i>Submission Reviewer</i> is responsible for reviewing and verifying the contents of the data asset that has been sent to them by the <i>Submission Uploader</i>.</p> <p>The <i>Submission Reviewer</i> can request revisions to the data asset if needed, in which case the submission is returned to the <i>Submission Uploader</i> for revision. If, however, the <i>Submission Reviewer</i> is happy with the data asset, they can send it on to the <i>Submission Approver</i> for approval.</p> <p> Displays in the user management area of the Data Portal as <i>Reviewer of data assets for submission</i>.</p>
Submission Approver	<p>The <i>Submission Approver</i> approves the data asset for their health service. The <i>Submission Approver</i> for a health service will generally be the CEO or a nominated representative.</p> <p>Approval of the data asset by the <i>Submission Approver</i> will send the data asset to an external <i>Data Receiver</i> for processing. For Indigenous health data reporting, this either will be the AIHW (for nKPI and OSR data) or Health (HCP)</p>



Role	Description
	<p>If needed, the <i>Submission Approver</i> can request amendments to the data asset, in which case the data asset is returned to the <i>Submission Uploader</i> within the health service.</p> <p> Displays in the user management area of the Data Portal as <i>Approver of data assets for submission</i>.</p>
Submission Viewer	<p>The <i>Submission Viewer</i> can view the details of processed data assets for their health service (and other health services if given the access) but they do not have the ability to make any changes to a data asset or its attached data file.</p> <p> Displays in the user management area of the Data Portal as <i>Viewer of Processed Data in submission</i>.</p>
Data Receiver	<p>The <i>Data Receiver</i> role is assigned to users external to the health service submitting the data asset. For In, this will be either the AIHW (nKPI and OSR) or Health and Aged Care (HCP).</p> <p>The <i>Data Receiver</i> receives the data asset once it has been approved by a health service's <i>Submission Approver</i> and can then review and process the data asset.</p> <p>If amendments are required to the data in the data asset, the <i>Data Receiver</i> can send the data asset back to the health service's <i>Submission Uploader</i> for revision. This is known as exception reporting.</p> <p> Displays in the user management area of the Data Portal as <i>Receiver of data assets for submission</i>.</p>
Interactive Report Viewer	<p>The <i>Interactive Report Viewer</i> role will be assigned to those users with a need to report on the Indigenous Health Data submitted through the Data Portal.</p> <p>This role may be assigned to users from the AIHW who will monitor the data asset submission progress of health services during reporting rounds by using Qlik management reports.</p>
<b>System Administration Roles</b>	
User Administrator (the AIHW)	<p>The <i>User Administrator</i> role will be assigned to an individual(s) within the AIHW.</p> <p>The <i>User Administrator</i> is responsible for the management of user profiles within the AIHW. The <i>User Administrator</i> can add and remove roles to and from users within the AIHW as required.</p> <p>The initial <i>User Administrator</i> role within the AIHW will be assigned by a Health, Disability and Ageing <i>User Administrator</i>. Subsequent <i>User Administrator</i> roles can then be assigned by the original AIHW <i>User Administrator</i>.</p>

## Data Portal Statuses

In the Health Data Portal, a data asset can have a variety of statuses as it moves through the Indigenous Health data asset submission workflow process used by health services and the AIHW. The statuses and their respective meanings are outlined below.

Status	Description
Draft Submission	<p>When a <i>Submission Uploader</i> in the health service commences the process of submitting a data asset in the Data Portal, the data asset will automatically be set to the status of <i>Draft Submission</i>.</p> <p>For a <i>direct load</i> data asset, the status is automatically set to <i>Draft Submission</i> when the data asset is uploaded to the Data Portal from the health service's CIS.</p> <p>For a manual submission data asset, the status is set once the data asset is created and saved.</p> <p>If a data asset is saved but not sent to the next stage of the data asset submission workflow, its status will remain at <i>Draft Submission</i> until another action is selected.</p>
Submission Ready for Review	<p>When the <i>Submission Uploader</i> selects the action <i>Request Review</i>, the data asset will be given the status of <i>Submission Ready for Review</i>.</p> <p>The data asset can then be reviewed by the <i>Submission Reviewer</i> in the health service as required.</p> <p>Once the <i>Submission Reviewer</i> has reviewed the data asset, they can set it to one of the following statuses depending on what is required and what their Data Portal access allows them to do:</p> <ul style="list-style-type: none"> <li>• <i>Submission Revision Required</i></li> <li>• <i>Submission Ready for Approval</i></li> <li>• <i>Interim Submitted</i></li> <li>• <i>Submission Approved</i>.</li> </ul>
Submission Revision Required	<p>If a data asset is returned to the <i>Submission Uploader</i> for revision, its status will be set to <i>Submission Revision Required</i> through the selection of the <i>Revision Required</i> action by either the <i>Submission Reviewer</i> or the <i>Submission Approver</i>.</p> <p>The <i>Submission Uploader</i> will then make the required changes to the data asset and send it off for review/approval again.</p>
Submission Ready for Approval	<p>When a data asset is reviewed and deemed ready for approval, the action <i>Request Approval</i> is selected.</p> <p>This sets the data asset's status to <i>Submission Ready for Approval</i> and sends the data asset to the health service's <i>Submission Approver</i> (usually the CEO) for approval.</p>

Status	Description
Submission Approved	<p>When the <i>Submission Approver</i> reviews a data asset and decides it can be approved, they select the <i>Approve for Submission</i> action. This sets the data asset's status to <i>Submission Approved</i> and sends the data asset to the AIHW (nKPI and OSR) or Health, Disability and Ageing (HCP) for processing.</p>
Ready for Processing	<p>When a data asset has been approved for submission, it goes to the AIHW for processing.</p> <p>Once the AIHW reviews the data asset and is happy with the content of the data asset and the associated form, they will set the asset's status to <i>Ready for Processing</i> to let the applicable health service know they are processing this data asset.</p>
Processed	<p>When the data asset has been processed as required by the AIHW, they will select the <i>Process</i> action which sets the data asset to the status of <i>Processed</i>.</p> <p>A data asset will also be set to the status of <i>Processed</i> when the health service <i>Submission Approver</i> gives final approval of the data asset as part of Interim Processing.</p> <p>The processing of the data asset in the Data Portal is now complete and the applicable health service will be notified by email.</p>
Interim Submitted	<p>Once the <i>Submission Reviewer</i> has reviewed a data asset and is happy with it, they can send it on to the <i>Submission Approver</i> as part of the normal submission workflow process or, they can send it to the AIHW as part of Interim Processing. This is done by selecting the action <i>Request Interim Processing</i>.</p> <p>Interim Processing allows the health service to send the data asset to the AIHW for processing prior to it going to their CEO for approval. This means the CEO will only have to approve the data asset once, after all required changes have been made, rather than potentially needing to approve it several times as part of the standard submission workflow process.</p> <p>When a data asset is sent to the AIHW as part of Interim Processing, it will have the status of <i>Interim Submitted</i>.</p>
Ready for Interim Processing	<p>When a data asset is sent for Interim Processing by the health service's <i>Submission Reviewer</i>, it goes to the AIHW for processing.</p> <p>Before the AIHW reviews the data asset and the associated form, they will set the asset's status to <i>Ready for Interim Processing</i> to let the applicable health service know they are processing this data asset.</p>
Submission Ready for Final Review	<p>When the AIHW reviews and processes a data asset as part of Interim Processing and is happy for the data</p>

Status	Description	
	<p>asset to be sent back to the health service for CEO approval, they will select the action <i>Request Review</i>. This sends the data asset back to the health service's <i>Submission Reviewer</i> and sets the status of the data asset to <i>Submission Ready for Final Review</i>. The <i>Submission Reviewer</i> can then action the data asset as required.</p>	
Submission Ready for Final Approval	<p>When the <i>Submission Reviewer</i> sends the data asset that has been through Interim Processing to the health service's <i>Submission Approver</i> for approval, it will be set to the status of <i>Submission Ready for Final Approval</i>. The <i>Submission Approver</i> can then approve the data asset, which sets the data asset to the status of <i>Processed</i>.</p>	
Submission Returned to Uploader	<p>Once a data asset has been approved by the health service approver and sent to the AIHW for processing (or it has been sent to the AIHW by the <i>Submission Reviewer</i> as part of Interim Processing) the AIHW can send it back to the health service for revision at any stage by selecting the <i>Return to Uploader</i> action.</p> <p>This will set the status of the data asset to <i>Submission Returned to Uploader</i> and will initiate the exception reporting process.</p> <p> A data asset can also be set to <i>Submission Returned to Uploader</i> if the health service has sent the data asset to the AIHW in error and asks them to send the data asset back to them.</p>	
Removed Draft Submission	<p>If a data asset has been created by the <i>Submission Uploader</i> but the action <i>Remove Data Asset</i> is selected prior to the asset being sent to the next step in the process (for review or approval) the data asset's status will be set to <i>Removed Draft Submission</i> and the data asset will be removed from view.</p> <p> This status does not apply to data assets that are part of a reporting round, only Trial Submissions can be removed from the Data Portal.</p>	
Removed Submission	<p>If a submitted data asset has been sent back to the <i>Submission Uploader</i> for revision by the AIHW and the uploader <i>then</i> decides to select the action <i>Remove Data Asset</i>, the data asset's status will be set to <i>Removed Submission</i> and the data asset will be removed from view.</p>	
Reporting Round Statuses	Pending	A reporting round will have the status of <i>Pending</i> until the reporting round start date has been reached.

Status	Description	
	Open	<p>This <i>Pending</i> status will automatically change to <i>Open</i> when the reporting round start date is reached.</p> <p>When the reporting round is set to <i>Open</i>, health services can submit data assets through the Data Portal.</p>
	Closed	<p>The status of the reporting round will automatically change to <i>Closed</i> on the reporting round end date.</p> <p>When the reporting round is set to <i>Closed</i>, data assets can no longer be submitted through the Data Portal for that reporting round.</p>

## Register for the Health Data Portal

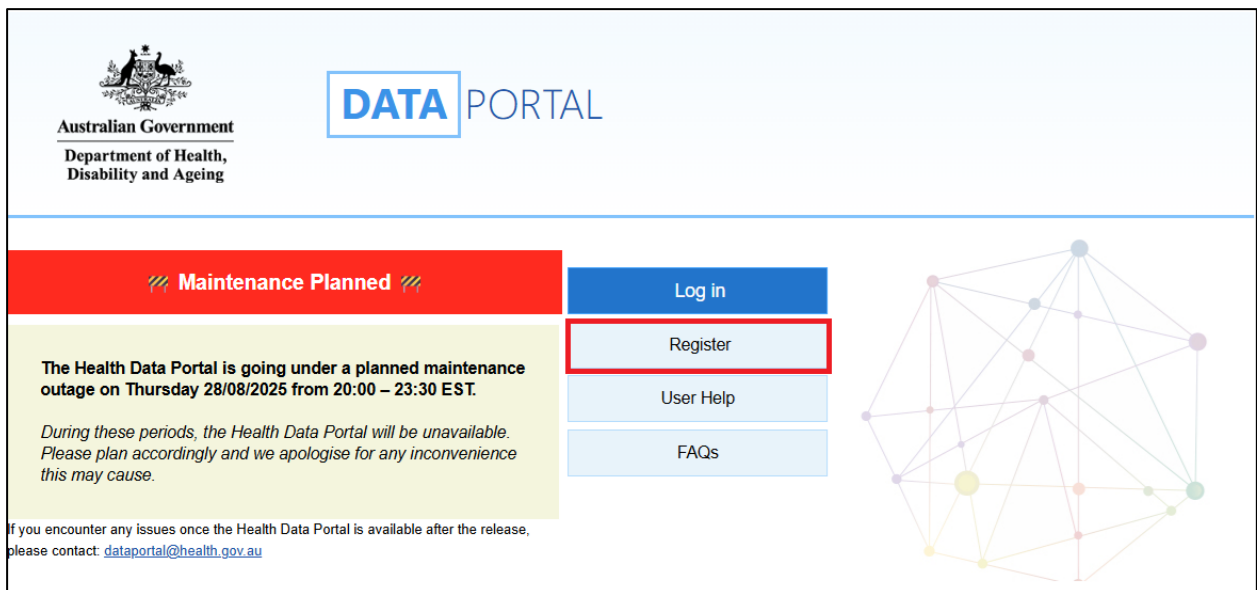
Before AIHW staff members can perform any tasks in the Data Portal, they will need to be registered. While most users should already be registered for the Data Portal, there will always be new AIHW members who need to be registered and potentially need assistance with the registration process.

Before they can register for the Data Portal, AIHW users must have registered for myID. This is a secure login that identifies users when using participating government online services, such as the Data Portal. Once a user has a myID and has had their myID linked to the health service in the RAM by their Principal Authority, they can register in the Data Portal. For more information on how to register for myID, see [Registering for myID](#).

The following procedure is used to register for the Health Data Portal as an AIHW user.

1. Open the Health Data Portal through the [Health Data Portal link](#).

The Data Portal Registration and Log In screen will display.



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**DATA PORTAL**

**Maintenance Planned**

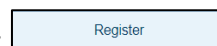
**The Health Data Portal is going under a planned maintenance outage on Thursday 28/08/2025 from 20:00 – 23:30 EST.**

*During these periods, the Health Data Portal will be unavailable. Please plan accordingly and we apologise for any inconvenience this may cause.*

If you encounter any issues once the Health Data Portal is available after the release, please contact: [dataportal@health.gov.au](mailto:dataportal@health.gov.au)

Log in  
Register  
User Help  
FAQs

2. From the Data Portal Registration and Log In screen, select



The Data Portal Registration - Authentication screen will display.

This screen confirms you need to have a valid myID to be able to register for the Data Portal.

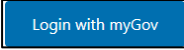
⚠ If you don't have a valid myID, select  and follow [Registering for myID](#) to register for myID.

3. To continue registration, select .

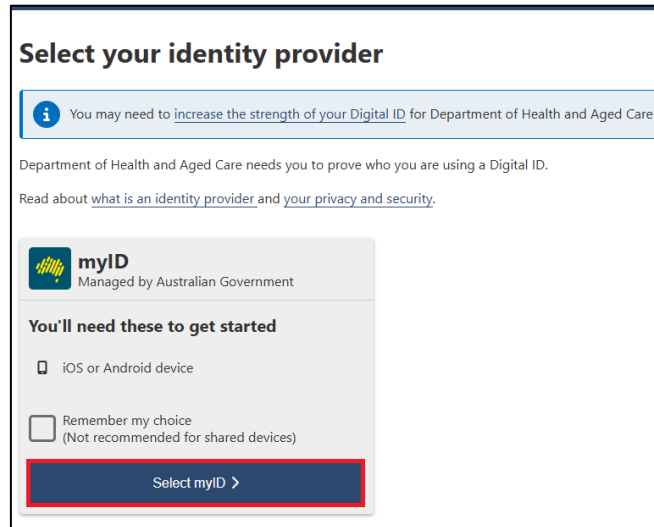
The Health Authentication Gateway screen will display.

4. To continue, select .

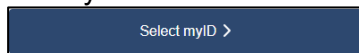


Don't select  here as this is the incorrect option and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have.

The Select your identity provider screen will display.

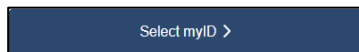


If you select the *Remember my choice* check box before selecting

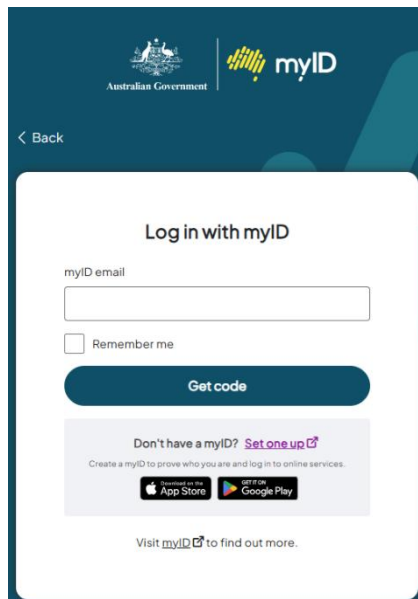


the *Select your identity provider* screen will not display again.

5. To continue, select



The myID screen will display.



6. In the myID screen, enter your myID email address in the **myID email** field at the bottom of the screen.

7. To continue, select .






If your myID is linked to more than one organisation, select the organisation you wish to register under and then select *Continue*.

8. Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Registration - Confirm Details screen will display.

9. Check to ensure the details listed for you (first name, last name, ABN, and organisation) are correct:

10. If your details are correct, select the **I certify that the information above is true and correct** check box at the bottom of the screen and select .


 If your details are incorrect, select  at the bottom of the screen and restart the registration process with the correct myID.

The Registration - Contact Information screen will display.

11. In the **Contact Number 1** field, select  and select **Office**.

12. In the blank field next to **Contact Number 1**, enter a contact phone number.

13. In the **Your email address** field, enter in a contact email address. This is a mandatory field.

 You don't have to enter in a second contact number.

14. To continue, select [Next](#).

The Registration - Nominate Folder and Terms and Conditions screen will display.

**Registration**

1 Authentication

2 Confirm Details

3 Contact Information

4 **Nominate Folder and Terms & Conditions**

5 Complete

\* Mandatory field

### Nominate Folder

Please nominate your folder below, accept the terms & conditions and click Next to finalise your registration.

Nominate Folder \*

-- Choose a folder --

### Terms and Conditions

**TERMS OF USE**

Welcome to the Health Data Portal (dataportal.health.gov.au). As condition of Your use of the **secure area** (which requires users to log in for access) of the Health Data Portal You must agree to these Terms of Use.

In these Terms of Use, the terms "You" and "Your" refer to the user of the Health Data Portal.

The Commonwealth of Australia as represented by the Department of Health (the 'Department') may at its discretion update these Terms of Use. By continuing to use the Health Data Portal, You accept the Terms of Use as they apply from time to time.

**YOUR OBLIGATIONS**


15. In the **Nominate Folder** field, select  and select **Indigenous Health** from the drop-down list.

16. Select the **I accept the terms and conditions listed above** check box at the bottom of the screen.

17. To continue, select [Next](#).

The Registration - Complete screen will display.

Before completing the process, note the name of your *User Administrator(s)* in the **User Administrators** fields in case you need to contact them.

18. To complete the registration process, select .

You have now successfully registered for the Data Portal.

Your *User Administrator* will receive an email informing them they need to finalise your profile (including assigning you the applicable Data Portal roles) so you can use the Data Portal.

## Log in to the Health Data Portal

Once an AIHW user has registered for the Data Portal, and their user profile has been completed by their *User Administrator* (for more information see [Manage User Records \(User Administrators\)](#)) later in this guide) they can log in to the Data Portal.

For an AIHW user to be able to perform their required tasks in the Data Portal, their *User Administrator* needs to have assigned them roles and folders first. If an AIHW user logs in to the Data Portal and can't see the Data Assets table on the home screen, they will need to contact their *User Administrator* and ask them to update their profile as required.

The following procedure is used to log in to the Health Data Portal as an AIHW user.

1. Open the Data Portal through the [Health Data Portal link](#).

The Data Portal Registration and Log In screen will display.

**TRAINING ENVIRONMENT**

Australian Government  
Department of Health,  
Disability and Ageing

**DATA PORTAL**

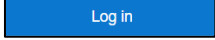
**Maintenance Planned**

The Health Data Portal is going under a planned maintenance outage on Thursday 28/08/2025 from 20:00 – 23:30 EST.

During these periods, the Health Data Portal will be unavailable. Please plan accordingly and we apologise for any inconvenience this may cause.

If you encounter any issues once the Health Data Portal is available after the release, please contact: [dataportal@health.gov.au](mailto:dataportal@health.gov.au)

Log in  
Register  
User Help  
FAQs

2. From the Data Portal Registration and Log In screen, select .

The Health Authentication Gateway screen will display.

Australian Government  
Department of Health  
and Aged Care

**Health Authentication Gateway**  
Select an identity provider

**Which credential would you like to use?**


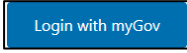
Remember my selection

**Digital ID and RAM**  
Sign in with Digital ID and Relationship Authorisation Manager (RAM).  
Your Digital ID makes accessing government services online simpler, safer and more secure.  
What is [Digital ID](#), [myID](#) and [RAM](#)?  
**Continue with Digital ID**

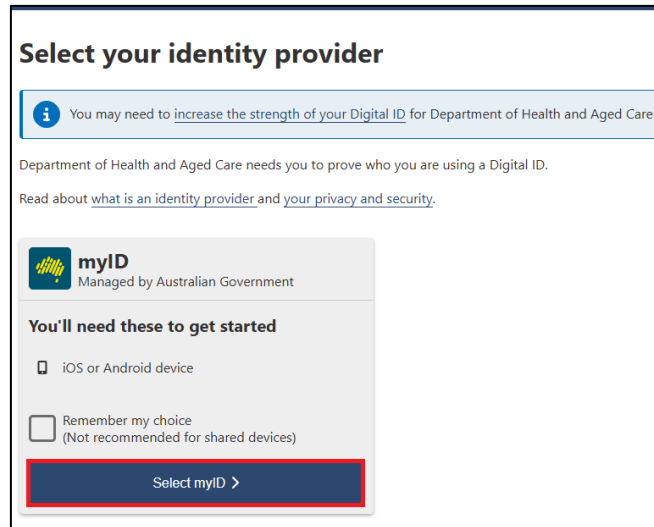
**VANguard FAS**  
Federated Authentication Service enables a person's existing network login to be used as a single sign-on.  
You will not need to re-enter a password when accessing government online services  
**Login with VANguard FAS**


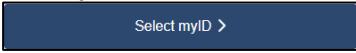
**myGov**  
Authenticate using your existing myGov account.  
A simple and secure way to access government online services.  
**Login with myGov**

3. To continue, select .

 Don't select  here as this is the incorrect option and will take you to a BROSS credentials screen asking you for a user ID and password, which you don't have.

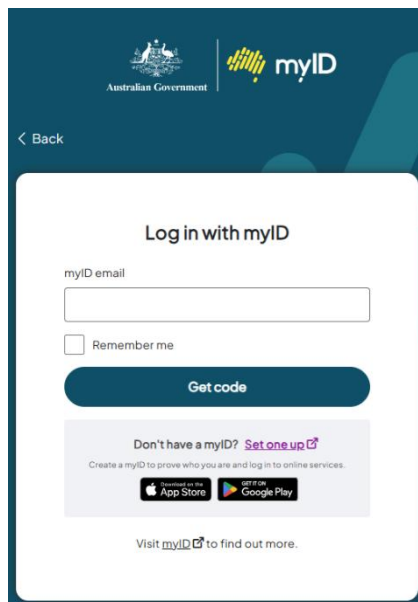
The Select your identity provider screen will display.



 If you select the *Remember my choice* check box before selecting  the *Select your identity provider* screen will not display again.


4. To continue, select .

The myID screen will display.




5. In the myID screen, enter your myID email address in the **myID email** field at the bottom of the screen.

6. To continue, select .

 If your myID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

7. Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Data Portal home screen will display as below, and you can now complete your tasks in the Data Portal as required.



**Australian Government**  
Department of Health,  
Disability and Ageing

TRAINING ENVIRONMENT

DATA

PORTAL

New
 Manage
 Reports

Search for Data Assets...

**Folders**

- ▾ Indigenous Health
  - Performance Report
  - Activity Work Plan
  - TIS AWP
  - nKPI
  - OSR
  - TIS PR
  - HCP
  - Hearing Services
  - Health Workforce
  - AGPT program
  - UAT testing
  - Medical Benefits Schedule

Data Assets for Indigenous Health > Performance Report ☰

Status	Organisation	Title	Last Modified
Submission Approved	Institute for Urban Indigenous Health Ltd	Performance Report - Institute for Urban Indigenous Health Ltd - 20250827	27/Aug/2025 11:33
Submission Approved	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250825	25/Aug/2025 15:01
Submission Approved	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250821	21/Aug/2025 11:33
Submission Approved	Institute for Urban Indigenous Health Ltd	Performance Report - Institute for Urban Indigenous Health Ltd - 20250820	20/Aug/2025 14:53
Processed	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250818	18/Aug/2025 11:32
Processed	Miwatj Health Aboriginal Corporation	PER Regression Test	27/Jun/2025 16:19
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	Performance Report - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20240725	24/Oct/2024 14:43
Processed	Coogera Aboriginal Health Service	performance report1	17/Sep/2024 10:47
Submission Approved	Performance Report Demonstration Organisation 1	Performance Report - Performance Report Demonstration Organisation 1 - 20240827	27/Aug/2024 11:02
Interim Submitted	Spence Ridge Health service	Performance Report - Spence Ridge Health service - 20230817	15/Apr/2024 13:53

## Introduction to the Data Portal home screen

AIHW Data Portal users will need to become familiar with the Data Portal home screen. Users such as *Data Receivers* will use the Data Portal home screen to perform a variety of functions in the Data Portal.

The Data Portal home screen will be accessed at various times during the data asset submission workflow process and allows users to navigate to a variety of different screens within the Data Portal.

Upon logging in to the Data Portal, an AIHW user will arrive at the Data Portal home screen. They will use this screen to navigate through to a variety of different areas of the Data Portal.

The following procedures are used to navigate around the Data Portal home screen.

Status	Organisation	Title	Last Modified
Submission Approved	Institute for Urban Indigenous Health Ltd	Performance Report - Institute for Urban Indigenous Health Ltd - 20250827	27/Aug/2025 11:33
Submission Approved	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250825	25/Aug/2025 15:01
Submission Approved	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250821	21/Aug/2025 11:33
Submission Approved	Institute for Urban Indigenous Health Ltd	Performance Report - Institute for Urban Indigenous Health Ltd - 20250820	20/Aug/2025 14:53
Processed	Oak Valley (Maralinga) Aboriginal Corporation	Performance Report - Oak Valley (Maralinga) Aboriginal Corporation - 20250818	18/Aug/2025 11:32
Processed	Miwatj Health Aboriginal Corporation	PER Regression Test	27/Jun/2025 16:19
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	Performance Report - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20240725	24/Oct/2024 14:43

The Data Portal home screen is divided into three sections:

1. **Header**
2. **Search and Action**, and
3. **Data Assets**.


### The Header Section (1)

The *Header* section is where you can access your user profile to either update your existing profile or request the creation of a new profile in a health service if you need to provide a particular health service with assistance, for example.

1. To manage your user profile, select next to your name in the top right-hand corner of the screen.

The following options are available from the drop down next to your name:

- **Manage My User Profile**: Allows you to edit your contact details.
- **My User Profiles**: Allows you to request a new profile in a health service, switch between profiles and set a different default profile if you have more than one.
- **Request New Profile**: Allows you to request a new profile in a health service if needed.

- : Logs you off from your current session of the Data Portal.

The *Header* section also contains the Department of Health, Disability and Aged Care's crest, which will take you to the Department of Health, Disability and Aged Care's website when you select it.


## The Search and Action Section (2)

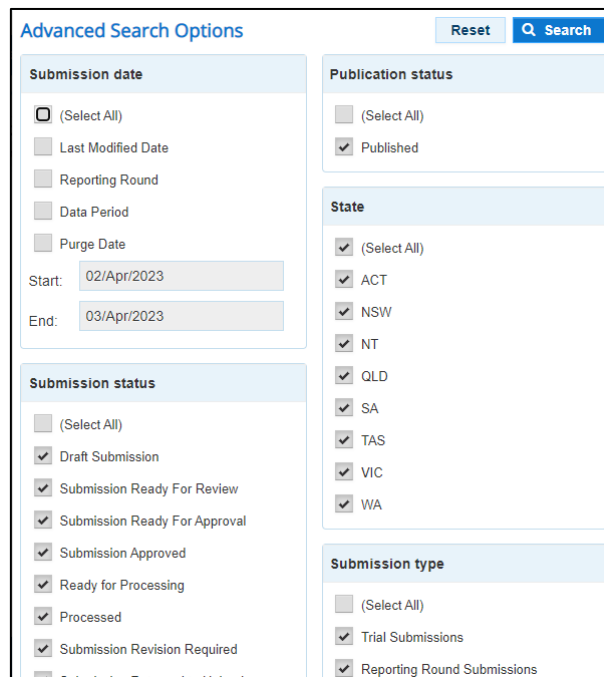


The *Search and Action* section is divided into two areas – **Search** (right-hand side) and **Action** (left-hand side).

The *Search* area allows you to search for data assets in the Data Portal that have been submitted by health services. Search results appear in the Data Assets section at the bottom of the screen.


To conduct a data asset search in the Data Portal:

1. Enter a keyword(s) in the **Search for Data Assets...** field.
2. To refine the search further, select  next to the **Search for Data Assets...** field and select the check box relating to either the appropriate submission status for the data asset(s) being searched for (for example, *Submission Approved*) or the state the health service that owns the data asset belongs to.





The screenshot shows the 'Advanced Search Options' dialog box with the following sections:

- Submission date:** Includes checkboxes for '(Select All)', 'Last Modified Date', 'Reporting Round', 'Data Period', and 'Purge Date'. It also has 'Start' and 'End' date input fields with values '02/Apr/2023' and '03/Apr/2023' respectively.
- Submission status:** Includes checkboxes for '(Select All)', 'Draft Submission', 'Submission Ready For Review', 'Submission Ready For Approval', 'Submission Approved', 'Ready for Processing', 'Processed', 'Submission Revision Required', and 'Submissions Returned to Uploader'.
- Publication status:** Includes checkboxes for '(Select All)' and 'Published'.
- State:** Includes checkboxes for '(Select All)', ACT, NSW, NT, QLD, SA, TAS, VIC, and WA.
- Submission type:** Includes checkboxes for '(Select All)', 'Trial Submissions', and 'Reporting Round Submissions'.


3. To run your search, select .

A list of data assets matching your search parameters will display and the **Filtered** label will also display, informing you that you have filtered the view by criteria such as a *Submission status* or *State*.

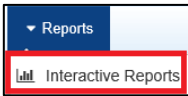
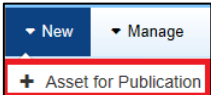
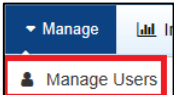
Status	Organisation	Title	Last Modified
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	nKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20220919	30/Sep/2024 09:50
Ready for Processing	Coogera Aboriginal Health Service	nKPI - Coogera Aboriginal Health Service - 20231106	21/Nov/2023 09:00
Ready for Processing	YerIn Aboriginal Health Services Limited	nKPI - YerIn Aboriginal Health Services Limited - 20221121	23/Nov/2022 13:56
Ready for Processing	Taylor's Lake Aboriginal Health Service	NKPI - Taylor's Lake Aboriginal Health Service - 20220718	18/Jul/2022 15:48
Ready for Processing	MDW's Import Export and Garbage Disposal	DP21-1055 MDW Trying To Reproduce Error	03/May/2022 13:42
Ready for Processing	Culcairn Health Service	NKPI - Culcairn Health Service - 20201130	22/Mar/2022 10:44
Ready for Processing	Culcairn Health Service	NKPI - Culcairn Health Service - 20210302	13/May/2021 12:48
Draft Publication	Departmental Internal Staff	Publication-25Aug2020-2	25/Aug/2020 15:08
Published	Departmental Internal Staff	Jasen Test	05/Jun/2019 19:08


- i. To clear your search results, remove filters and display all data assets again, select  in the **Search for Data Assets...** field.
- ii. To reset the check boxes under **Advanced Search Options**, select .

The *Action* area of the *Search* and *Action* section contains a series of options that perform different Data Portal functions.

 You will only see the options that relate to the functions you have access to. For example, if you can't update user profiles in the Data Portal, you won't see the *Manage > Users* option.

The following is a list of options available in the Data Portal and the functions they perform:

- : This option takes you to the *Qlik Management Reports* where you can view and filter important information regarding health services and their involvement in the data asset submission workflow.
- : This allows you to publish reporting data in the Data Portal to be viewed and downloaded by all those users with the required access (*not yet in use*).
- : Allows AIHW *User Administrators* to create new user profiles for themselves or other AIHW users or edit existing user profiles.

The *Actions* area also contains the  button, which allows users to navigate back to the home screen from any screen within the Data Portal.

## The Data Assets Section (3)

The screenshot shows the 'Data Assets for Indigenous Health > nKPI' section. On the left is a 'Folders' sidebar with a tree view. The 'nKPI' folder is selected and highlighted in blue. The main area displays a table of data assets.

Status	Organisation	Title	Last Modified
Draft Submission	Departmental Internal Staff	dsfsd	07/Nov/2018 11:36
Submission Returned to Uploader	TEST Org with ABN 12300000108	sz test nKPI data asset submit	07/Nov/2018 10:45
Submission Approved	PVT Test 5.0.0	test create NKPI data asset 06112018	06/Nov/2018 17:05
Ready for Processing	Ampilatwatja Health Centre Aboriginal Corp	B2G - Ampilatwatja Health Care Aboriginal Corp - 20180927	06/Nov/2018 15:16
Ready for Interim Processing	Ampilatwatja Health Centre Aboriginal Corp	B2G - nKPI - Ampilatwatja Health Centre	06/Nov/2018 14:07
Submission Returned to Uploader	Anyinginyi Health Aboriginal Corporation	test	06/Nov/2018 13:15
Processed	Utju Medical Service	TEST	06/Nov/2018 12:17

The *Data Assets* section of the Data Portal home screen is divided into two areas – The *Folders* area (left-hand side) and the *Data Assets list* area (right-hand side).

The *Folders* area on the left-hand side of the screen displays the folders you have access to along with the folder you currently have selected (highlighted in blue). The folder you have selected determines the data assets that display in the *Data Assets* area on the right-hand side of the screen.

To browse folders:

1. Select the folder's name (i.e. nKPI or OSR).

The data assets in the chosen folder will appear in the Data Assets table on the right-hand side of the screen.

The screenshot shows the Data Portal home screen. At the top, it says 'TRAINING ENVIRONMENT' and 'DATA PORTAL'. The Australian Government logo is on the left. Below the logo is the text 'Australian Government Department of Health, Disability and Ageing'. The main area is divided into a 'Folders' sidebar and a 'Data Assets for Indigenous Health > nKPI' table. The 'nKPI' folder is selected in the sidebar. The table shows a list of data assets with columns for Status, Organisation, Title, and Last Modified.

Status	Organisation	Title	Last Modified
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	nKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20220919	30/Sep/2024 09:50
Ready for Processing	Coogera Aboriginal Health Service	nKPI - Coogera Aboriginal Health Service - 20231106	21/Nov/2023 09:00
Ready for Processing	Yerin Aboriginal Health Services Limited	nKPI - Yerin Aboriginal Health Services Limited - 20221121	23/Nov/2022 13:56
Ready for Processing	Taylor's Lake Aboriginal Health Service	NKPI - Taylor's Lake Aboriginal Health Service - 20220718	18/Jul/2022 15:48
Ready for Processing	MDW's Import Export and Garbage Disposal	DP21-1055 MDW Trying To Reproduce Error	03/May/2022 13:42
Ready for Processing	Culcairn Health Service	NKPI - Culcairn Health Service - 20201130	22/Mar/2022 10:44
Ready for Processing	Culcairn Health Service	NKPI - Culcairn Health Service - 20210302	13/May/2021 12:48
Draft Publication	Departmental Internal Staff	Publication-25Aug2020-2	25/Aug/2020 15:08
Published	Departmental Internal Staff	Jasen Test	05/Jun/2019 19:08

If required, you can select next to a folder to open it up and examine its sub-folders.

2. To view data assets for all folders, select and select **Hide Folders**.

The Data Assets section of the screen will update to display a list of all the data assets you have access to, across all folders.

Status	Organisation	Title	Last Modified	Folder
Ready for Processing	WIRRAKA MAYA HEALTH SERVICE ABORIGINAL CORPORATION	OSR - WIRRAKA MAYA HEALTH SERVICE ABORIGINAL CORPORATION - 20200626	26/Jun/2020 15:18	Indigenous Health ◦ OSR
Ready for Processing	Ferntree Gully Health Service	B2G - nKPI - Ferntree Gully Health Service	21/Jan/2020 10:57	Indigenous Health ◦ nKPI
Ready for Processing	Carnarvon Medical Service Aboriginal Corporation	Data Asset for Branch Demonstration - February 20	04/Dec/2019 10:52	Indigenous Health ◦ nKPI
Ready for Processing	Bidjerdii Aboriginal & Torres Strait Islanders Corp Com Service Central Qld	Training asset for Hannah (AIHW)	17/Jul/2019 13:43	Indigenous Health ◦ nKPI
Ready for Processing	CARBAL ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH SERVICES LTD	Bec's trial asset - testing validation rules	17/Jul/2019 12:08	Indigenous Health ◦ nKPI

In this view, if required, you can add the **State** column to the *Data asset list* area and then sort your data assets by state.

- To do this, select and select the **State** check box from the list that displays.
- Click anywhere on the screen to remove the Show / Hide Columns drop down list.

The Data Assets table will update to display the State column, and you can now sort your data assets by state as required.

Status	Organisation	Title	Last Modified	Folder
Ready for Processing	Aboriginal and Torres Strait Islander Community Health Service Brisbane Limited	OSR - Aboriginal and Torres Strait Islander Community Health Service Brisbane Limited - 20250612	18/Jun/2025 09:22	Indigenous Health ◦ OSR
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	Performance Report - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20240725	24/Oct/2024 14:43	Indigenous Health ◦ Performance Report
Ready for Processing	A1 DISCREET HEARING AIDS PTY LTD	HCP - A1 DISCREET HEARING AIDS PTY LTD - 20241008	08/Oct/2024 17:02	Indigenous Health ◦ HCP
Ready for Processing	ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED	nKPI - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20220919	30/Sep/2024 09:50	Indigenous Health ◦ nKPI
Ready for Processing	KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED	TIS AWP - KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED - 20240514	11/Jul/2024 13:52	Indigenous Health ◦ TIS AWP

- To return to the previous view, select again and select **Show Folders**. The *Data Assets list* area displays the data assets that you are currently viewing.


There are several actions users can take when viewing data assets:

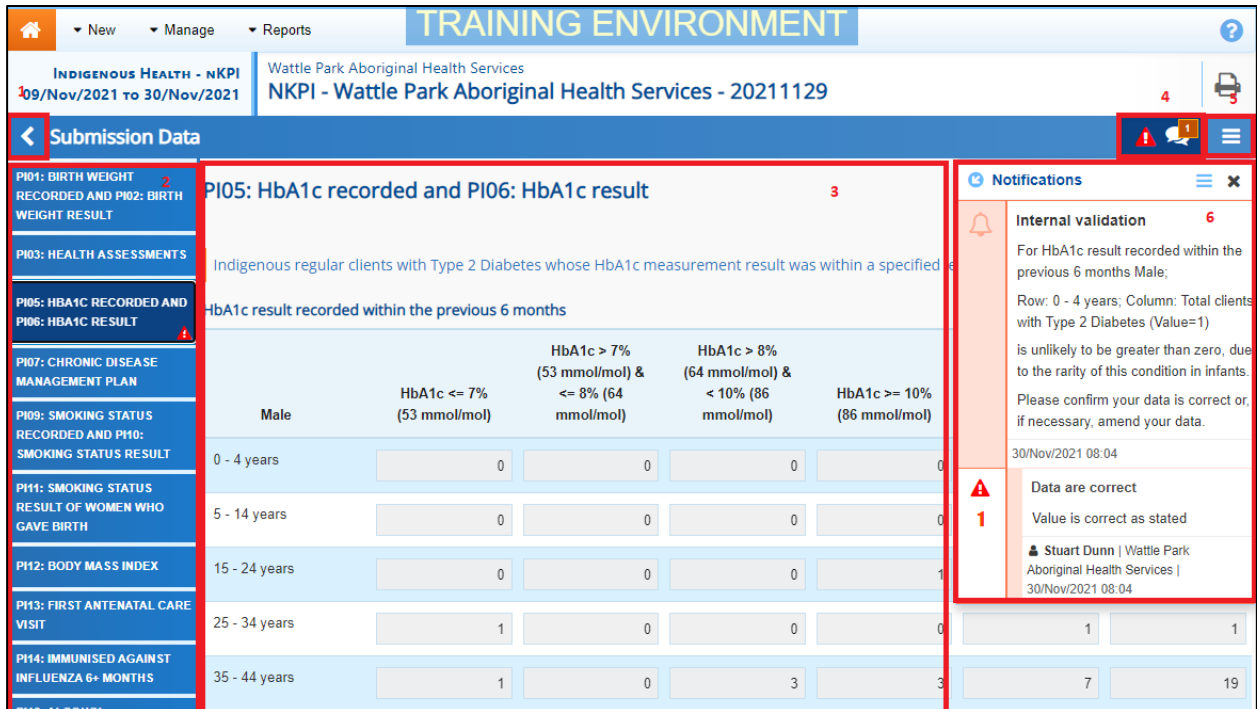
- i. To view the details of a data asset, select the data asset in the table. This will take you to the Data Assets Details screen.
- ii. To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to *(Date) Last Modified*, *Status*, *Data Period* or *Title*.
- iii. If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets



## Introduction to the nKPI/OSR form

There are several tasks available within the nKPI and OSR forms in the Data Portal that will assist you when reviewing health service data in the forms.


 The screenshot below displays the nKPI form but each of the form sections detailed below are also present in the OSR form.



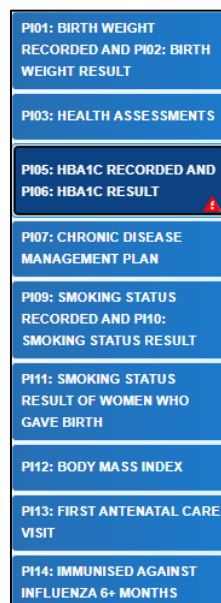
The screenshot shows the nKPI form interface in a training environment. The top navigation bar includes 'New', 'Manage', and 'Reports' buttons, along with the text 'TRAINING ENVIRONMENT'. The main header displays 'INDIGENOUS HEALTH - nKPI' and 'Wattle Park Aboriginal Health Services'. The submission data is for '30/Nov/2021 to 30/Nov/2021' and 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. The left-hand navigation menu lists various indicators (PI01-PI14). The main content area displays 'PI05: HbA1c recorded and PI06: HbA1c result' with a table of data for different age groups and HbA1c levels. A 'Notifications' panel on the right shows an 'Internal validation' message with a warning icon and a 'Data are correct' message with a checkmark icon.

Male	HbA1c <= 7% (53 mmol/mol)	HbA1c > 7% (53 mmol/mol) & <= 8% (64 mmol/mol)	HbA1c > 8% (64 mmol/mol) & < 10% (86 mmol/mol)	HbA1c >= 10% (86 mmol/mol)
0 - 4 years	0	0	0	0
5 - 14 years	0	0	0	0
15 - 24 years	0	0	0	1
25 - 34 years	1	0	0	0
35 - 44 years	1	0	3	3

### 1. Cancel and go back to overview


 - Allows you to quickly navigate away from the nKPI/OSR form and back to the Data Asset Details screen.



### 2. The Indicators/Tabs List




The image shows a vertical list of indicator tabs from the nKPI/OSR form. The tabs are: PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT; PI03: HEALTH ASSESSMENTS; PI05: HBA1C RECORDED AND PI06: HBA1C RESULT (highlighted with a red border and a warning icon); PI07: CHRONIC DISEASE MANAGEMENT PLAN; PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT; PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH; PI12: BODY MASS INDEX; PI13: FIRST ANTENATAL CARE VISIT; PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS.

Allows you to move through the different sections of the nKPI/OSR form by selecting the tab/section you wish to review on from the left-hand side of the screen.

A  will display on any tabs containing health service responses to data validation flags that you need to address.

This section can be hidden if needed by selecting  at the bottom of the tabs. The section can then be reopened when needed by selecting , now at the top of the form.

### 3. Main Form Window

**PI12: Body Mass Index**  [nKPI User guide](#)

Indigenous regular clients who have a BMI result within specified categories


BMI results in the previous 24 months


Male	Underweight (BMI < 18.5)	Normal Weight (BMI >=18.5 & < 25)	Overweight (BMI >=25 & < 30)	Obese (BMI >= 30)	Not Calculated	Total clients
18 - 24 years	0	0	0	0	0	0
25 - 34 years	30	30	20	20	4	104
35 - 44 years	20	20	20	16	0	76
45 - 54 years	20	20	20	19	0	79
55 - 64 years	10	10	10	10	0	40
65 years and older	4	4	4	0	0	12

This section of the form contains the data entry cells for the indicator/tab that has been selected on the left-hand side of the form. This is where all data is entered by health service users in the nKPI/OSR form.

### 4. Open notifications - Some comments require action buttons



If there are any user responses to data validation flags that need to be addressed in a particular indicator/section of the nKPI/OSR form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

If there are any user entered comments that have been added to the indicator/section by the health service,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.



To view a user's response to a validation flag or a user entered comment in the *Notifications Tray*, simply select the applicable button.

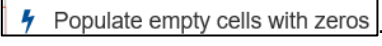
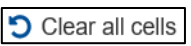
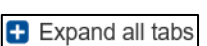
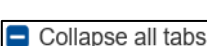
### 5. The Options Menu



The *Options Menu* has been added to the blue *Submission Data* bar in the top right-hand corner of the nKPI/OSR form, to group the functions that have recently been added to the form.




The functions available through the *Options Menu* are:

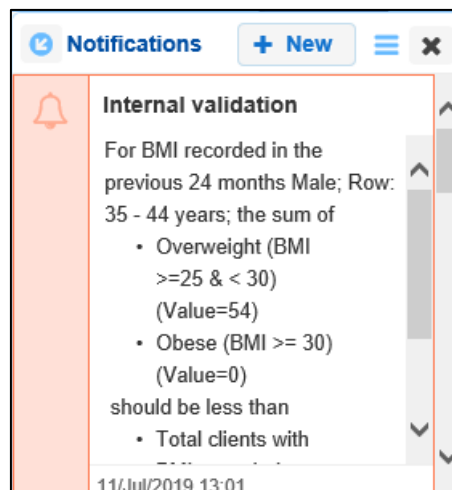
-  **Summary View** - Displays all indicators/sections of the form on the one screen so the whole form can be printed if needed.
-  **Target** - For certain indicators, highlights in green the cells used in the calculation of the *Value in current collection (%)* cell on the *nKPI Targets* tab for the applicable indicator, for which services have been asked to enter their self-determined targets.







-  - Adds zeros to any empty cells in the selected indicator/section (health service use only).
-  - Clears all data that has been entered into the cells in the selected indicator/section (health service use only).
-  - Allows you to open all the indicators/sections when in *Summary View*.
-  - Allows you to collapse all the indicators/sections when in *Summary View*.

## 6. The Notifications Tray

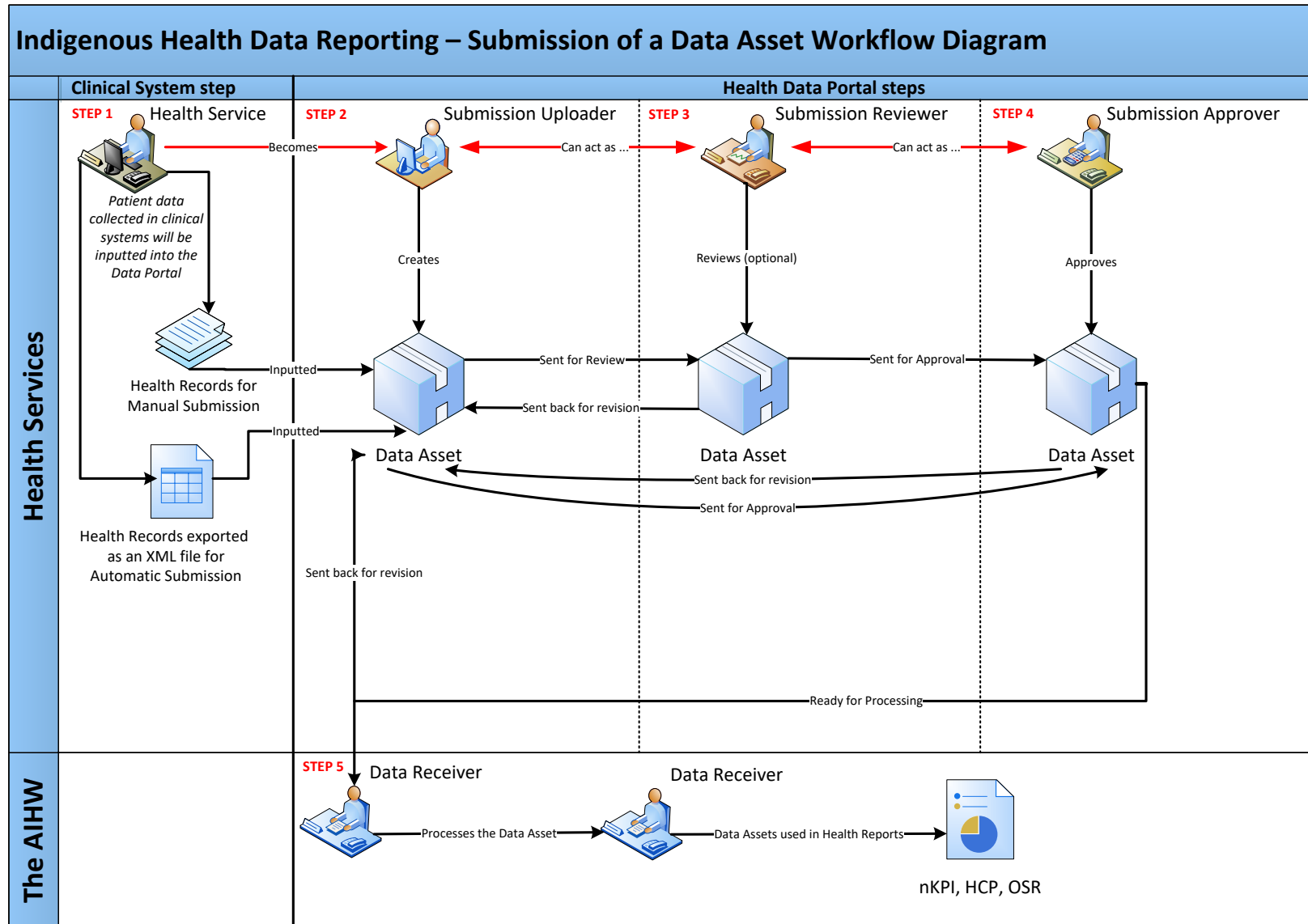
All health service responses to data validation flags and additional user comments in the nKPI and OSR forms are displayed in a *Notifications Tray*.

 To open the *Notifications Tray* if it doesn't display by default in the form, select either  or  in the blue *Submission Data* bar in the top right-hand corner of the screen.



- To dock the tray at the bottom of the indicator/section or undock it so you can move it around the screen, select .
- To add a new comment, select .
- To search for a particular validation flag response/user comment, or to show completed comments in the tray, select .
- To respond to a user data validation flag response or new comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag response/comment, select .
- To close the tray, select .

## Indigenous Health Data Asset Submission Workflow



## Indigenous Health Data Asset Submission (Health Services)

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.

Each health service will then need to report on their nKPI and/or OSR data through the Data Portal (depending on the reporting round that is open). Depending on the Clinical Information System (CIS) they use to record their data, the health service can submit their data asset in the Data Portal using either of the following two methods:

- **Direct Load** – an automatic data transfer from the health service’s CIS to the Data Portal. The CIS’ capable of facilitating the direct load of data into the Data Portal are *Communicare*, *MMEEx*, *Medical Director* and *Best Practice*.
- **Manual Submission** – the health service will need to manually create the data asset in the Data Portal and enter their aggregated clinical data into a blank form within this data asset.

### Automated Data Validation

As part of the creation and submission of data assets in the Data Portal by health services, there will be automatic data validation run over the data that is either automatically submitted as part of the direct load process or manually entered into the applicable form by the *Submission Uploader* within the health service.



The nKPI data validation rules that will be run over the data in the Data Portal are based on the existing user guide published by the AIHW.

The following data checks will occur in the Data Portal as part of the automated data validation process:


- **Mathematical check** – the *mathematical check* data validation will ensure there are no mistakes in any calculations in the data that has been transferred to the Data Portal in the data file (for example, that there are no “numerator” values higher than the “denominator” value). Any errors identified in an indicator by the mathematical check will need to be resolved by the health service.
- **Completeness check** – the *completeness check* data validation will identify any blank cells, either in the direct load data transfer or as part of manual submission and will ask the health service to validate whether there should be values in these cells, and to ensure each cell has a value in it, even if it is zero. Any errors identified in an indicator by the completeness check will need to be resolved by the health service.
- **Year-to-year variance check (time trend validation)** – the time trend validation check will compare a health service’s data with their data from previous collection periods. If there are significant differences in these figures from one period to the next, this will be flagged as part of the validation process. For example, if a particular health service is reporting that 100 babies were born during the current collection period but only five were reported as being born in the previous period, this would be picked up by the check as a potential data error due to the large discrepancy. Issues identified in an indicator by the year-to-year variance check will need to be addressed by the health service by either amending the value in question, if it is an error, or adding a comment regarding the reason for the variance.

## Data Validation for Direct Load


For nKPI data assets that have been automatically created in the Data Portal via the *direct load* process, if there are any errors/issues identified with the data as a result of data validation, all users with the *Submission Uploader* role within the health service will receive an email notifying them of the issues. The detail regarding the issues will also be inserted into the nKPI form within the data asset as a flag against each of the indicators the validation errors/issues relate to. The *Submission Uploader* can then amend the values in the nKPI form as part of updating the data asset and submitting it to the next stage of the data asset submission workflow.

For more information, see [Submit an Indigenous Health Data Asset \(Direct Load\)](#) later in this guide.

## Data Validation for Manual Submission Data Assets

For nKPI data assets created in the Data Portal by health service users through the manual submission process, users will be notified of errors/issues with their nKPI data as they enter the data into the form they create as part of the data asset submission process. The *Submission Uploader* will be notified of any issues when they select  Save at the bottom of each indicator/section and the *Uploader* can then amend the values as required as they complete the nKPI form.

For more information, see [Submit an Indigenous Health Data Asset \(Manual Process\)](#) later in this guide.

It is important to note the automated data validation process will occur whenever a change is made to data in the nKPI form, and the change saved, at any stage of the data asset submission workflow. For example, if a data asset is returned to the *Submission Uploader* for amendment after being reviewed and the *Submission Uploader* changes a value in the form, the data validation will run again when the *Submission Uploader* selects  Save. If there is an issue with the new value that has been entered, this will be identified as per the normal data validation checks described earlier in this section of the guide.

## Submit an Indigenous Health Data Asset (Direct Load)

Health services whose CIS' (*Best Practice, Communicare, Medical Director* and *MMEX*) will allow them to, will produce and review the required report in their CIS and then transfer this report (containing aggregated clinical data) directly to the Data Portal as a data file. This is known as *direct load* and automatically creates a draft data asset submission in the Data Portal, containing the transferred data file as a dynamic form.

If there are any issues with the data at the time of the *direct load*, all *Submission Uploaders* within the health service will receive an email informing them of these. The health service can then log in to the Data Portal and address the data issues in the form within the data asset that has been created as part of the *direct load* process, before submitting it for review and/or approval as needed.

Once the health service *Submission Uploader* has updated the data in the form in the Data Portal as needed and submitted the data asset to the next stage of the process, an automated email will be sent to all staff within the health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can then action the data asset as required.

## Submit an Indigenous Health Data Asset (Manual Process)

A health service whose CIS will not automatically transfer data to the Data Portal will need to manually create a data asset directly in the Data Portal.

Once the health service *Submission Uploader* has entered their data into the form contained within the data asset and submitted the data asset to the next stage of the process, an automated email will be sent to all staff within the health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can now action the data asset as required.

## Review an Indigenous Health Data Asset Submission

When a data asset has been submitted for review by the health service user with the *Submission Uploader* role, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role.

The *Submission Reviewer* will then review the data asset and its associated data file and either send it to the CEO or their representative for approval or send it back to the *Submission Uploader* for revision if changes need to be made.

## Amend an Indigenous Health Data Asset Submission

There may be times when the data asset is returned to the health service's *Submission Uploader* for amendment by the representative in the health service the data asset has been sent to for review or approval in the Data Portal.

When it is returned for amendment, the data asset will have a status of *Submission Revision Required*.

Once the *Submission Uploader* has made the required changes to the data contained within the data asset, the data asset can either be sent back to the *Submission Reviewer* again for review or sent straight on to the CEO or their representative for approval.

When this occurs, an automated email will be sent to all staff within the health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can now action the data asset as required.

## Approve an Indigenous Health Data Asset Submission

A data asset can be approved by anyone within a health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for the CEO or a representative. In smaller health services, the person approving the data asset may also be the person who has reviewed and/or created the data asset.

Once the data asset has been approved by the CEO, it will be submitted to the AIHW for processing in the Data Portal.

## Process an Indigenous Health Data Asset Submission

Once a data asset has been approved by the health service's CEO or their representative, it will be sent to the AIHW (nKPI, OSR) for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the data asset in the Data Portal is for the AIHW to review the data asset to ensure the information contained within, specifically the clinical data in the attached form, is complete and correct.


Once the AIHW has reviewed the data asset and the attached form and is comfortable with the content, the data asset can be processed as complete in the Data Portal ready to be used in any publications produced by the AIHW and/or the Department of Health, Disability and Aged Care as required.

### Step 1 – Review the Data Asset

Once the AIHW has received an approved data asset from a health service, they will need to review the data asset in the Data Portal to ensure it is ready to go to the next stage of the process. For the data asset to be processed by the AIHW, it will need to have the status of *Submission Approved*.

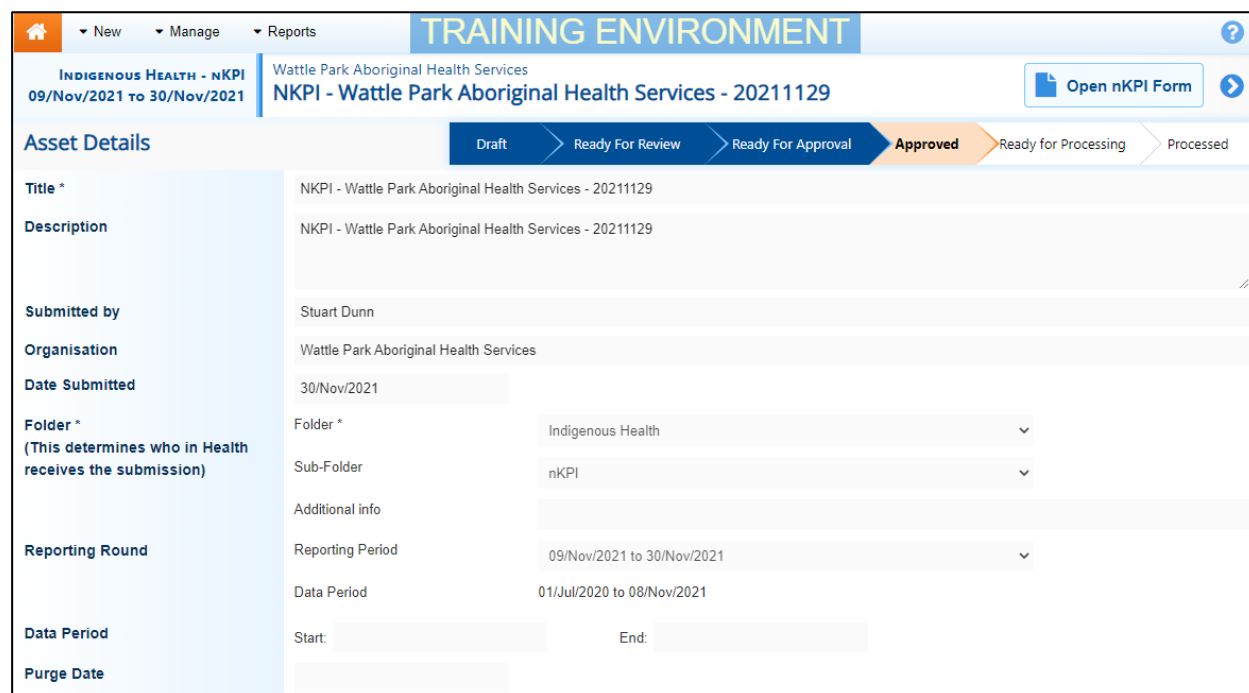
The following procedure is used to review a data asset in the Data Portal as a *Data Receiver* to ensure it is ready for processing.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be processed.



 For more information on how to search for a data asset, see *The Search and Action Section (2)* of [Introduction to the Data Portal Home Screen](#).

3. In the **Data Assets** section, select the data asset to be processed.

The Data Asset Details screen will display.



The screenshot shows the 'Asset Details' screen in the Data Portal. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options, and a 'TRAINING ENVIRONMENT' banner. The main header displays 'INDIGENOUS HEALTH - NKPI' for the period '09/Nov/2021 to 30/Nov/2021' and the asset title 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. A progress bar indicates the asset is in the 'Approved' stage, with previous stages being 'Draft', 'Ready For Review', and 'Ready For Approval'. A button 'Open nKPI Form' is visible in the top right. The 'Asset Details' section on the left lists various fields: Title, Description, Submitted by (Stuart Dunn), Organisation (Wattle Park Aboriginal Health Services), Date Submitted (30/Nov/2021), Folder (Indigenous Health), Sub-Folder (nKPI), Reporting Round (09/Nov/2021 to 30/Nov/2021), and Data Period (01/Jul/2020 to 08/Nov/2021).

4. Review the details of the data asset as required.
5. To review the data in the attached form, select either  or  at the top of the screen.

The Submission Data screen will display the nKPI/OSR form, and the health service's data can now be reviewed for accuracy.

**Submission Data**

INDIGENOUS HEALTH - nKPI 09/Nov/2021 to 30/Nov/2021 Wattle Park Aboriginal Health Services  
 NKPI - Wattle Park Aboriginal Health Services - 20211129

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT  
**PI01: Birth weight recorded and PI02: Birth weight result**

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

6. Once the content of the form has been reviewed, select  at the bottom of the form.

If upon review of the data in the form you find anomalies in the data being reported, you should initiate the exception reporting process by adding comments regarding the anomalies in the form and sending the data asset back to the health service for amendment. For more information on how to do this, see [Exception Reporting](#) later in this guide.

7. To action the data asset, select either or the workflow progress tracker at the top of the screen.

The Change Data Asset Status window will display.

8. In the **Action** field of the Change Data Asset Status window, select  and select *Ready for Processing* to move the data asset to the next step of the process.

If the health service has asked you to return the data asset (it may have been submitted in error, for example) select *Return to Uploader*.

9. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

10. To set the data asset to *Ready for Processing*, select .


The Data Asset's status will change to *Ready for Processing*, and it is now ready to be processed. All *Submission Uploaders* from the health service responsible for the submission of the data asset will now receive an email informing them the status of the data asset has been changed to *Ready for Processing*. This tells the health service you have taken the data asset from your backlog and are now working on it.

## Step 2 – Process the Data Asset

Once a data asset has the status of *Ready for Processing*, it can be processed in the Data Portal by the AIHW.

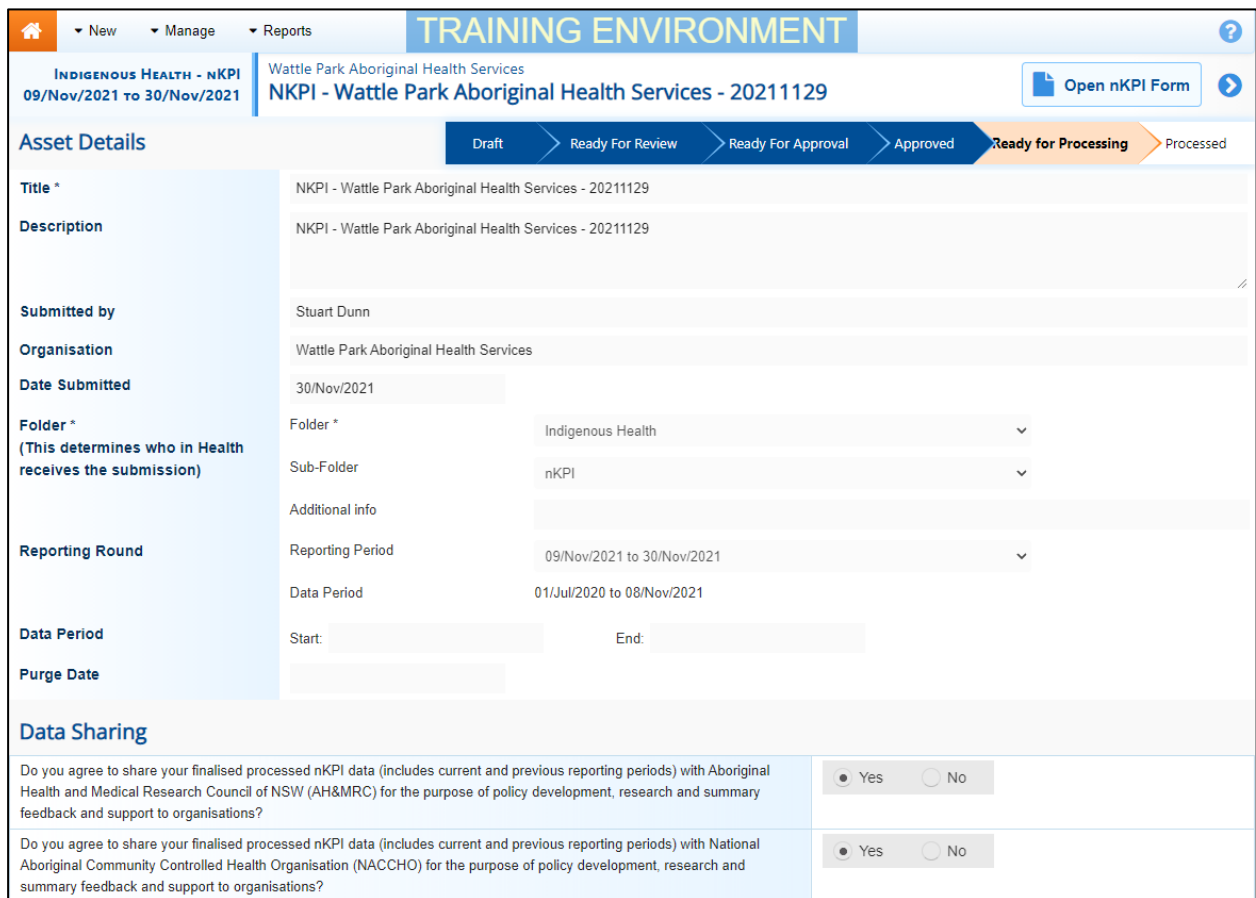
The following procedure is used to process a data asset in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be processed.

 For more information on how to search for a data asset, see *The Search and Action Section (2)* of [Introduction to the Data Portal Home screen](#).

3. In the **Data Assets** section, select the data asset to be processed.

The Data Asset Details screen will display.





The screenshot displays the 'Data Asset Details' page for 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. The page is in a 'TRAINING ENVIRONMENT'. The asset is currently in the 'Ready for Processing' stage, as shown in the progress bar at the top. The details include:

- Title:** NKPI - Wattle Park Aboriginal Health Services - 20211129
- Description:** NKPI - Wattle Park Aboriginal Health Services - 20211129
- Submitted by:** Stuart Dunn
- Organisation:** Wattle Park Aboriginal Health Services
- Date Submitted:** 30/Nov/2021
- Folder:** Indigenous Health (Sub-Folder: nKPI)
- Reporting Round:** Reporting Period: 09/Nov/2021 to 30/Nov/2021; Data Period: 01/Jul/2020 to 08/Nov/2021

At the bottom, there are two 'Data Sharing' consent questions:

- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No
- Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

4. To process the data asset, select either  or  at the top of the screen.

The Submission Data screen will display.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

If there are still unresolved data validation issues in the form, you will need to mark the associated data validation flags and responses as complete so the data asset can be processed.


**To mark data validation flags in the nKPI form as “complete”:**

- i. Select the indicator with the existing data validation issue and then select against the applicable data validation flag and the health service’s response in the **Notifications Tray**.

This process also applies to comments entered manually by a health service user to add additional explanation (in purple).


The Mark as Complete window will display.

- ii. In the **Reason** field, select  and select the reason that aligns to what is being done with the data in the indicator the validation issue message relates to. The options are **Completed, all data accepted**, **Completed, data excluded from national reporting only** and **Completed, data excluded from organisation level and national reporting**.
- iii. In the **Additional Information** field, if the data in the indicator is being excluded, enter detail regarding why the data is being excluded.
- iv. To save the comment, select .
- v. Repeat the process for all indicators with data validation flags.

 A data asset can't be processed as complete by the AIHW with unresolved data validation flags.

The data validation flag will now disappear.

- vi. To exit the form, select  at the bottom of the form.

5. In the Data Asset Details screen, select either  or the workflow progress tracker at the top of the screen, and in the Change Data Asset Status window, select  in the **Action** field and select *Process*.

6. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

7. To process the data asset as complete, select .

The data asset's status will change to *Processed* and the processing of the data asset is now complete, including the exclusion of any data you felt needed to be excluded from service level and/or national level reports.


If you excluded data from the data asset as part of the processing of the data, the health service will receive an email informing them some of their data was excluded.

The information within the form attached to the data asset can now be used by the AIHW in any publications that need to be produced and made available to users of the Data Portal with the required file permissions.

## Exception Reporting

Once a data asset (nKPI or OSR) has been approved by the health service's CEO or representative, it will be sent to the AIHW for processing. To action the data asset in the Data Portal, an AIHW officer needs to have the *Data Receiver* role.

If, upon review of the data asset, the AIHW identifies anomalies in the data being reported on, they should initiate the exception reporting process to add comments regarding the anomalies in the attached form and send the data asset back to the health service for amendment.

 If the information in the data asset is correct, the AIHW can process the data asset to complete the data asset submission process. For more information, see [Process an Indigenous Health Data Asset Submission](#) earlier in this guide.

The *first* step in initiating the exception reporting process is to update the status of the data asset to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant indicators/tabs in the form to assist the health service when they amend the data.

The *second* step of the process is to go into the attached form and add the required comments, so the health service's *Submission Uploader* can easily see the changes they need to make to the data in the form before the data asset can be processed.


Once the AIHW has reviewed the form and made any comments against the indicators/tabs within the form, they will send it back to the health service. The *Submission Uploader* in the health service should then amend the data asset and the required information in the form and send the data asset back through the data asset submission workflow process as required.

### Step 1 – Set the Data Asset Status to *Ready for Processing*

Once it has been confirmed there is data in the form attached to the data asset that needs to be amended by the health service, the AIHW will need to change the status of the data asset so they can add explanatory comments to the relevant sections of the form.

The following procedure is used to update the status of the data asset in the Data Portal.





1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be amended.


 For more information on how to search for a data asset, see [The Search and Action Section \(2\)](#) of [Introduction to the Data Portal Home Screen](#).

3. In the **Data Assets** section, select the data asset to be amended.

The Data Asset Details screen will display.

The screenshot displays the 'Asset Details' screen for a data asset. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options, and a 'TRAINING ENVIRONMENT' banner. The main header shows 'INDIGENOUS HEALTH - NKPI' for the period '09/Nov/2021 to 30/Nov/2021' and the asset title 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. A workflow progress bar indicates the asset is in the 'Approved' stage. The 'Asset Details' section on the left lists various attributes: Title, Description, Submitted by (Stuart Dunn), Organisation (Wattle Park Aboriginal Health Services), Date Submitted (30/Nov/2021), Folder (Indigenous Health), Sub-Folder (nKPI), Reporting Round (09/Nov/2021 to 30/Nov/2021), and Data Period (01/Jul/2020 to 08/Nov/2021). Buttons for 'Open nKPI Form' and 'Open OSR Form' are located at the top right.

4. Review the details of the data asset as required.
5. To review the data in the attached form, select either  or  at the top of the screen.
6. Once finished, select  at the bottom of the form.
7. To action the data asset, select either  or the workflow progress tracker at the top of the screen and, in the Change Data Asset Status window, in the **Change Data Asset** section, select  and select *Ready for Processing* to move the data asset to the next step of the process.
8. In the **Comments** field, enter any comments regarding the action being performed on the data asset.

 Any user with access to view the data asset will be able to view any comments entered here.

9. To set the data asset to *Ready for Processing*, select .


The data asset's status will change to *Ready for Processing* and the exception reporting process can now be initiated by adding comments to the form and returning the data asset to the health service for amendment.

## Step 2 – Add Comments to the Form and Return it to the Health Service for Amendment

Once a data asset has the status of *Ready for Processing*, the AIHW can add any explanatory comments to the form and return the data asset to the health service for amendment.

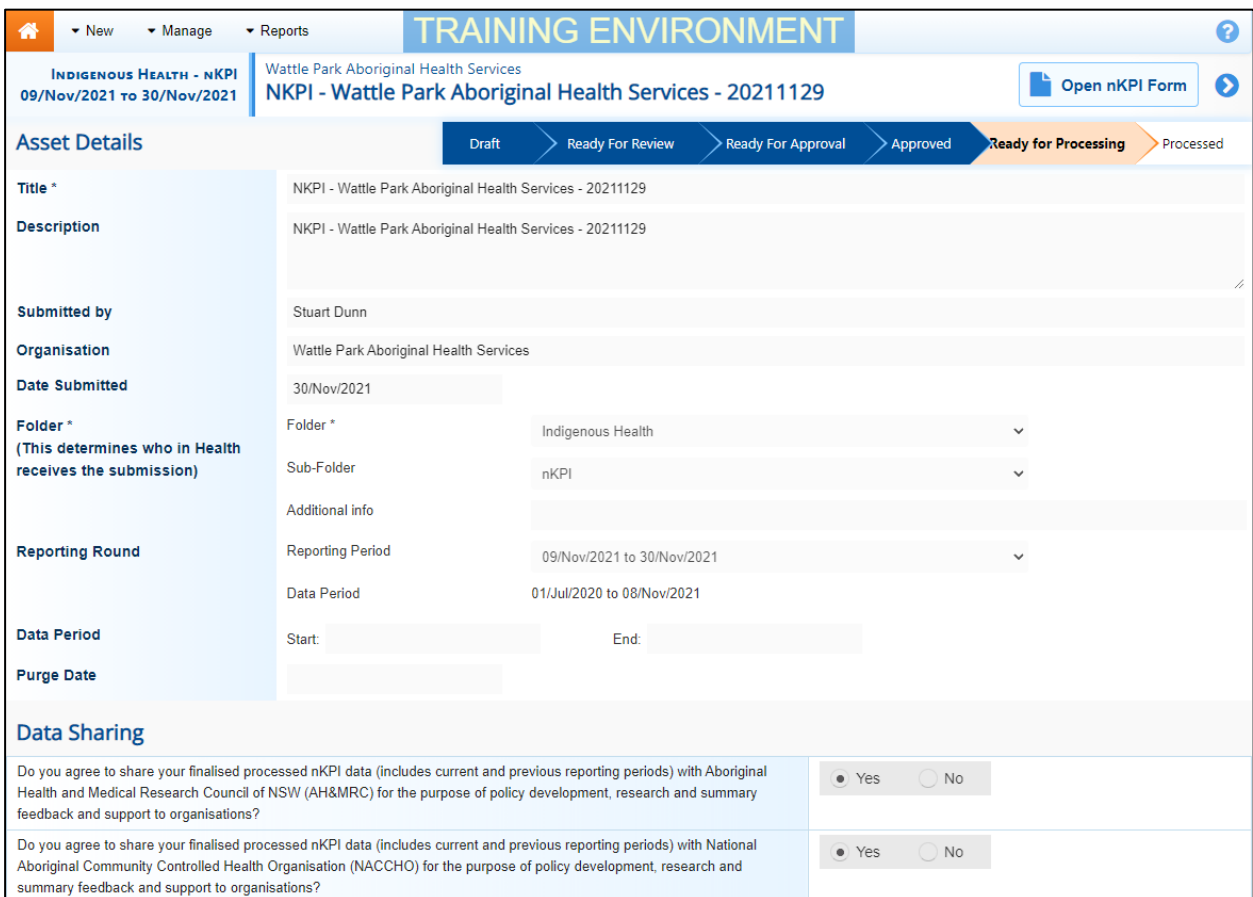
The following procedure is used to add comments to a data asset in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be amended.



 For more information on how to search for a data asset, see The Search and Action Section (2) of [Introduction to the Data Portal Home Screen](#).

3. In the **Data Assets** section, select the data asset to be amended.

The Data Asset Details screen will display.



The screenshot displays the 'Data Asset Details' screen for 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. The interface includes a navigation bar with 'New', 'Manage', and 'Reports' options, and a 'TRAINING ENVIRONMENT' banner. The asset title and description are 'NKPI - Wattle Park Aboriginal Health Services - 20211129'. The submission details show it was submitted by Stuart Dunn on 30/Nov/2021. The reporting round is '09/Nov/2021 to 30/Nov/2021' and the data period is '01/Jul/2020 to 08/Nov/2021'. The status is 'Ready for Processing'. There are two sections for data sharing consent, both with 'Yes' selected.

4. To work with the form contained within the data asset, select either  or  at the top of the screen.

The Submission Data screen will display, and the health service's data asset can now be reviewed for accuracy.

**Submission Data**


INDIGENOUS HEALTH - NKPI 09/Nov/2021 to 30/Nov/2021 | Wattle Park Aboriginal Health Services | NKPI - Wattle Park Aboriginal Health Services - 20211129

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT | PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

You can now add comments regarding any unresolved data issues in the form and what needs to be done by the health service to resolve each issue.

- To add a comment regarding a particular data issue, select  next to the latest comment that has been added by the health service regarding the issue, in the **Notifications Tray**.

The Respond to Validation Comment window will display.

**Respond to Validation Comment**

**Internal validation**

Other (specify)

Data is correct


Stuart Dunn | Health Service ABC Pty Ltd | 17/Apr/2020 11:14



Reason: \*

Additional Information:

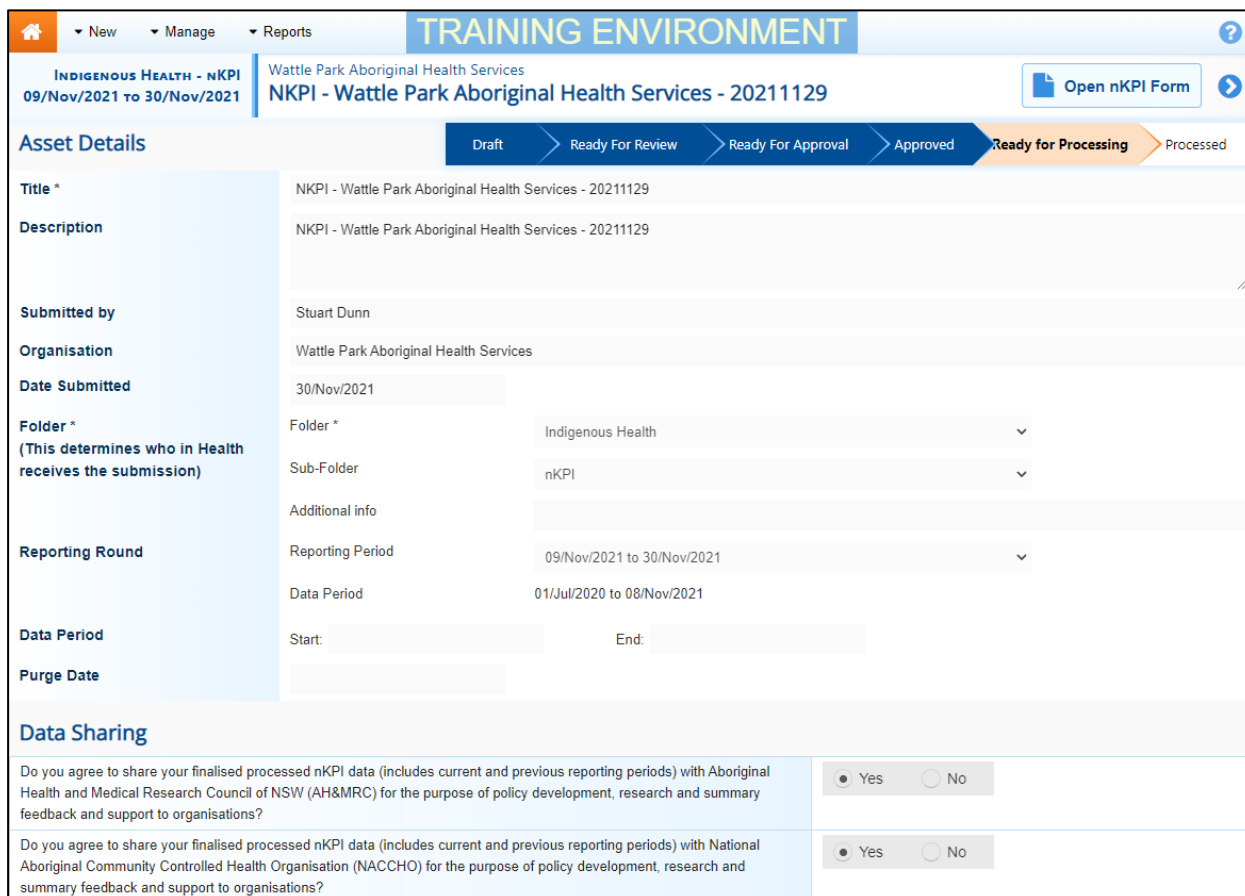
4000 characters remaining

- In the **Reason** field that displays, select  and select the reason the comment is being added. The options are **Zero data**, **Excluded results**, **Change in values identified**, **Reporting issue**, **Validation issue identified by AIHW**, and **Other**.


 The *Excluded results* reason wouldn't be selected here if you plan on sending the response back to the health service for their action. This option would only be selected if you planned on marking the data validation issue as complete and immediately excluding the data. For more information, see *Work with Comments* later in this guide.

7. In the **Additional Information** field, enter the detail of the anomaly that has been identified and what needs to be done by the health service to resolve it.
8. To save the comment, select .
9. Repeat this process for any other values in the file that need to be amended or investigated further by the health service.
10. To exit the form, scroll to the bottom of the form and select .

The Data Asset Details screen will again display.



**TRAINING ENVIRONMENT**

INDIGENOUS HEALTH - NKPI 09/Nov/2021 TO 30/Nov/2021 Wattle Park Aboriginal Health Services NKPI - Wattle Park Aboriginal Health Services - 20211129 

**Asset Details** Draft Ready For Review Ready For Approval Approved Ready for Processing Processed

**Title \*** NKPI - Wattle Park Aboriginal Health Services - 20211129

**Description** NKPI - Wattle Park Aboriginal Health Services - 20211129

**Submitted by** Stuart Dunn

**Organisation** Wattle Park Aboriginal Health Services

**Date Submitted** 30/Nov/2021

**Folder \*** Folder \* Indigenous Health

**(This determines who in Health receives the submission)** Sub-Folder nkPI

**Additional info**

**Reporting Round** Reporting Period 09/Nov/2021 to 30/Nov/2021

Data Period 01/Jul/2020 to 08/Nov/2021




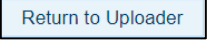
**Data Period** Start: End:

**Purge Date**


**Data Sharing**

Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

11. Select either  or the workflow progress tracker at the top of the screen and, in the Change Data Asset Status window, in the **Action** field, select  and select *Return to Uploader*.
  12. In the **Revision Due Date** field that appears, review the new date the data asset is due to be resubmitted to you by the health service for processing. This will default to two weeks' time, but the date can be changed as required.
-  If the *Revision Due Date* defaults to today's date for some reason, you will need to change it otherwise you will not be able to send the data asset back to the health service.
13. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
  14. To send the data asset back to the health service for amendment, select .

The data asset's status will change to *Submission Returned to Uploader* and the health service now needs to address the comments you have made in the form before sending the data asset back through the submission approval process.

 Even though you have sent the data asset back to the health service, you will still be able to access it in "read only" mode at the status of *Submission Returned to Uploader* so you can

provide the health service with support in amending any issues within the data asset as required.

### **Step 3 – Amend the Indigenous Health Data Asset as Part of the Exception Reporting Process (Health Service)**

There will be times when an approved data asset is returned to a health service for amendment by the AIHW due to anomalies they have identified in the data contained in the attached form.

When the data asset is returned by the AIHW, all *Submission Uploaders* in the health service will receive an email detailing the comments the AIHW has made regarding the data contained within the form.

A *Submission Uploader* within the health service will then need to amend the applicable values in the form attached to the data asset in the Data Portal, directly addressing the comments made by the AIHW.

Once the data asset has been amended, it will either be sent on to the health service's *Submission Reviewer* for further review or sent straight on to the CEO or their representative for approval again.

An automated email will then be sent to all staff within the health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action.

### **Step 4 – Review the Indigenous Health Data Asset as Part of the Exception Reporting process (Health Service)**

If the AIHW has identified anomalies in the data in the form provided as part of a data asset sent to them for processing, they will add comments to the data and send the data asset back to the health service for amendment.

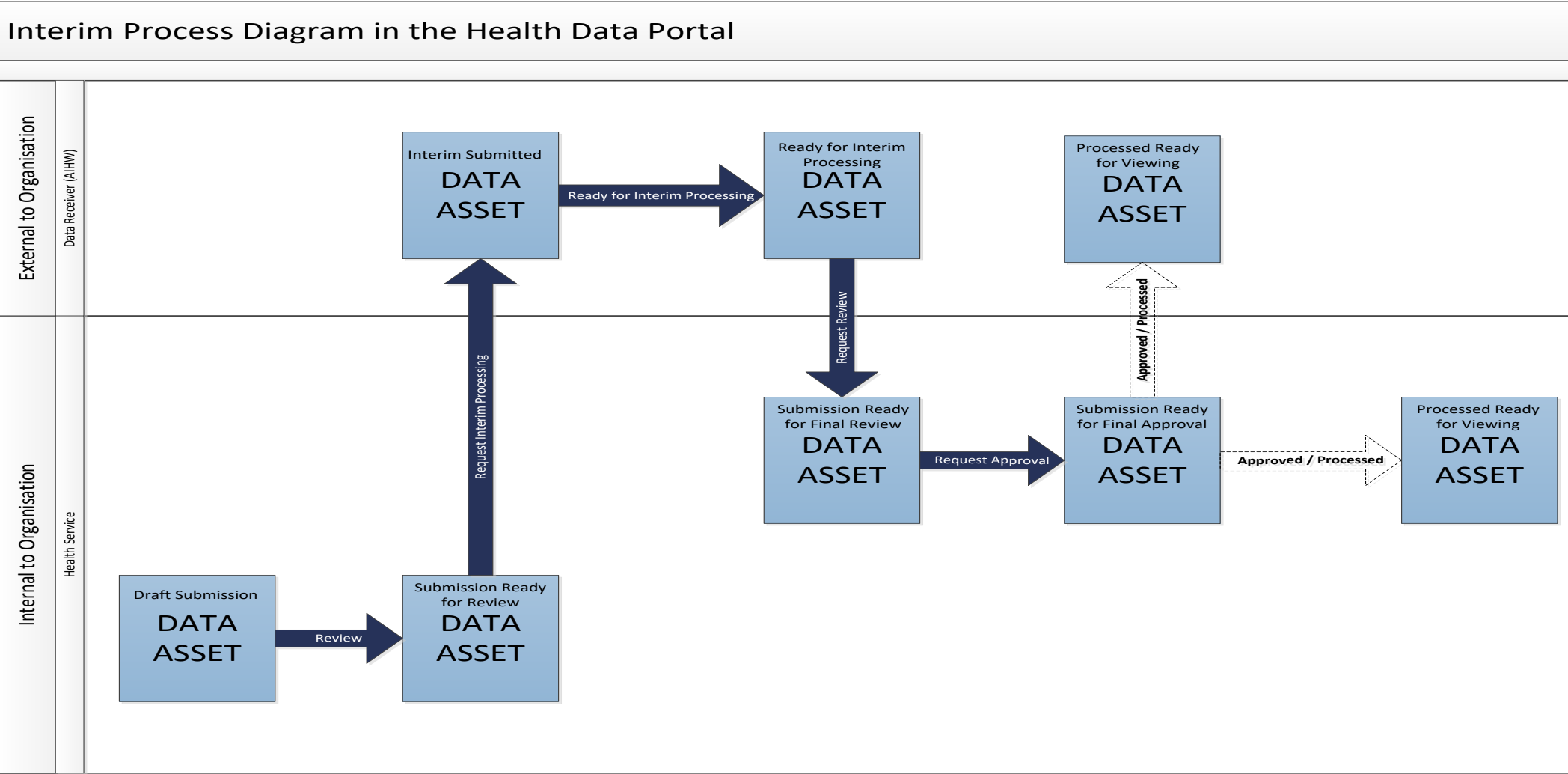
Once the *Submission Uploader* has amended the anomalies identified, they may send the amended data asset on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

### **Step 5 – Approve the Indigenous Health Data Asset as Part of the Exception Reporting process (Health Service)**

Once a data asset has been returned to the health service by the AIHW due to anomalies in the data, the health service *Submission Uploader* will make the required changes to the data and then send the data asset back through the internal review and approval process prior to the amended data asset being sent back to the AIHW for processing.

For more information on how to process a data asset submission in the Data Portal, see [Process an Indigenous Health Data Asset Submission](#).

## Indigenous Health Interim Processing Workflow



## Interim Processing of an Indigenous Health Data Asset Submission

Interim Processing of a data asset will be available to health services during a reporting round to allow them to send a data asset to the AIHW for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

Doing this avoids the situation of a CEO approving a data asset only to have the AIHW send it back to the health service for amendment, so it needs to be internally approved again. Some health service CEOs may prefer to be the last person to see the data asset and give formal approval once all other parties have reviewed the data asset as required. In these cases, Interim Processing will be the most suitable procedure for the health service to follow.



To send the data asset for interim processing, the health service user must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

### Step 1 - Initiate Interim Processing (Health Service)

When a data asset has been updated (direct load) or created (manual submission) by the *Submission Uploader* in a health service, the *Submission Uploader* can choose to send the data asset to the AIHW for review and approval prior to it going to the health service's CEO or their representative for approval, if they have the *Submission Reviewer* role as well. If they don't have the *Submission Reviewer* role then they will need to send the data asset on to the *Submission Reviewer* who can then request *Interim Processing*.

The status of the data asset has now been set to *Interim Submitted* and the AIHW can now review the data asset as required to assess its suitability before it goes to the health service CEO, or their representative, for final approval.

### Step 2 – Review the Data Asset

Once a health service *Submission Reviewer* has requested interim processing of a data asset, the data asset's status will be set to *Interim Submitted* and it will be sent to the AIHW for review as required.

The following procedure is used to review a data asset sent for Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be reviewed.



For more information on how to search for a data asset, see *The Search and Action Section* (2) of [Introduction to the Data Portal Home screen](#).

3. In the **Data Assets** section, select the data asset to be reviewed.

The Data Asset Details screen will display.

**TRAINING ENVIRONMENT**

INDIGENOUS HEALTH - NKPI  
01/JUL/2020 TO 16/AUG/2020

Stevenson Health Service  
NKPI - Stevenson Health Service - 20200706

[Open nKPI Form](#)

**Asset Details**

Draft → Ready For Review → **Interim Submitted** → Ready for Interim Processing → Ready for Final Review → Ready for Final Approval → Processed

**Title \***  
NKPI - Stevenson Health Service - 20200706

**Description**  
NKPI - Stevenson Health Service - 20200706

**Submitted by**  
Stuart Dunn

**Organisation**  
Stevenson Health Service

**Date Submitted**  
06/Jul/2020

**Folder \***  
(This determines who in Health receives the submission)

Folder \*  
Indigenous Health

Sub-Folder  
nKPI

Additional info

**Reporting Round**

Reporting Period  
01/Jul/2020 to 16/Aug/2020

Data Period  
01/Jul/2019 to 30/Jun/2020

**Data Period**

Start: End:

4. Review the details of the data asset as required.

5. To review the data in the attached form, select either [Open nKPI Form](#) or [Open OSR Form](#) at the top of the screen.

The Submission Data screen will display, and the health service's data can now be reviewed for accuracy.

**TRAINING ENVIRONMENT**

INDIGENOUS HEALTH - NKPI  
09/NOV/2021 TO 30/NOV/2021

Jindera Health Service  
NKPI - Jindera Health Service - 20211116

[Open nKPI Form](#) [Open OSR Form](#)

**Submission Data**

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

PI03: HEALTH ASSESSMENTS

PI05: HBA1C RECORDED AND PI06: HBA1C RESULT

PI07: CHRONIC DISEASE MANAGEMENT PLAN

PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT

PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH

PI12: BODY MASS INDEX

PI13: FIRST ANTENATAL CARE VISIT

PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS

PI16: ALCOHOL CONSUMPTION RECORDED

6. Once the content of the form has been reviewed, select [Close](#) at the bottom of the form.

The Data Asset Details screen will again display and the data asset can now be actioned as required.

7. Select either or the workflow progress tracker at the top of the screen and, in the Change Data Asset Status window, select  in the **Action** field and select *Ready for Interim Processing* to move the data asset to the next step of the process.

If the health service has asked you to return the data asset (it may have been submitted in error, for example) select *Return to Uploader*.

8. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

9. To prepare the data asset for processing, select .

### Step 3 – Process the Data Asset

When the data asset has progressed to the status of *Ready for Interim Processing*, you can review it and send it back to the health service for their final review and approval.

If issues are identified with the data at this point, you can add comments to the data and send the data asset back to the health service’s *Submission Uploader* for amendment. For more information, see the [Exception Reporting](#) section of this guide.



The following procedure is used to process a data asset sent for Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset to be processed.

For more information on how to search for a data asset, see *The Search and Action Section (2)* of [Introduction to the Data Portal Home screen](#).


3. In the **Data Assets** section, select the data asset to be processed.

4. Review the details of the data asset as required.

5. To review the contents of the attached form, select either  or  at the top of the screen.

The Submission Data screen will display, and health service's data can be reviewed for accuracy.


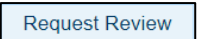
	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

6. Once the content of the form has been reviewed, select  at the bottom of the form.

The Data Asset Details screen will again display, and the data asset as can now be actioned as required.

The screenshot shows the 'Asset Details' page for 'NKPI - Stevenson Health Service - 20200706'. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' options. The page title is 'INDIGENOUS HEALTH - NKPI 01/JUL/2020 TO 16/AUG/2020'. A workflow progress bar shows the following stages: Draft, Ready For Review, Interim Submitted, **Ready for Interim Processing** (highlighted), Ready for Final Review, Ready for Final Approval, and Processed. Below the progress bar, the 'Asset Details' section contains the following information:

- Title \***: NKPI - Stevenson Health Service - 20200706
- Description**: NKPI - Stevenson Health Service - 20200706
- Submitted by**: Stuart Dunn
- Organisation**: Stevenson Health Service
- Date Submitted**: 06/Jul/2020
- Folder \***: Indigenous Health (dropdown menu)
- Sub-Folder**: nkPI (dropdown menu)
- Additional info**: (empty field)
- Reporting Round**: Reporting Period: 01/Jul/2020 to 16/Aug/2020 (dropdown menu); Data Period: 01/Jul/2019 to 30/Jun/2020
- Data Period**: Start: (empty field); End: (empty field)

- To process the data asset, select either  or the workflow progress tracker at the top of the screen and, in the Change Data Asset Status window, select  in the **Action** field and select *Request Review* to send the data asset back to the health service's *Submission Reviewer* who will review the asset and move it to the next stage of the process. This action will progress the data asset to the status of *Submission Ready for Final Review*.
- In the **Comment** field, enter any comments regarding the action being performed on the data asset.
- To send the data asset on to the health service *Submission Reviewer*, select .

## Step 4 – Conduct a Final Review of the Data Asset (Health Service)

If the AIHW have reviewed the data asset and are happy with it, they will send it on to the health service's *Submission Reviewer* for final review prior to approval. The data asset's status will be set to *Submission Ready for Final Review*.

The health service's *Submission Reviewer* will then send the data asset to the CEO or their representative within the health service for final approval.

## Step 5 – Approve the Data Asset Submission (Health Service)

When the data asset has the status of *Submission Ready for Final Approval*, it can be approved by the health service's *Submission Approver* (usually the CEO or their representative) and progressed on to the status of *Processed*.

Once this is done, the data asset has been progressed to the status of *Processed* and Interim Processing is now complete.

## Work with Comments

As part of the data asset submission workflow process in the Data Portal, it is important for the health services and the AIHW to be able to engage in a “conversation” regarding the clinical data that has been recorded by the health service in the data asset.

There may be times, for example, when a health service needs to explain to the AIHW why a particular data value has been recorded, as it may be higher or lower than expected. The AIHW may then need to respond if further explanation is needed from the health service.



There may also be times when participating users from the health service need to have an internal “conversation” in the Data Portal regarding their data, separate to those conversations held with the AIHW in response to an unresolved data validation issue.

To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between health services and the AIHW and internally within a health service. It also allows for these conversations to be marked as complete by the relevant parties once an issue has been resolved or a conversation has come to its conclusion.

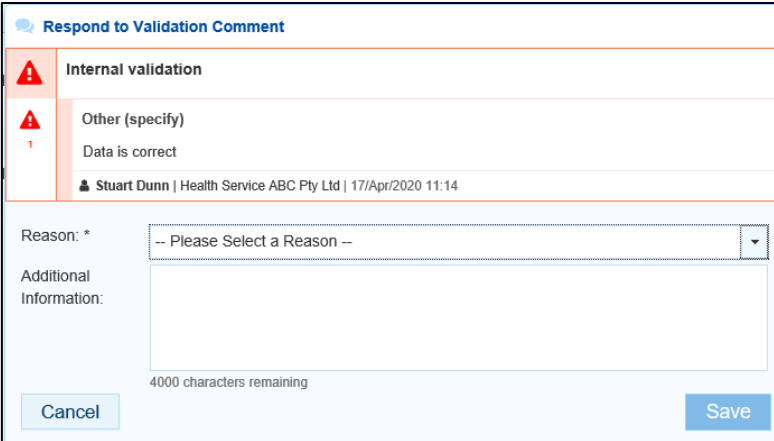
### Respond to a Health Service’s comment in a data asset’s form

When you are reviewing a data asset’s form in the Data Portal to determine if the data asset can be processed, there will be times when the health service has added a response(s) to a data validation flag that was generated for a particular indicator/tab. If this is the case, you will need to add your own response to the health service’s comment, explaining why the health service needs to amend the data the data validation flag relates to, or what needs to be done to amend it.

The following procedure is used to respond to a health service’s comment in a form in the Data Portal.

1. Ensure the data asset is either in the status of *Ready for Processing* or *Ready for Interim Processing* and the form is displayed.
2. Open the indicator/tab the health service’s response has been added to.
3. Navigate to the **Notifications Tray** containing the data validation flag and the health service’s response.
4. If needed, select  next to the original data validation flag to confirm the data values the flag is referring to.
5. To add your response to the health service’s comment, select  next to the comment.

The Respond to Validation Comment window will display.



**Respond to Validation Comment**

**Internal validation**

**Other (specify)**  
Data is correct

Stuart Dunn | Health Service ABC Pty Ltd | 17/Apr/2020 11:14


Reason: \* -- Please Select a Reason --

Additional Information:

4000 characters remaining

Cancel Save

6. Select  in the **Reason** field that displays and select the reason you are responding from the drop-down list. The available categories are **Zero data**, **Excluded results**, **Change in values identified**, **Reporting issue**, **Validation issue identified by AIHW** and **Other**.

 The *Excluded results* reason wouldn't be selected here if you plan on sending the response back to the health service for their action. This option would only be selected if you planned on marking the data validation issue as complete and immediately excluding the data. For more information, see [Work with Comments](#) later in this guide.

7. Enter a comment explaining to the health service what amendments they need to make to the data, in the **Additional Information** field.

8. To save the response, select .

Your response will now appear under the health service comment you have responded to and can be viewed by anyone else with access to the data asset.

You can now select the action *Return to Uploader* to send the data asset back to the health service for action. The health service now needs to go into the data asset's form, read your comment and amend the applicable data value(s) accordingly so the data validation flag, and all associated comments, disappears.

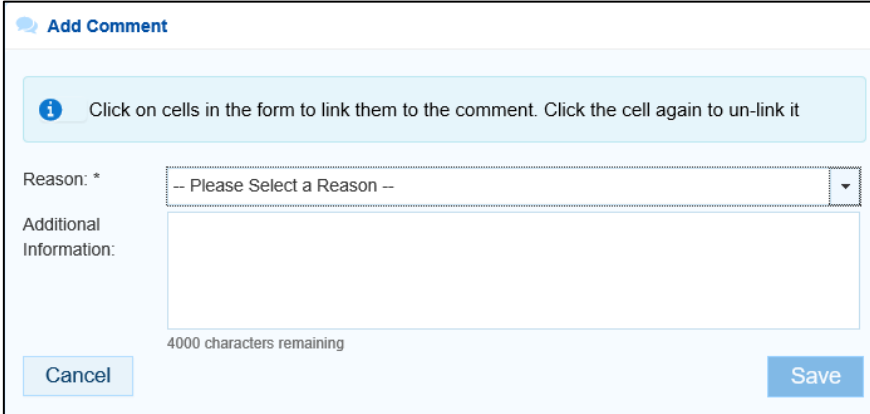
## Add a Manual Comment to an Indicator/Tab

Although the AIHW data validation rules will be built in to both the nKPI and OSR forms in the Data Portal, there may be times when you need to enter a manual comment into form to add some additional context for a health service or to ask them a particular question.


The following procedure is used to add a manual comment for a health service to an OSR or nKPI form in the Data Portal.

1. Ensure the data asset is either in the status of *Ready for Processing* or *Ready for Interim Processing* and the applicable form is displayed.
2. Open the indicator/tab you wish to add a new comment to.
3. In the **Notifications Tray**, select .


The Add Comment window will display.



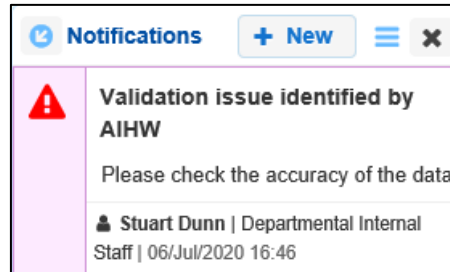
4. Select the cell(s) the data validation issue flag you are creating relates to. These cells will now be highlighted in red.
5. Select  in the **Reason** field that displays and select the applicable reason for the data validation flag from the drop-down list. The available categories are **Zero data**, **Excluded results**, **Change in values identified**, **Reporting issue**, **Validation issue identified by AIHW** and **Other**.

 In this situation, you wouldn't select *Excluded results*.

6. In the **Additional Information** field, enter a comment explaining to the health service what amendments they need to make to the data to resolve the issue. Please also ensure you ask the health service user to respond to your comment, so they can resubmit their data asset to you for processing once they are done.

7. To save the comment, select .

Your new comment will now appear in the *Notifications Tray* for the selected indicator/tab and can be viewed by anyone with access to the data asset.




You can now send the data asset back to the health service for action as normal. The applicable health service user will need to go into the data asset's form, read your comment, amend the applicable data value(s) accordingly and then respond to your comment so they can resubmit the amended data asset to you.

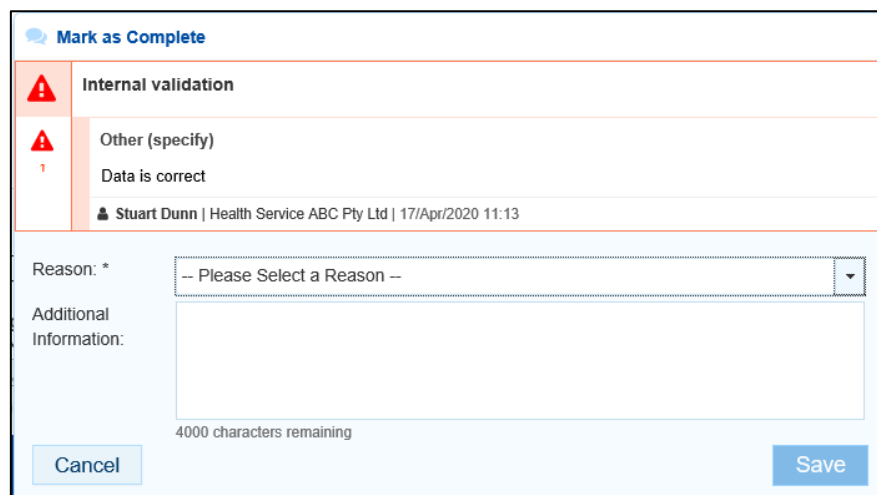
## Mark a Comment/Conversation as Complete and Exclude Data if Needed


Before you can process a data asset as complete, all comments and conversations in the associated form need to have been marked as complete, even if there are still unresolved issues with the data the comments are associated with. If there are still issues with data when you are marking conversations as complete, you can choose to exclude the health service data from reports as part of the process.

The following procedure is used to mark a comment as complete and exclude data as part of the process if required.


1. Ensure the form is displayed.
2. Open the indicator/tab you wish to mark comments as complete for.
3. Navigate to the **Notifications Tray**.
4. To mark a comment/conversation as complete, select  next to the comment.

The Mark as Complete window will display.




5. Select  in the **Reason** field and select the applicable reason from the drop-down list. If all the data in the indicator is to be accepted, select **Completed, all data accepted**. If the

data to be excluded from the indicator is only to be excluded from national reporting, select **Completed, data excluded from national reporting only**. If the data is to be excluded from both national and service-level reports, select **Completed, data excluded from organisational level and national reporting**.

6. Enter an explanation in the **Additional Information** field, if needed.
7. To save the comment, select .
8. Repeat the process for all comments/conversations in the form to be marked as complete.

The comments/conversations will disappear, and the data asset can now be processed as complete. All *Submission Uploaders* from the health service will receive notification via email of the data that has been excluded.


 If you have processed a data asset and then decide that certain data within the data asset needs to be excluded, you are still able to go into the form within the data asset, add a new comment and select the data values to be excluded, provided the reporting round has not yet been *Finalised*. Once the reporting round is *Finalised*, you can't make any further changes to data assets within that reporting round.

## Add a New Comment to Exclude a Health Service's Data

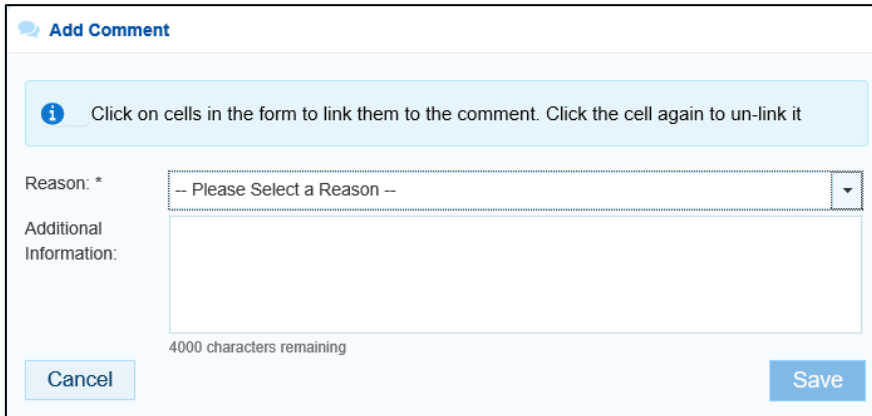
When reviewing data assets submitted for processing by health services, there will be times when you need to exclude certain data in the form. If there is an existing comment in the indicator/section to be excluded, then this comment can be used to exclude the necessary data. For more information, see [Mark a Comment/Conversation as Complete and Exclude Data if Needed](#) above.


If, however, there is no existing comment in the indicator/tab to be excluded, or you wish to exclude the data after the data asset has been set to *Processed*, you can exclude the data by adding a new comment to the indicator in question and selecting the applicable exclusion status.

The following procedure is used to add a new comment to a form for a health service to flag data for exclusion.

1. Ensure the applicable data asset form is displayed.
2. Open the indicator/tab to be excluded.
3. Navigate to the **Notifications Tray**.
4. To add your comment, select  at the top of the **Notifications Tray**.

The Add Comment window will display.



5. Select  in the **Reason** field and select **Excluded results**.
6. If needed, enter a comment in the **Additional Information** field explaining why the data in the selected cells is to be excluded.


7. To save the comment, select .

The new comment will display in the *Notifications Tray* and can now be marked as complete, so the data is excluded as required. For more information, see [Mark a Comment/Conversation as Complete and Exclude Data if needed](#) above.

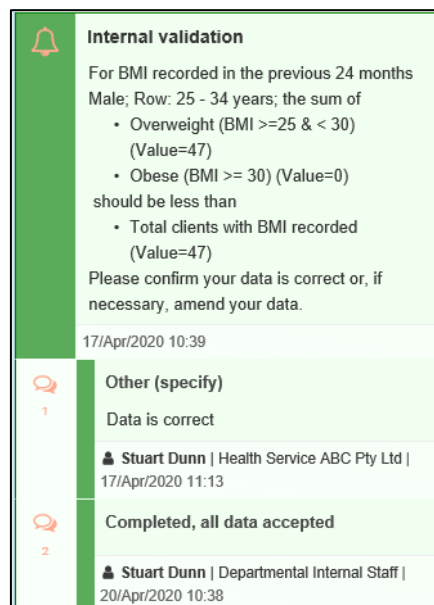
## View/Change Completed Comments and Conversations

When a comment or conversation is marked as complete in a data asset's form, it disappears. If required though, you can view those completed comments/conversations, change the completion details, and even mark them as "not complete" if you wish to bring them back into view permanently.

The following procedure is used to view a completed comment/conversation in a data asset's form in the Data Portal, as a *Data Receiver*.

1. Ensure the applicable data asset form is displayed.
2. Open the indicator/tab you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.
4. To view all "completed" comments, select  and then select **Show Completed comments**.

Any comments that have previously been marked as complete will now be visible.



The comment/conversation can now be read and actioned as needed.


### To mark the conversation as "not complete":

- i. In the **Notifications Tray**, select .



The Mark as Not Complete window will display.

5. In the **Additional Information** field, enter the reason the completed conversation is being set to “not complete”, if needed.



The selected comment/conversation has now been returned to view in the *Notifications Tray* of the indicator/tab.


 Only those comments/conversations the user has previously been able to see will be returned when the user selects *Show Completed comments* in the *Notifications Tray*. For example, if you have not previously been involved a particular internal conversation conducted by a health service, you will not be able to view this conversation.

**To change the completion details of the conversation:**

- i. In the *Notifications Tray*, select  and then select **Show Completed comments**.
- ii. Select  next to the conversation.

The Mark as Complete window will display.

- iii. To change the completion details, select  in the **Reason** field and select the applicable reason from the drop-down list. If all the data in the indicator is to be accepted, select **Completed, all data accepted**. If the data to be excluded from the indicator is only to be excluded from national reporting, select **Completed, data excluded from national reporting only**. If the data is to be excluded from both national and service-level reports, select **Completed, data excluded from organisational level and national reporting**.
- iv. Enter an explanation in the **Additional Information** field, if needed.
- v. To save the comment, select .

- 
- vi. To remove the completed conversation from view again, select  and then select **Show Completed comments**.


## Download a Data Asset's Data Validation History

When working with data assets in the Data Portal, there may be times when you wish to see a full history of all the data validation issues that were generated for a particular data asset. As data validation issues are resolved in the Data Portal as part of the data asset submission workflow process, they disappear from the data asset form, so it isn't easy for those interacting with the data asset to see all the issues that have been raised.

With this in mind, being able to download the data validation history for a data asset in the Data Portal allows any Data Portal users with the applicable access to be able to see what kind of data validation issues were encountered when working with the data asset and how many of these issues were generated. It also allows the user to see exactly how each issue was resolved and by whom.

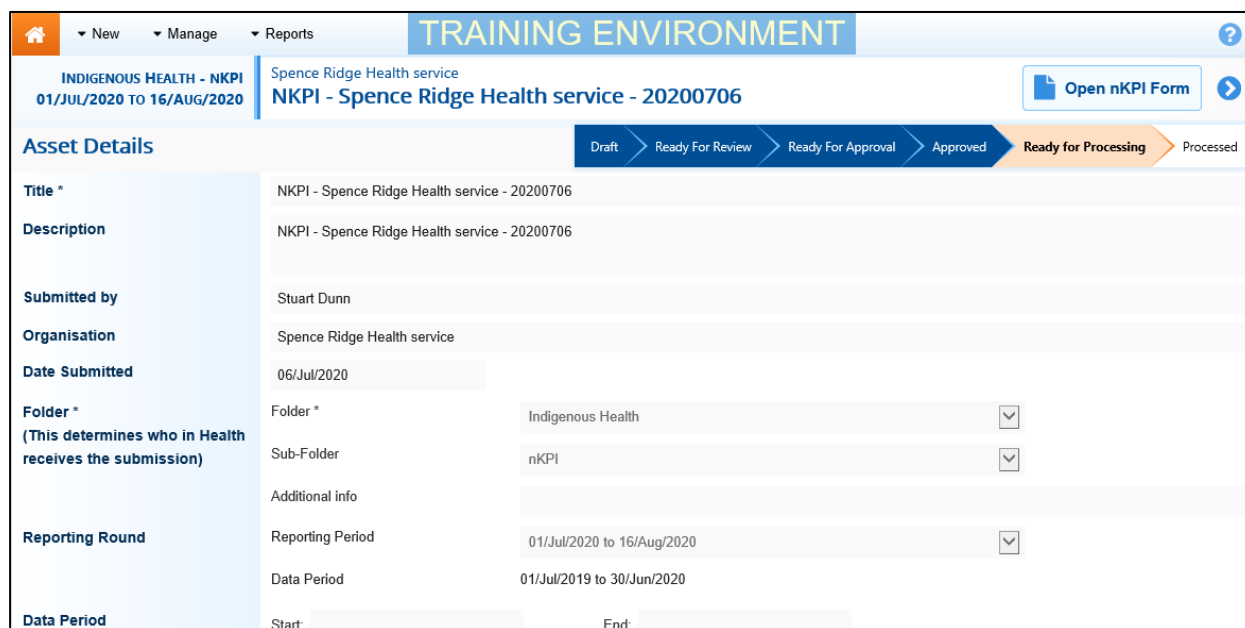
The following procedure is used to download the data validation history report for a particular data asset.



1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset you wish to see the data validation history for.

 For more information on how to search for a data asset, see [The Search and Action Section \(2\)](#) of [Introduction to the Data Portal Home Screen](#).

3. In the **Data Assets** section of the Data Portal home screen, select the data asset.

The Data Asset Details screen will display.



4. To download the data validation history report for the selected data asset, scroll down to the **Files** section of the screen and select  in the **Action** column.
5. From the Download tray  that now displays in the top right-hand side of your browser, select the spreadsheet that has just been downloaded.

The Data Validation History report will now open in Microsoft Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
#####	Y	Internal v: NKPI01An For Row: f For Row: Number of babies; <ul><li>With birth weight recorded (all live births) (Value=35)</li></ul> should not be more than <ul><li>Total babies born (Value=34)</li></ul>Please amend your data or provide a comment.																							
#####	Y	Internal v: NKPIData: All fields : All fields are required Please amend your data or provide a comment.																							

The Data Validation History report displays the following information:

- **Created** - The date the data validation issue was generated (column needs to be expanded for the date to be seen)


- **Error Resolved** – Whether or not the data validation issue has been resolved by the user either amending the values associated with issue or responding to the issue
  - **Validation Type** – Lists the type of validation issue – examples are *Internal validation* and *Time trend variation*.
  - **Page** – The indicators the data validation issues appeared in.
  - **Original Message** – The data validation flag that first displayed when the issue was generated
  - **Final message** - The data validation flag that displayed when the issue was resolved
  - **Who responded** – Where a response was added to a data validation flag, this column will list who entered the response
  - **Comment Reason** – The reason selected from the drop-down list when the response was added
  - **Comment Text** – The content of the response added by the user
6. Use/save the data validation history report in Microsoft Excel as required.

## Print or PDF a Form

There may be times when you need to print or PDF a completed nKPI or OSR form from within a data asset in the Health Data Portal.

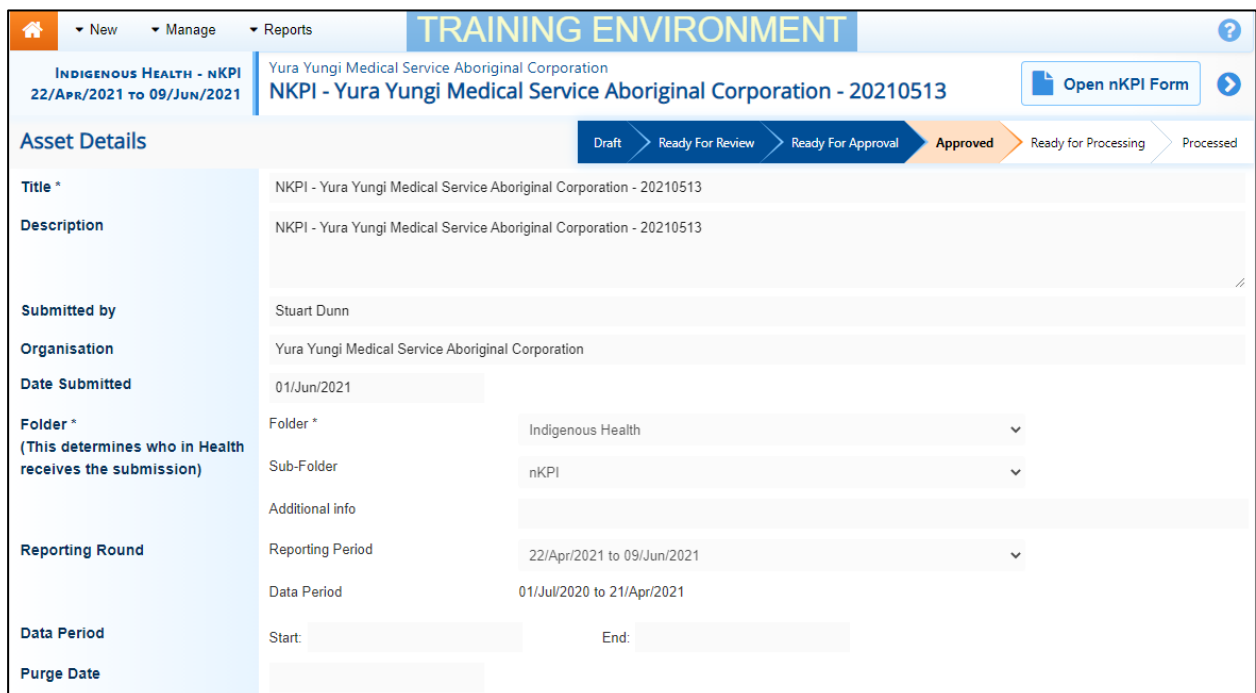
The following procedure is used to print a form in the Data Portal.



1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, search for the data asset containing the form to be printed.

 For more information on how to search for a data asset, see [The Search and Action Section \(2\)](#) of [Introduction to the Data Portal Home Screen](#).

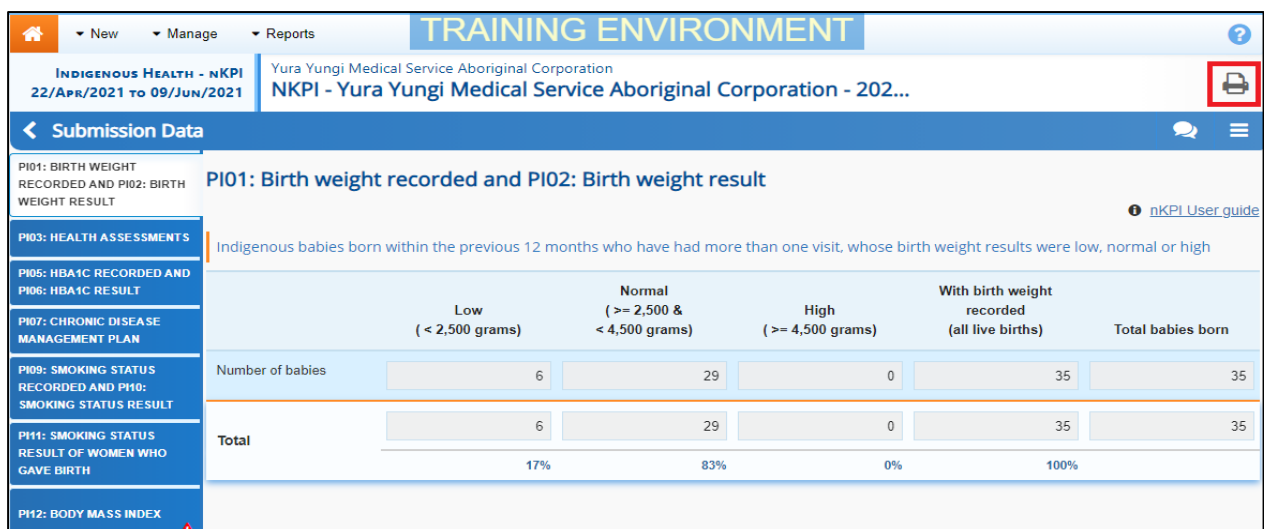
3. In the **Data Assets** section of the Data Portal home screen, select the data asset.

The Data Asset Details screen will display.





4. To open the form to be printed, select either  or  at the top of the screen.

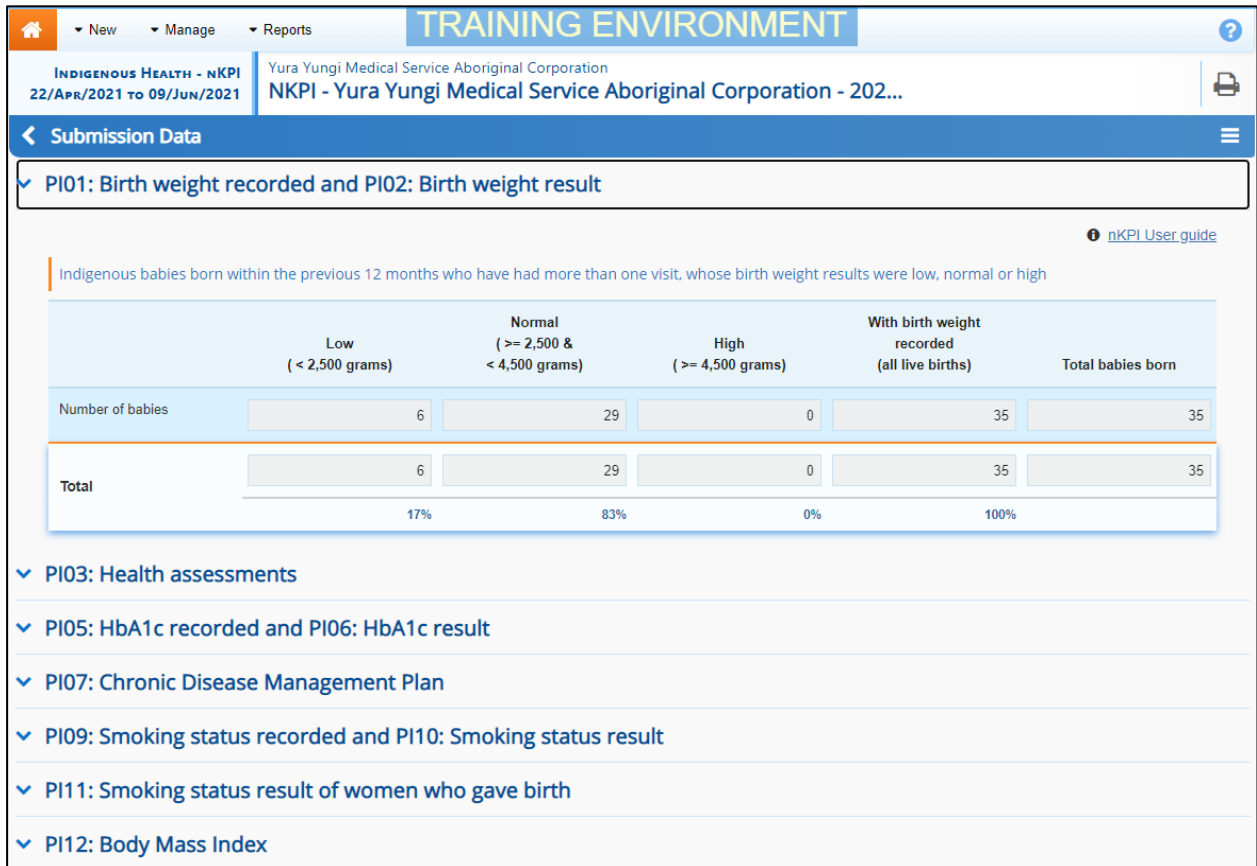
The Submission Data screen will display with the Print button available in the top right-hand corner.



	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

5. To print the data for an individual indicator/tab, select the indicator/tab from the left-hand side of the screen and then select .
6. To print the entire form, or more easily print multiple sections, select  in the top right-hand corner of the screen and then select **Summary View**.

The *Summary View* will display all the indicators/sections, defaulted as collapsed (except for the section you previously had open) on the one screen.






The screenshot shows a web application interface for reporting Indigenous Health data. The header includes navigation options (New, Manage, Reports) and a 'TRAINING ENVIRONMENT' banner. The main content area is titled 'Submission Data' and displays a list of indicators, with 'PI01: Birth weight recorded and PI02: Birth weight result' expanded. Below this, a table provides a breakdown of birth weight results for babies born within the previous 12 months who have had more than one visit.


	Low ( < 2,500 grams)	Normal ( >= 2,500 & < 4,500 grams)	High ( >= 4,500 grams)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35
<b>Total</b>	6	29	0	35	35
	17%	83%	0%	100%	

Below the table, a list of other indicators is shown, all collapsed:

- PI03: Health assessments
- PI05: HbA1c recorded and PI06: HbA1c result
- PI07: Chronic Disease Management Plan
- PI09: Smoking status recorded and PI10: Smoking status result
- PI11: Smoking status result of women who gave birth
- PI12: Body Mass Index

7. Expand the indicator(s)/sections to be printed by selecting  next to each section.


 To expand all the indicators/sections at once so the whole form can be printed, select  at the top of the screen and then select **Expand all tabs**.

8. Once all the required indicators/sections have been expanded, to print the form, select . The Print window will display.

9. To continue, select the printer you wish to use.

10. To print the form, select .

The selected elements of the form will now be printed at the selected printer.

 Please note the form will be very long when printed in its entirety. It may be worth printing individual indicators where possible.

## Manage User Profiles

Although most user administration will be done by the AIHW *User Administrator*, there are some tasks AIHW users will be able to carry out themselves when it comes to managing their user profiles in the Data Portal.


End users will be able to do the following as part of managing their user profiles in the Data Portal:

- Request an alternate user profile, and
- Switch user profiles.

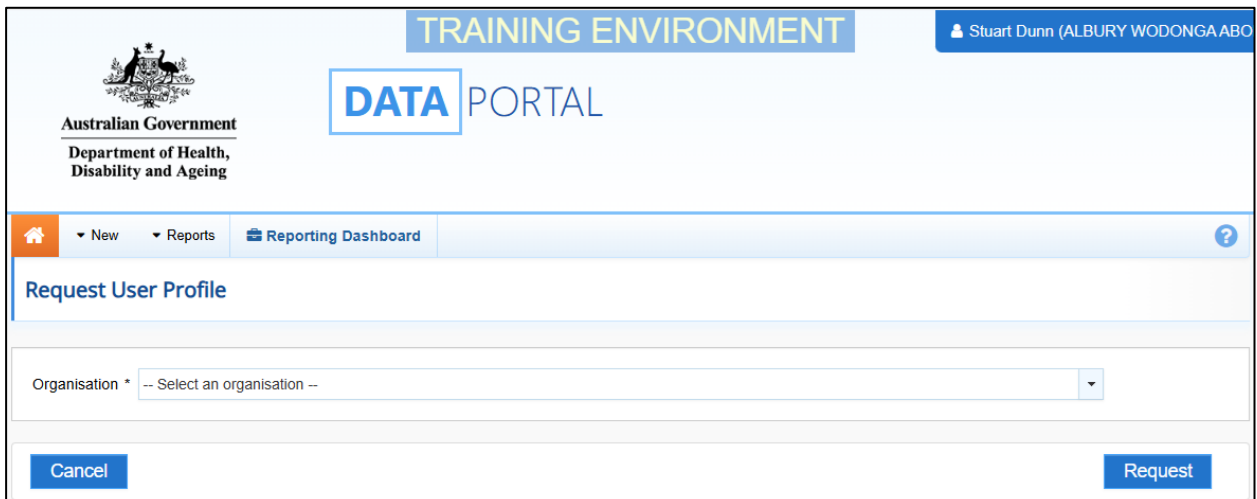
### Request an Alternate User Profile


When an AIHW user has a profile created for them in the Data Portal, they will “belong” to the AIHW. If they need to assist a health service with their data though, they can request the creation of a user profile in that health service by the health service’s *User Administrator*.


The following procedure is used to request an alternate user profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. On the Data Portal home screen, select  next to your name in the top right-hand corner of the screen and select **Request New Profile** from the list that displays.

The Request User Profile screen will display.



3. Select  in the **Organisation** field and select the health service you wish to request an alternate user profile for, from the drop-down list that displays.

 The **Organisation** drop down list contains a search field in which you can enter the name of the health service to refine the list. Alternatively, you can just scroll down the list.


4. Once you have selected the applicable health service, select .

Your request for an alternate user profile has now been submitted to the *User Administrator* for the nominated health service. When the *User Administrator* actions your alternate user profile request, you will receive an email informing you of the outcome.

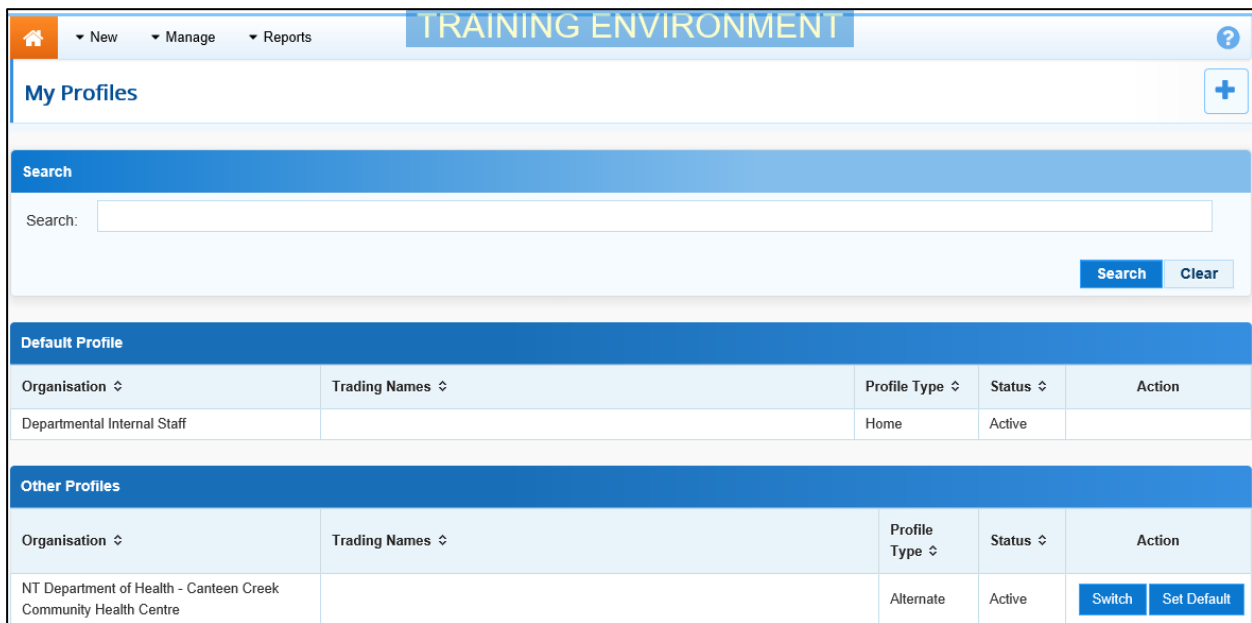
## Switch User Profiles

If you have multiple profiles in the Data Portal, you can easily switch between these profiles as required, depending on the organisation you are working on behalf of in the Data Portal at the time.

The following procedure is used to switch user profiles in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. On the Data Portal home screen, select  next to your name in the top right-hand corner of the screen and select **My User Profiles** from the list that displays.


The My Profiles screen will display, showing your default profile (the one currently in use) along with any other profiles that have been created for you.






Default Profile				
Organisation	Trading Names	Profile Type	Status	Action
Departmental Internal Staff		Home	Active	

Other Profiles				
Organisation	Trading Names	Profile Type	Status	Action
NT Department of Health - Canteen Creek Community Health Centre		Alternate	Active	<a href="#">Switch</a> <a href="#">Set Default</a>

3. To switch to an alternate profile, select  in the **Action** column of the profile you wish to use.
4. You can now perform the activities permitted by the selected alternate user profile.
5. To return to your original user profile, just repeat the steps above.

 Performing the above steps will activate the selected profile for your current session only and your default profile will be restored the next time you log in to the Data Portal. To set one of your alternate profiles as your default profile, select  next to the profile you wish to use instead of .

## Manage User Records (User Administrators)

In the Data Portal, AIHW *User Administrators* will have the ability to add and maintain user records for other users within the AIHW.

Certain users within each the AIHW will be given the *User Administrator* role in the Data Portal, which will allow them to:

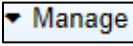
- Add roles and folders to user profiles for AIHW users as they register in the Data Portal.
- Action user profile creation requests for users in other organisations who request a profile be created in the AIHW.
- Add and remove roles and folders to and from their own user profile as required to allow them to perform the required roles for the AIHW.

## Update User Profiles

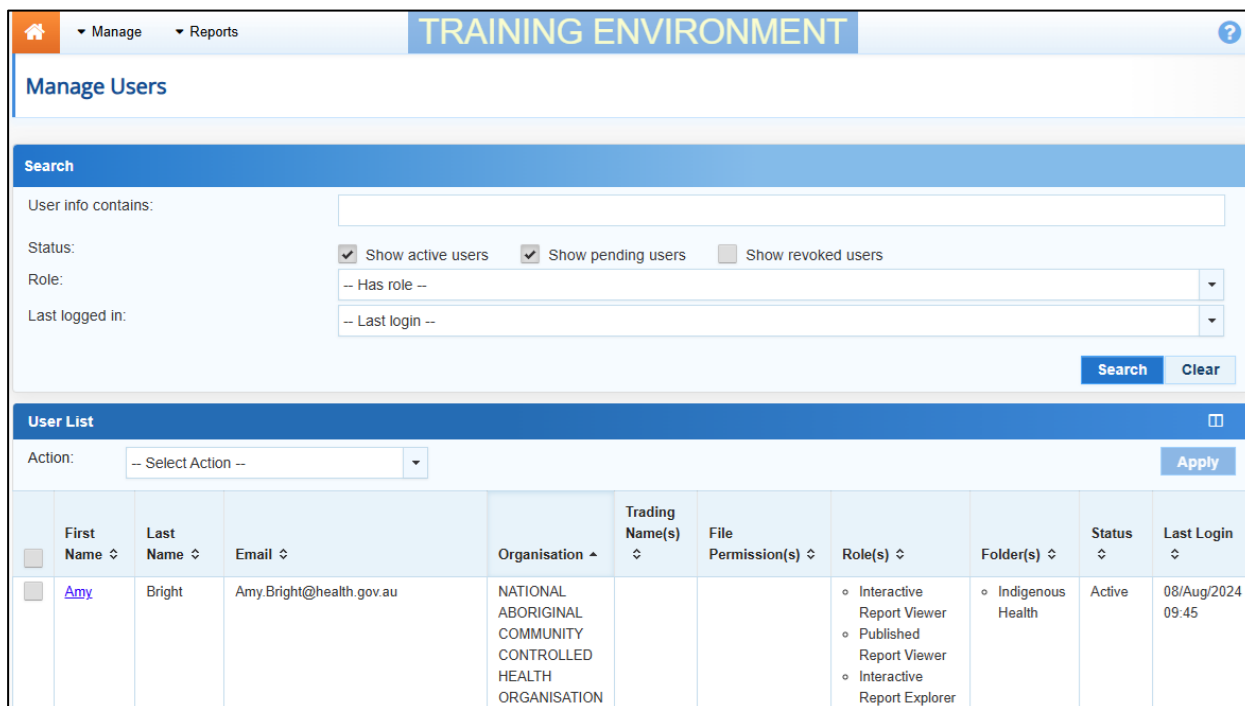
If you are a *User Administrator* for the AIHW, you will be able to make changes to user profiles in the Data Portal for other users in the AIHW.

When a user registers in the Data Portal and has a profile automatically created for them, they will not have any roles or have access to any folders - you need to set this up for them as a *User Administrator* for the AIHW.

The following procedure is used to update a user's profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. From the Data Portal home screen, select  and then **Users**.


The Manage Users screen will display, listing all the registered users within the AIHW.



	First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
<input type="checkbox"/>	Amy	Bright	Amy.Bright@health.gov.au	NATIONAL ABORIGINAL COMMUNITY CONTROLLED HEALTH ORGANISATION			<ul style="list-style-type: none"> <li>Interactive Report Viewer</li> <li>Published Report Viewer</li> <li>Interactive Report Explorer</li> </ul>	<ul style="list-style-type: none"> <li>Indigenous Health</li> </ul>	Active	08/Aug/2024 09:45

3. If you need to search for the user whose profile is to be updated, enter the user's name (first name, last name or both), in the **Only show Users containing** field.



Alternatively, you can select  in the header of the required column (for example **Last Name**) to find the required user's record.

4. To search for the user's record once you have entered the required search criteria, select



A list of matching users will display.

The screenshot shows the 'Manage Users' page. At the top, there are navigation tabs for 'Manage' and 'Reports', and a 'TRAINING ENVIRONMENT' banner. Below the banner is the 'Manage Users' title. A search section contains a text input with 'summer', and checkboxes for 'Show active users' (checked), 'Show pending users' (checked), and 'Show revoked users' (unchecked). There are also dropdown menus for 'Role' and 'Last logged in'. A 'Search' button and a 'Clear' button are at the bottom right of the search section. Below the search section is the 'User List' section, which has an 'Action' dropdown set to '-- Select Action --' and an 'Apply' button. The user list table has the following data:

	First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status	Last Login
<input type="checkbox"/>	<a href="#">Andrew</a>	SUMNER	Andrew.SUMNER@Health.gov.au	NATIONAL ABORIGINAL COMMUNITY CONTROLLED HEALTH ORGANISATION			<ul style="list-style-type: none"> <li>Interactive Report Explorer</li> <li>Interactive Report Developer</li> <li>Published Report Viewer</li> </ul>	Indigenous Health	Active	05/Aug/2025 09:05

5. To display the details for the selected user, select the first name link for the user.

The User Details screen for the selected user will display.

The screenshot shows the 'User Details' page for Andrew SUMNER. At the top, there are navigation tabs for 'Manage' and 'Reports', and a 'TRAINING ENVIRONMENT' banner. Below the banner is the title 'Departmental Internal Staff Andrew SUMNER' with a pencil icon for editing. The user details are as follows:

- Name: Andrew SUMNER
- Organisation: NATIONAL ABORIGINAL COMMUNITY CONTROLLED HEALTH ORGANISATION
- Trading Names:
- Home Organisation: Departmental Internal Staff
- Home Organisation Trading Names:
- Home Organisation User ID: sumnan
- Default Profile: No

Below the details is the 'Contact Information' section with a note: 'You may only edit your own contact numbers.' It contains input fields for 'Contact Number 1', 'Contact Number 2', and 'Email \*' (which is pre-filled with 'Andrew.SUMNER@Health.gov.au').

6. To open the user's profile for updating, select at the top of the screen.

The User Details screen will update so the user's profile can be updated.

The screenshot shows a web interface for managing user records. At the top, there is a navigation bar with 'Manage' and 'Reports' menus, and a 'TRAINING ENVIRONMENT' banner. The user's name 'Andrew SUMNER' is displayed, along with an 'EDITING' button. Below this, a list of user details is shown: Name (Andrew SUMNER), Organisation (NATIONAL ABORIGINAL COMMUNITY CONTROLLED HEALTH ORGANISATION), Trading Names, Home Organisation (Departmental Internal Staff), Home Organisation Trading Names, Home Organisation User ID (sumnan), and Default Profile (No). A 'Contact Information' section contains a note 'You may only edit your own contact numbers.' and fields for Contact Number 1, Contact Number 2, and Email (Andrew.SUMNER@Health.gov.au). A 'Role(s)' section at the bottom has a single checkbox for 'Uploader of data assets for submission'.

7. In the **Roles** section, select the relevant check box(es) to add the applicable roles to the user's profile.

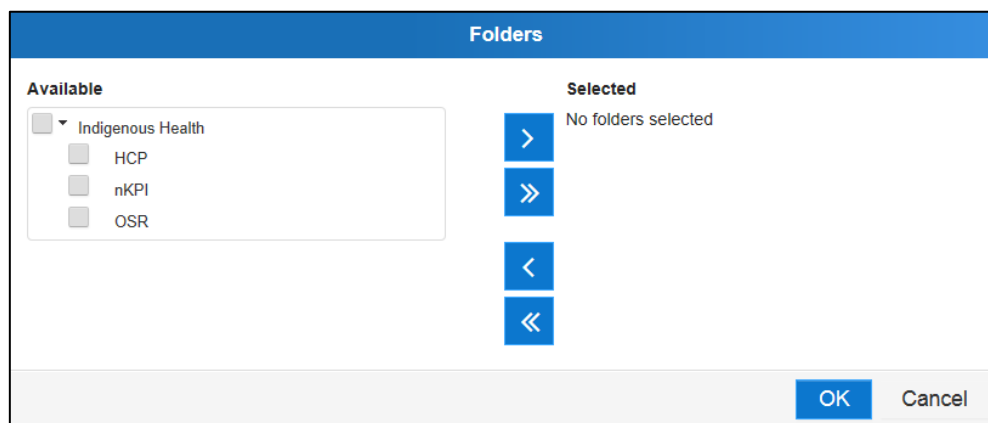
This close-up shows the 'Role(s)' section with a list of roles and their corresponding checkboxes:


- Uploader of data assets for submission
- Reviewer of data assets for submission
- Approver of data assets for submission
- Receiver of data assets for submission
- User Administrator
- Interactive Report Viewer
- Interactive Report Developer
- Viewer of Processed Data in submission


The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Receiver of data assets for submission* role (known as *Data Receiver*) they will be able to process data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users, however, unless they were also given the *Approver of data assets for submission* (*Submission Approver*) role.

8. In the **Folders** section, select .

The Folders window will display.

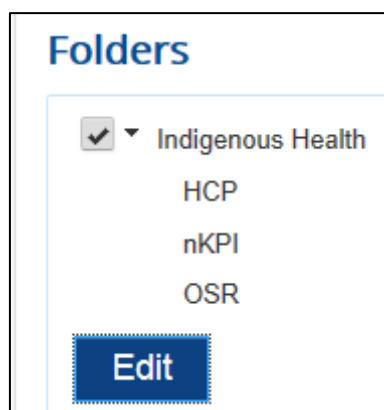




9. In the **Available** section on the left-hand side of the window, select the **Indigenous Health** check box.
10. If the user doesn't work with all these data types, simply deselect the relevant check box(es).
11. To add the selected folders to the user's profile, select .


 Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

12. To continue, select .

The User Details screen will again display, and the selected folders will be now listed for the user.



 In the **User Status** field at the bottom of the screen, you can select  and select either **Pending** to delay activating the user's profile or **Revoked** if the user's profile needs to be deactivated for some reason.

13. To save the changes to the user's profile, select .

The Save Changes window will display.

14. In the Save Changes window, select .

The changes to the details will be applied to the user's profile.

## Update Your Own User Profile

As a *User Administrator* in the Data Portal, you can update your own profile in addition to updating profiles for other users within the AIHW.

The following procedure is used to update your own user profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed.
2. Select  next to your name in the top right-hand corner of the screen and select **Manage My User Profile** from the list that displays.

The User Details screen will display.

Manage

TRAINING ENVIRONMENT


Departmental Internal Staff  
Stuart Dunn

Name: Stuart Dunn  
Organisation: AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE  
Trading Names:  
Home Organisation: Departmental Internal Staff  
Home Organisation Trading Names:  
Default Profile: No

**Contact Information**

Contact Number 1  
Contact Number 2  
Email \* Stuart.Dunn@health.gov.au

**Role(s)**

3. To edit your user details, select  at the top of the screen.

The User Details screen will update so your profile can be edited.

Manage

TRAINING ENVIRONMENT

Departmental Internal Staff  
Stuart Dunn

EDITING

Name: Stuart Dunn  
Organisation: AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE  
Trading Names:  
Home Organisation: Departmental Internal Staff  
Home Organisation Trading Names:  
Default Profile: No

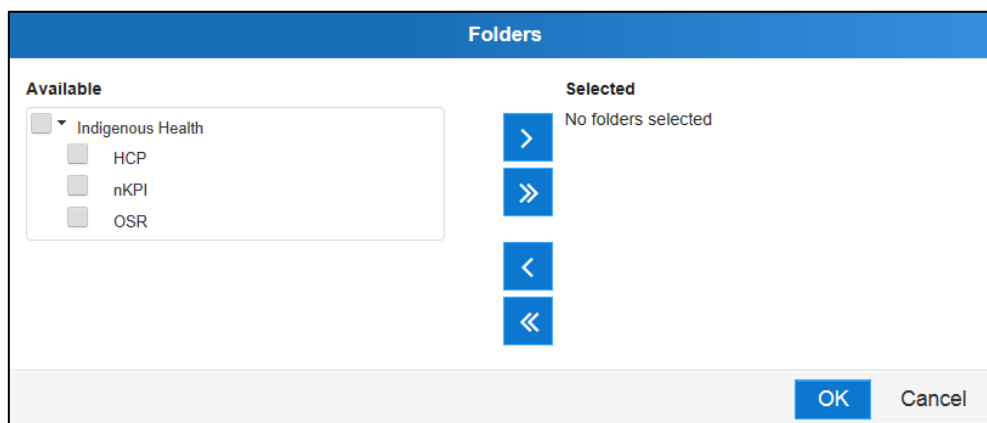
**Contact Information**



Contact Number 1 \* -- Choose type --  
Contact Number 2 \* -- Choose type --  
Email \* Stuart.Dunn@health.gov.au

**Role(s)**

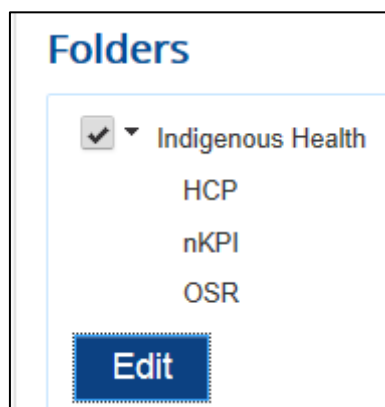
4. In the **Role(s)** section, select or deselect the relevant check box to add or remove a role to/from your user profile.
5. In the **Folders** section, select .


The Folders window will display.



6. In the **Available** section on the left-hand side of the screen, select the **Indigenous Health** check box.
7. If you don't work with all these data types, simply deselect the relevant check box(es).
8. To add the selected folders to your profile, select .
9. To continue, select .

The User Details screen will again display, and the selected folders will be listed.



10. To save the changes to your profile, select .

The Save Changes window will display.

11. In the Save Changes window, select .

The changes will be applied to your user profile.