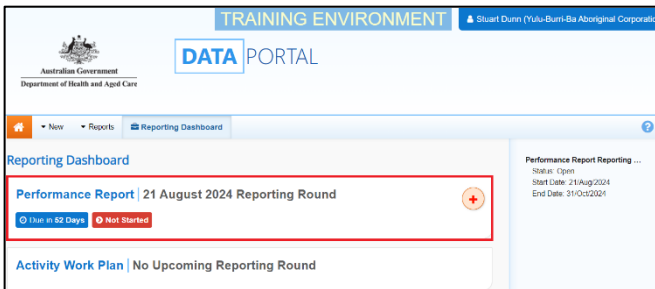





To use the offline form function to complete your *IAHP PHC Performance Report*, as a *Submission Uploader*:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

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



3. To commence the creation of your *IAHP PHC Performance Report*, select  to the right of the **Performance Report** reporting round text in the **Reporting Dashboard** (as highlighted above in red).

The IAHP PHC Performance Report form will display.

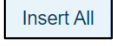



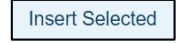
To use the Previous submission reference function and export the offline form:

Before you export the offline Word version of your *IAHP PHC Performance Report*, you should go through each of the sections of the form and add any relevant information as needed.




- a. To start, select the **PHC Service Delivery** tab.

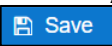
The *PHC Service Delivery* tab will display and all the PHC Service Delivery objectives you completed in your 2024/25 AWP will display, ready for you to enter your progress against.

- b. To use the information you entered in the 2024/25 IAHP PHC AWP as part of your response, select the **Response from 2024/25 Activity Work Plan** heading for the first objective, and select .

 If you only want to add part of your AWP information, select the applicable text in the *Response from 2024/25 Activity Work Plan* section and select .


- c. Repeat the process for each selected objective that has come across from your 2024/25 AWP.

 If you have made progress against objectives not selected in your AWP, select either  or  and enter the required information.

- d. To save your selections, select  at the bottom of the form.


- e. To continue, select the **Supporting PHC Delivery** tab.

- f. Insert the information you entered in your 2024/25 AWP using the *Response from 2024/25 Activity Work Plan* section as you did on the *PHC Service Delivery* tab.


- g. To save your selections, select  at the bottom of the form.

- h. Repeat this process for all other applicable sections of the form as needed.

Once you have used the information in the *Response from 2024/25 Activity Work Plan* section as needed to commence your Performance Report, you are ready to create the offline Word version of the form.

- i. To do this, select  on the blue *Submission Data* bar at the top of the form.


The Health Data Portal will now create the offline version of the form.

- j. To open the offline form once it has finished downloading, select  in the top right-hand corner of your web browser and select the Word document that displays in the menu.




The offline version of your *IAHP PHC Performance Report* form will display, ready for you to complete in Word as needed.


- k. You can now complete the offline Word version of the form as needed, collaborating with others within your service as required.

 DO NOT change the name of the offline Word version of your *IAHP PHC Performance Report* form as, if you do, you will not be able to import it back into the Data Portal once it has been updated.

To import the completed offline form:

- a. When you have completed the offline Word version of the form and are ready to upload the completed form to your *IAHP PHC Performance Report* form within the Health Data Portal, open your *IAHP Performance Report* form in the Data Portal and select .

The Import Offline Form window will display.

- b. To continue, select .


The Import Offline Form window will display.

- c. To continue, select .

The Open window will display.


- d. Navigate to the completed offline form and then double-click on it to select it.


A message will display telling you the form has been imported into the Data Portal.

- e. To continue, select .



Your *IAHP PHC Performance Report* form will display and is now populated with the information you entered in the offline version of the form.

- f. You can now complete the rest of the *IAHP PHC Performance Report* form in the Data Portal as needed, updating the information as you go, if required.

 If applicable, you will need to complete the *Income and Expenditure* and *General Upload* tabs in the *IAHP PHC Performance Report* Portal form as normal, as you can't upload documents through the offline version of the form. You will also need to make any changes required to the *Implementation Plan Goals* tab in the Data Portal version of the form.

- g. Once you have completed the form and are ready to send it through the submission workflow process as normal, select  at the bottom of the form.

You can now send your *IAHP PHC Performance Report* form for review or approval as needed.

 You can export your offline *IAHP PHC Performance Report* form from the Data Portal at any time using . You may wish to do this, for example, at the end of the reporting round once your report is complete, if you like to keep a hard copy record of your reports. This would replace the PDF you previously generated from the Data Portal.