

Department of Health and Aged Care

To extract a report containing a history of all the data validation flags in your nKPI submission, along with their accompanying responses, in the Health Data Portal:

- 1. Open the Health Data Portal through <u>Health Data Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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



3. In the Reporting Dashboard, hover your mouse pointer to the right of the nKPI reporting round text, select (...) and then select **Open Data Asset**.

The Data Asset Details screen will display.

🕋 🔹 New 🔹 Manage 🗣	Reports 🚔 Reporting Dashboar	d			0
INDIGENOUS HEALTH - NKPI 04/Fer/2021 to 28/Fer/2021	Culcairn Health Service NKPI - Culcairn Health Se	ervice - 20210205		Dpen nKPI Form	<i>i</i> 0
Asset Details		Revision Required Ready For Review Read	y For Approval Appr	oved Ready for Processing	Processed
Title *	NKPI - Culcaim Health Service - 20210205				
Description	NKPI - Culcaim Health Sen/ce - 20210205				
Submitted by	Stuart Dunn				
Organisation	Culcaim Health Service				
Date Submitted	08/Feb/2021				
Folder* (This determines who in Health receives the submission)	Folder*	Indigenous Health		~	
	Sub-Folder	nKPI		~	
	Additional info				
Reporting Round	Reporting Period	04/Feb/2021 to 28/Feb/2021		~	
	Data Period	01/Jul/2020 to 03/Feb/2021			
Data Period	Start.	End:			
Data Sharing					
Do you agree to share your finalised processed NKPI data (includes current and previous reporting periods) with National Aborginal Community Certrolled Health Organization (NACCHO) for the purpose of policy development, research and summary feedback and support to organisation?			• Yes 🔘 No	D	
Do you agree to share your finalised processed NRPI data (includes current and provious reporting periods) with Aboriginal Health and Medical Research Council of NSV (HBMRC) for the purpose of policy development, research and summary feedback and support to arranisations?			• Yes 🕜 No	0	

 To extract the data validation history report, in the **Files** section of the screen, in the **Actions** column, select .

The report has now been added to $\stackrel{\text{\tiny to}}{=}$ in the top right-hand corner of your browser.

5. To continue, select $\stackrel{\checkmark}{\rightharpoonup}$ and select the Excel report from the list that displays.

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

Extract the Data Validation History Report for your nKPI Submission

This report will contain the following information:

- The type of data validation issue appearing,
- The indicator each data validation issue applies to,
- The applicable data validation flag text,
- The name of the user who responded to each of the data validation flags,
- The reason the user selected when responding to a flag, and
- The content of the response.
- 6. Now you can save and/or use the data validation history report as needed.

In order to see all the required information in the Excel report, you will need to expand some of the columns in the report.