# Initiate Exception Reporting (Data Receiver) Screencast – Accessible Version

Introduction

Welcome to the *Initiate Exception Reporting (Data Receiver)* screencast.

This screencast will show you how to progress a data asset from the status of *Submission Approved* to *Ready for Processing*, and then return the data asset for amendment, as part of exception reporting, to the health service that submitted the data asset.

Exception Reporting Overview

Once a data asset has been approved by the health service’s CEO or representative, it will be sent to either the AIHW (nKPI and OSR) or the Department of Health and Aged Care (HCP) for processing. To action the data asset in the Data Portal, the AIHW or Health and Aged Care officer needs to have the *Data Receiver* role. If, upon review of the data asset, the *Data Receiver* identifies anomalies in the data being reported on, they should initiate the exception reporting process by adding comments regarding the anomalies in the attached form and sending the data asset back to the health service for amendment. The first step of initiating the exception reporting process in the Data Portal is to update the status of the data asset to *Ready for Processing,* 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 so the data asset can be processed.
Note: If the information in the data asset is correct, and no exception reporting is needed, the *Data Receiver* can process the data asset to complete the data asset submission process.

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

To be eligible for processing, the data asset’s status will need to be *Submission Approved*. You then need to change the status of the data asset so you can add explanatory comments to the relevant sections of the form.

1. To update the status of the data asset to *Ready for Processing*, search for and select the data asset to be updated.

Data assets matching your search criteria will then display in the *Data Assets* section of the screen.

1. Select the data asset to be updated.
2. To change the status of the data asset, select the **Change** **Status** button at the top of the Data Asset Details screen.

The data asset needs to be set to *Ready for Processing* to allow you to examine the data asset and the attached form and add any required comments.

1. To do this, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Ready for Processing*.
2. To continue, select the **Ready for Processing** button.

Step 2 – Add Comments to the Data Asset and Return it to the Health Service for Amendment

The data asset’s status has changed to *Ready for Processing,* and you can now initiate the exception reporting process, if required, by adding comments to the data file and returning the data asset to the health service for amendment.

1. From the Data Portal home screen, select the data asset (its status will be *Ready for Processing).*

Once a data asset has the status of *Ready for Processing*, its file can be edited and returned to the health service for amendment, as required.

1. To add comments to the attached form, select the applicable **Open Form** button at the top of the Data Asset Details screen.

You can review the data in the form, noting that any issues with the data identified as part of the automated data validation process will be detailed in the *Notifications* *Tray* for those indicators with data validation issues.

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

1. To add a comment, select the **Respond** button next to the data validation flag in the **Notifications** **Tray**.
2. In the **Reason** field that displays, select the **down arrow**, and select the reason you are making the comment.
3. In the **Additional Information** field, enter your comment.
4. To continue, select the **Save** button.
5. To return to the Data Asset Details screen, select the **Close** button at the bottom of the form.
6. Select the **Change Status** button.
7. To send the data asset back to the health service’s *Submission Uploader* for amendment, select the **down arrow** in the **Action** field in the Change Data Asset Status dialog box and select *Return to Uploader*

**Note:** If there were no issues with the data asset and, therefore, no need to send it back to the health service’s *Submission Uploader*, you would select *Process* to accept the data asset and its attached form.

The *Revision Due Date* field will default to a date two weeks from today. This is the date by which the health service must return the amended data asset to the *Data Receiver*.

1. Enter a comment in the **Comment** field if needed.
2. To send the data asset back to the health service for amendment, select the **Return to Uploader** button.

The data asset’s status will change to *Submission Returned to Uploader* and the health service will now need to address the comments you have made in the form before sending the data asset back through the submission approval process. **Note:** An email is sent to the health service’s *Submission Uploaders* informing them the data asset has been return to them for amendment.