



**Australian Government**

**Department of Health**

# **QLIK INTERACTIVE REPORTS FOR HEALTH SERVICES**

JANUARY 2021

[Blank Page]

## Contents

|  |          |
|--|----------|
| <b>About This Guide</b>                                | <b>5</b> |
| <b>QLIK Indigenous Health Data Interactive Reports</b> | <b>6</b> |
| Get Started with QLIK Interactive Reports              | 7        |
| Access the QLIK Interface                              | 7        |
| Work with the Components of a Report                   | 8        |
| Menu Bar   | 8        |
| Selections Bar   | 9        |
| The Title Bar  | 9        |
| The Hover Menu   | 10       |
| The Shortcut Menu                                      | 11       |
| Filter Report Data                                     | 12       |
| Make Selections/Filter Data on a Graph                 | 12       |
| Use the Selections Tool                                | 17       |
| Use the Filter Pane                                    | 20       |
| The Selections Bar                                     | 22       |
| Save Filters for Future Use                            | 23       |
| Work with Snapshots                                    | 25       |
| Take a Snapshot  | 25       |
| Edit a Snapshot  | 26       |
| Use the Exploration Menu                               | 27       |
| The Data Section                                       | 28       |
| The Sorting Section                                    | 29       |
| The Presentation Section                               | 30       |
| The Colors and legend Section                          | 31       |
| Export Data from QLIK                                  | 32       |
| Export a Graph as an Image                             | 32       |
| Export Data as a PDF Document                          | 34       |
| Export Data to an Excel Spreadsheet                    | 36       |
| Smart Search   | 38       |
| Work with Bookmarks                                    | 39       |
| Create a Bookmark                                      | 39       |
| Apply Bookmark Selections                              | 40       |
| Edit a Bookmark  | 41       |
| Search for a Bookmark                                  | 41       |
| Delete a Bookmark                                      | 41       |
| Work with Stories                                      | 43       |
| Create a Story   | 43       |
| Add New Slides to a Story                              | 45       |

|   |    |
|---|----|
| <i>Add a Snapshot to a Slide</i>  | 45 |
| <i>Add Text to a Story</i>  | 47 |
| <i>Add Shapes to a Story</i>  | 49 |
| <i>Add Effects to a Story</i>   | 50 |
| <i>Add Media Objects to a Story</i>   | 51 |
| <i>Add a Data Snapshot to a Story</i>   | 52 |
| <i>Work with Items in a Story</i>   | 53 |
| <i>Play a Story</i>   | 54 |
| <i>Duplicate a Story</i>  | 54 |
| <i>Delete a Story</i>   | 55 |
| <i>Export a Story to PowerPoint</i>   | 55 |
| <i>Export a Story to PDF</i>  | 56 |
| <a href="#">Download your nKPI Summary Report</a>                                       | 57 |
| <a href="#">Specific Indigenous Health Data Reports in the QLIK Interactive Reports</a> | 59 |
| <i>Summary Indicator Reports</i>  | 59 |
| <i>Detailed Indicator Reports – Overview</i>  | 61 |
| <i>Displaying Trial Submission Data</i>   | 63 |
| <i>Working with Filters</i>   | 64 |
| <i>Exporting Report Data</i>  | 65 |
| <i>Working with Comparison Groups</i>   | 66 |
| <i>Detailed Indicator Reports – Maternal and Child Health</i>                           | 69 |
| <i>Detailed Indicator Reports – Preventative Health</i>                                 | 75 |
| <i>Detailed Indicator Reports – Chronic Disease Management</i>                          | 86 |
| <i>The Notes and Exclusions Report</i>  | 97 |
| <i>The Data Export – My Service Report</i>  | 98 |
| <i>The Data Export – Comparison Group Report</i>  | 99 |

## About This Guide

The *QLIK Interactive Reports for Health Services* user guide has been developed for those users within Health Services who will use the QLIK Indigenous Health Data Reporting (IHDR) interactive reports to monitor how their Health Service's aggregated nKPI data is trending over time. These reports can also be used by Health Service users to compare their data to set targets, national averages and applicable comparison groups you can create themselves, comprising the Health Services you would like to compare their service's data to.

This guide will take users through how to interpret the different interactive Indigenous Health Data reports in QLIK as well as how to manipulate the data in the reports by performing functions such as filtering, creating stories and exporting data into different formats as required.



To access the QLIK IHDR interactive reports for your Health Service, you will need to be given the Interactive Report Viewer role for your Health Service in the Data Portal. To be given this role, please email [indigenousreporting@health.gov.au](mailto:indigenousreporting@health.gov.au).

## QLIK Indigenous Health Data Interactive Reports

As part of the implementation of the Health Data Portal as the tool used by Health Services to report on Indigenous Health-related data, a reporting tool known as QLIK has been introduced into the process.

The QLIK IHDR interactive reports give Health Services the ability to see their reporting data in a flexible and graphical format. Using QLIK reports allow Health Service users to see their reporting data in the context of national averages as well as against set targets and their own comparison groups. QLIK gives users the ability to filter their data so they can compare their results on a particular indicator to those of other Health Services of similar size and characteristics, for example.

Another benefit of the IHDR reports is that they provide users with access to data in a timely manner. With the introduction of QLIK, consumers of Indigenous Health Reporting data can now access the data almost immediately after a data asset has been submitted in the Health Data Portal by the Health Service.



nKPI data from **December 2014** onwards will be available in the QLIK IHDR interactive reports. This was when funding agreements were changed to allow the Department of Health to access Health Service data.

## Get Started with QLIK Interactive Reports

The Health Data Portal is integrated with the QLIK reporting tool, which provides access to online interactive reports (such as the IHDR reports) allowing users to view trends and patterns in their data and compare it with other data sets as needed. Access to QLIK interactive reports is available directly through the Data Portal, providing you have the required access.

When Health Services submit data assets in the Data Portal, the contents of these data assets are used to view and manipulate different interactive reports in QLIK.

### Access the QLIK Interface

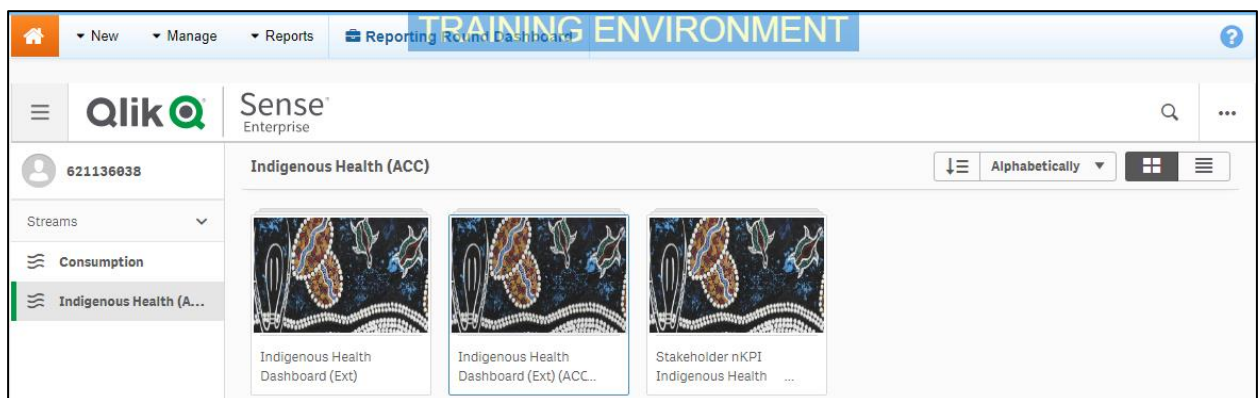
The following procedure is used to access the QLIK IHDR interactive reports.

1. Navigate to the Data Portal home screen.
2. To open the QLIK reporting interface, select **Reports > Interactive Reports** from the menu bar.



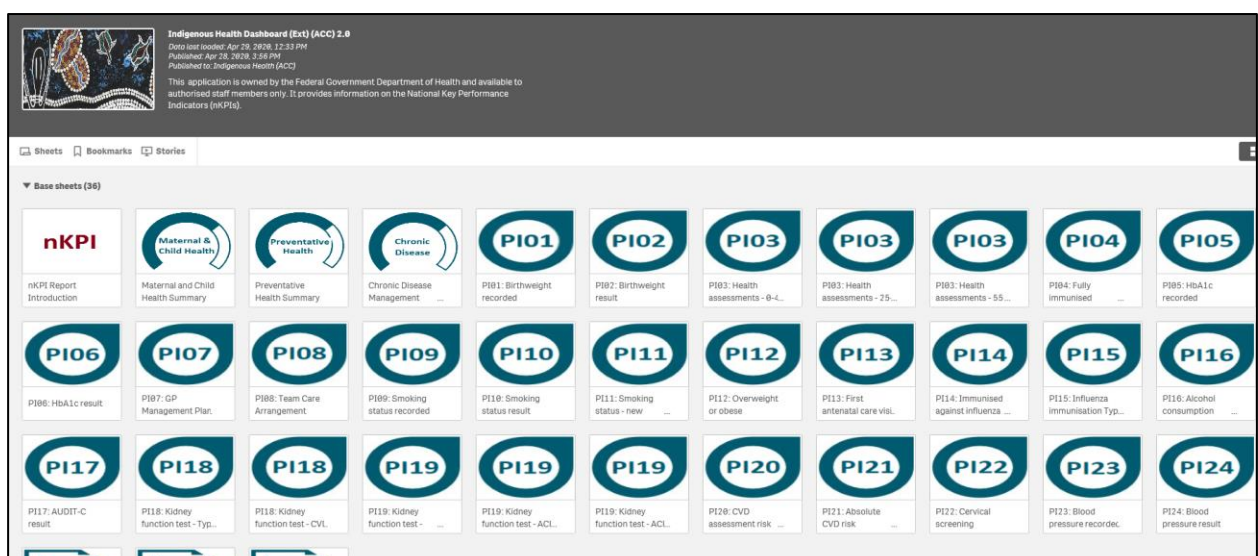
To be able to access the QLIK reporting interface, a user must have been given the *Interactive Report Viewer* role by the Department of Health.

The QLIK Sense interface screen will display.



3. To continue, select **Indigenous Health** under **Streams** on the left-hand side of the screen.
4. To access the Indigenous Health Interactive Reports, select the **Indigenous Health Dashboard (Ext)** app on the right-hand side of the screen.

The Indigenous Health Dashboard (Ext) screen will display.

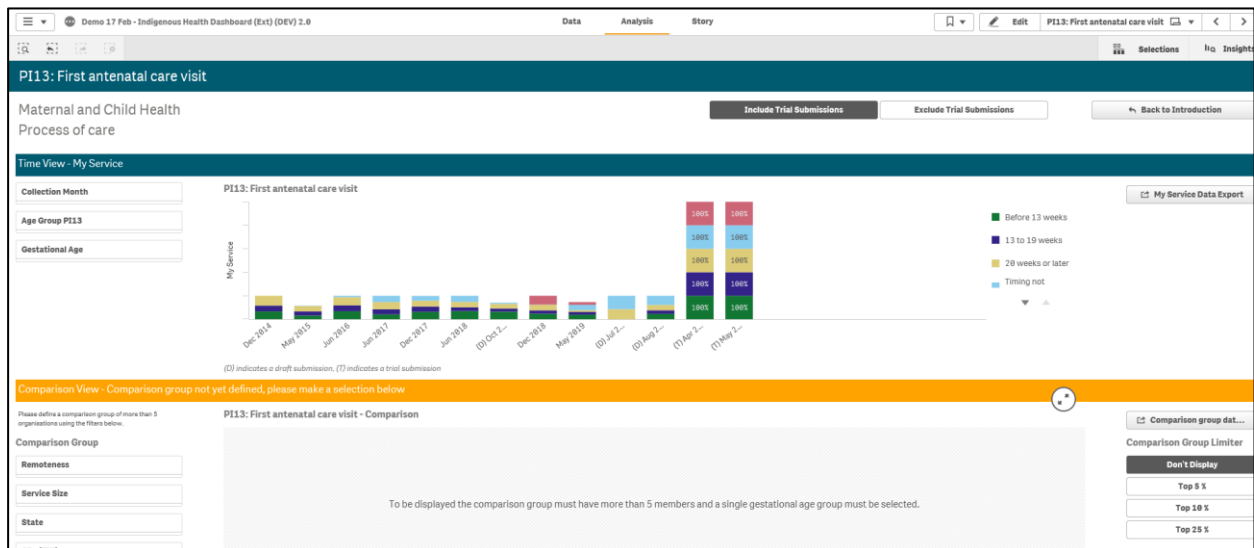


The Indigenous Health Dashboard (Ext) screen is the screen used to launch the applicable IHDR interactive report. This screen contains at least one report for each of the 24 nKPIs plus three summary reports, one for *Maternal and Child Health*, one for *Preventative Health* and one for *Chronic Disease Management*.

To launch a particular report, a user simply selects the top half of the tile for that report.

## Work with the Components of a Report

After selecting a particular report, you can view the associated indigenous health data report results in different, graphical formats.






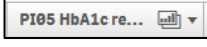

As the above example shows, the IHDR reports in QLIK are presented primarily through the use of bar charts, although there are other ways the data in QLIK can be presented.

In addition to the results for the selected report, each report contains a:

- Menu Bar
- Selections Bar, and
- Title Bar

## Menu Bar







The *Menu Bar* in each report provides access to the following functions:

- Select  to export the selected report to PDF, access QLIK help, learn more about the software or navigate back to the Indigenous Health Dashboard (Ext) screen.
- Select  to view the Indigenous Health Data Reporting stories you have created or to create a new story. Stories are slide show presentations that contain extracted data from the reports you have access to, as well as other data that can be uploaded into the story.
- Select  to bookmark and save the location of a particular report or save a filter you wish to reuse or access previously saved bookmarks. The *Bookmarks* function allows you to easily return to the report later on.
- Select  to view a drop down window displaying the reports you have access to and to switch between reports as needed. The name on the button will display the report you are currently viewing.
- Select  to move forward and back between the QLIK reports in the order they display on the Indigenous Health Dashboard (Ext) screen.



## Selections Bar

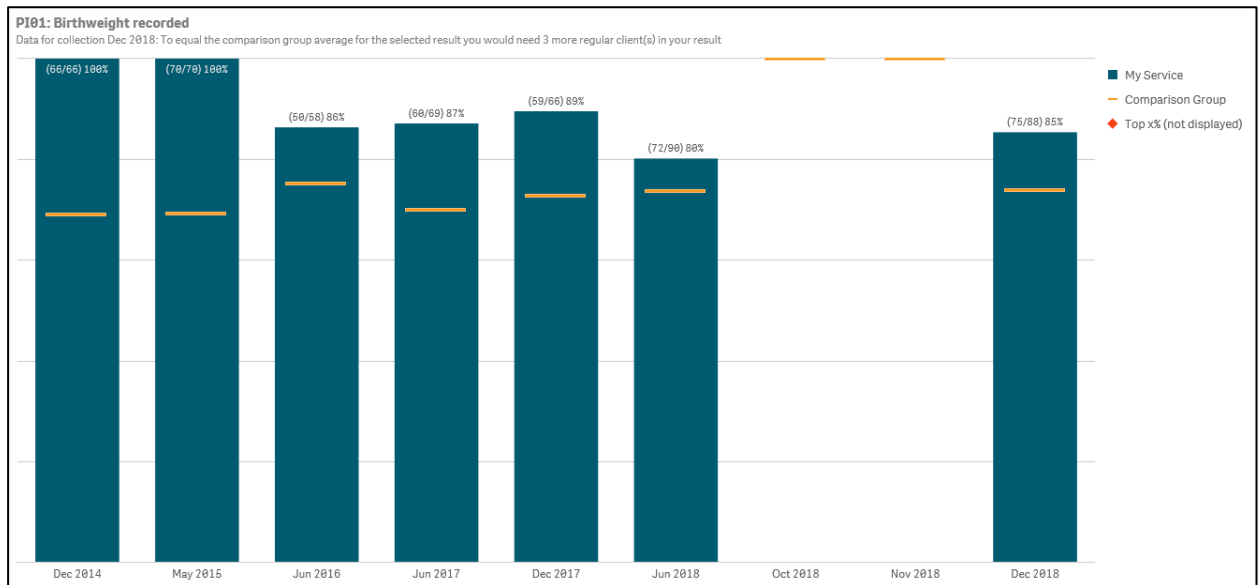
The *Selections Bar* is located directly beneath the *Menu Bar* and allows you to filter the report results that are showing for a particular report by selecting specific criteria to filter the results by.

- Select  and enter in key words to search within the entirety of your Indigenous Health data.
- Select  and  to move forward and back between the various data parameters you have selected, once selections have been made.
- Select  to clear any data selections/filters you have made.
- If you have filtered your data by either using the filter fields at the top of a screen or by selecting a particular parameter on one of the graphs in the report, the selection (s) will display on the left hand side of the *Selections Bar* .
- Select  **Selections** to select the criteria you wish to filter the report results for. For example, if you are viewing the results for the number of fully immunised indigenous children across the country, you can filter the results by a particular age group if needed.

## The Title Bar

The *Title Bar* (in blue) will display the name of the report currently being viewed.

## The Hover Menu



When you hover your mouse pointer over a graph on a particular indicator report, a hover menu will appear presenting you with some options regarding what you can do with the data in the selected report.



**Take Snapshot** – Allows you to take a snapshot of the data that can then be used in a presentation you may wish to give about your data. For more information, see [Work with Snapshots](#) later in this guide.

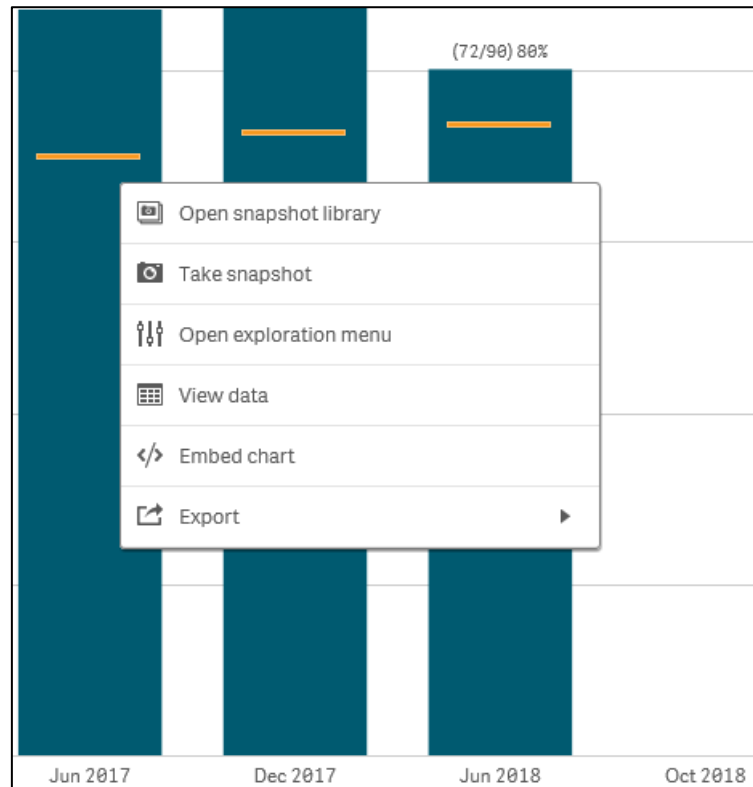


**Exploration Menu** – Allows you to quickly change the properties of the results you are viewing without making selections or editing the report. For more information, see [Use the Exploration Menu](#) later in this guide.

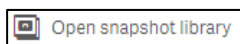


**Full Screen** – Allows you to expand the selected graph to full screen view so the results can be viewed and manipulated more easily.

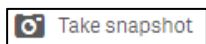
## The Shortcut Menu



In addition to the hover menu, the shortcut menu also allows you to perform particular functions within a report. The shortcut menu is activated by right clicking on the selected report.



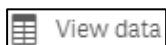
**Open snapshot library** - Opens a list of all snapshots you have taken so you can add them to your data presentation if needed.



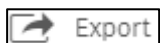
**Take snapshot** - Allows you to take a snapshot of the data that can then be used in a presentation you may wish to give about your data. For more information, see [Work with Snapshots](#) later in this guide.



**Open exploration menu** - Allows you to quickly change the properties of the results you are viewing without making selections or editing the report. For more information, see [Use the Exploration Menu](#) later in this guide.



**View data** - Changes the selected graph into a table and displays the data included in the graph in a tabular format.



**Export** - Gives you access to the following export options:

- **Export as an image** - Allows you to export the selected graph as an image so it can be downloaded and saved as required.
- **Export to PDF** - Allows you to export the selected graph as a PDF document.
- **Export data** - Allows you to export the contents of the selected graph into an Excel spreadsheet.

## Filter Report Data



As you are interpreting the data in each of your QLIK reports, you may wish to filter the data to focus on certain information. For example, you may wish to simply compare your results for the current collection period to your results for the previous period.

Any filtering/selections you apply to the data for a particular report will be reflected on the *Selections Bar* at the top of the screen. You can then manage your selections as required using the *Selections Bar*.

There are several ways you can filter/select data in a report when working in the QLIK Indigenous Health Data interactive reports:

- Make selections on a graph
- Use the Selections Tool
- Use the Filter Pane.

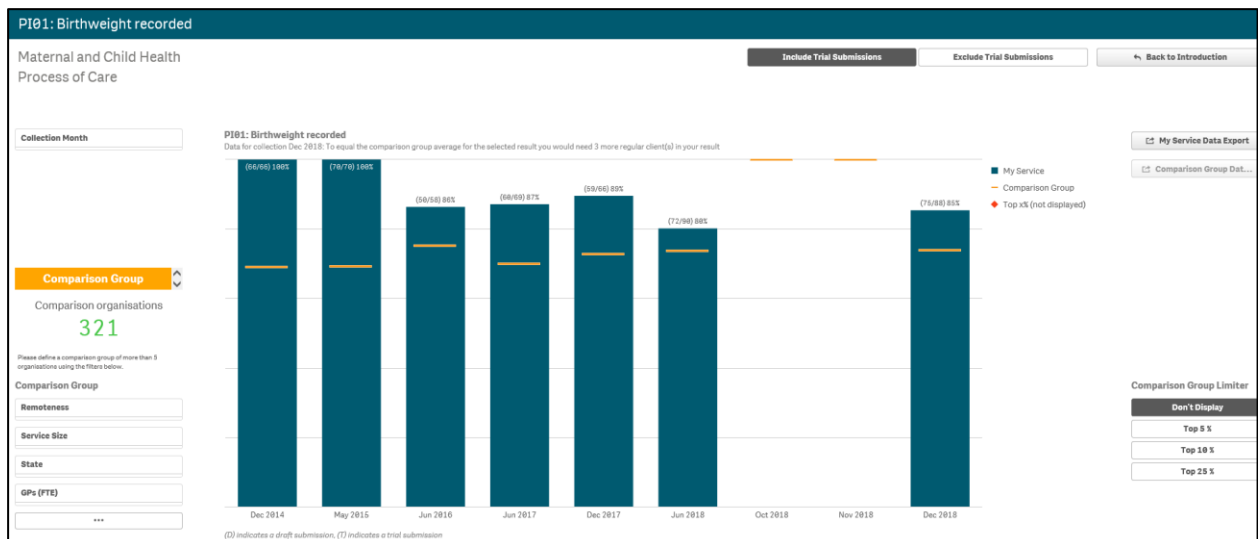
### Make Selections/Filter Data on a Graph

When working with graphs in a particular report, you can quickly and easily select a particular data characteristic to filter the report by, using different selection options.


The following procedure is used to filter data by making selections on a graph.

1. Select the QLIK Indigenous Health Data report you wish to apply your filter to.

The selected report will display.



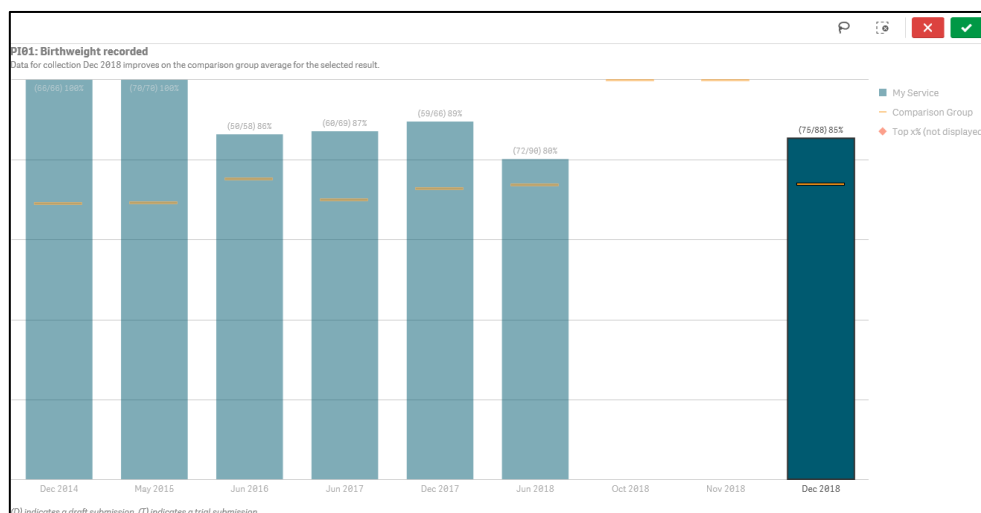
The different options when filtering graphs using selections are:


- **Clicking** - Simply click on the area of the graph you wish to filter by. For example, you may wish to click on a particular bar in the graph to filter the report to display only results for a particular collection period/month.
- **Drawing** - Click on the area of the graph to be filtered and then use  to draw the lasso around the different areas of the graph to be included in your selection.
- **Using Labels** - Click the applicable label on the axis and the graph will be filtered by the group of data associated with the label.
- **Using Ranges** - Draw over a range on either the x or y axes to filter by a specific data range.

### To filter data/make a selection by clicking:

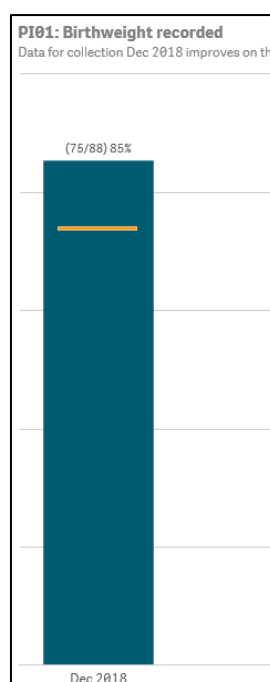
- Click on the portion of the graph (e.g. Dec 2018) you wish to filter by.

The report will update to show the Selection dialog box for the selected graph.



- To confirm the selection and apply it to all graphs for the report, select .

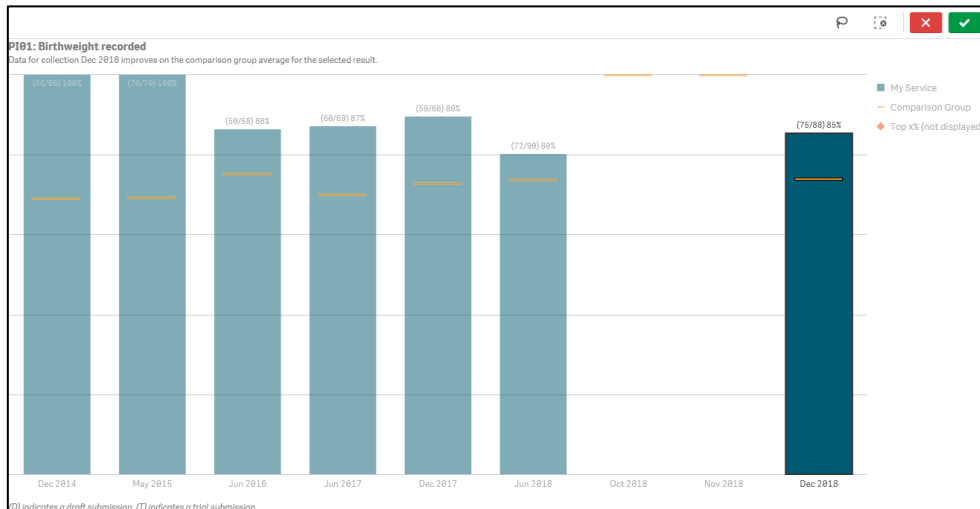
The report has now updated to be filtered by the data group(s) selected.



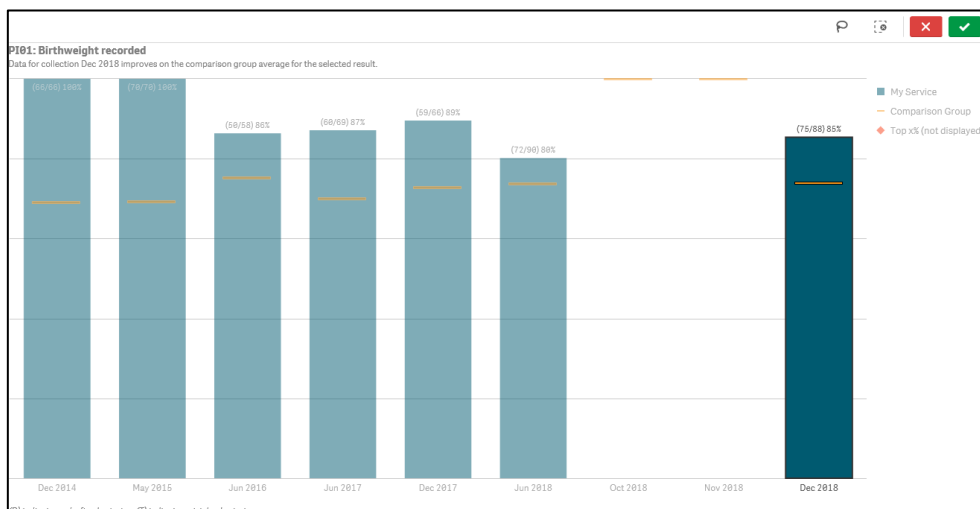
## To filter data/make a selection by drawing:

- i. Click on the portion of the graph (e.g. Dec 2018) you wish to filter by.

The report will update to show the Selection dialog box for the selected graph.



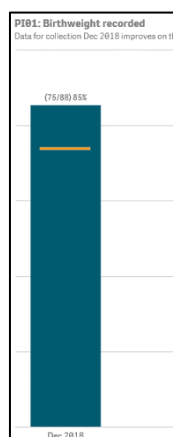
- ii. To activate the drawing tool, select
- iii. Draw around the data group(s) to be included in your selection/filter.



The Selection dialog box has now been updated based on the data you have drawn around using .

- iv. To confirm the selection and apply it to all graphs for the report, select

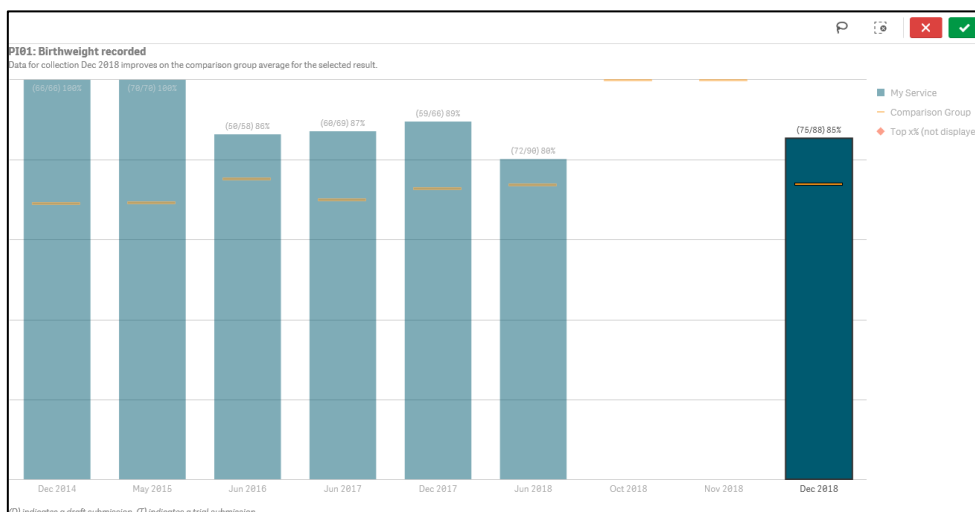
The report has now updated to be filtered by the data group(s) selected.




## To filter data/make a selection by using labels:

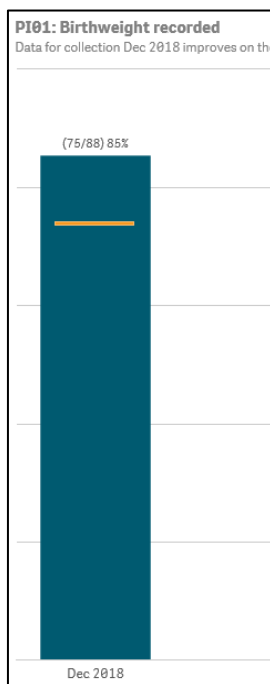
- i. Click on the axis label (e.g. Dec 2018) you wish to filter by.

The report will update to show the Selection dialog box for the selected graph.



- ii. To confirm the selection and apply it to all graphs for the report, select .

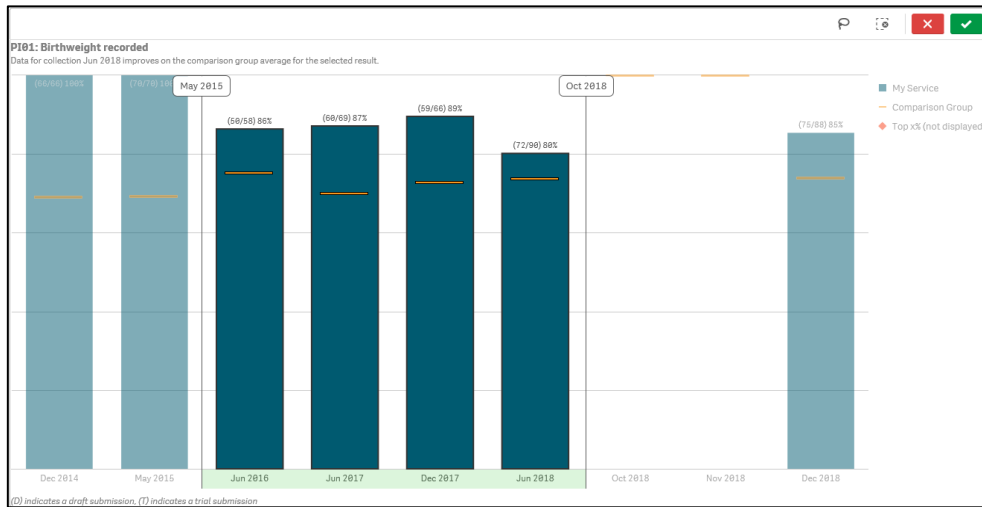
The report has now updated to be filtered by the data group(s) selected.




## To filter data/make a selection by using ranges:

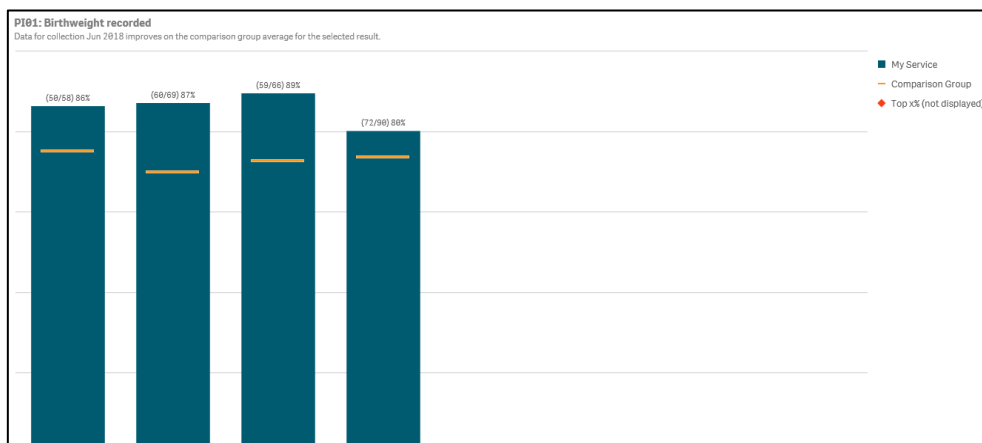
- i. On a particular axis, draw over the range you wish to filter the graph by.

The report will update to show the Selection dialog box for the selected graph.




- i. To confirm the selection and apply it to all graphs for the report, select .

The report has now updated to be filtered by the data group(s) selected.





## Use the Selections Tool

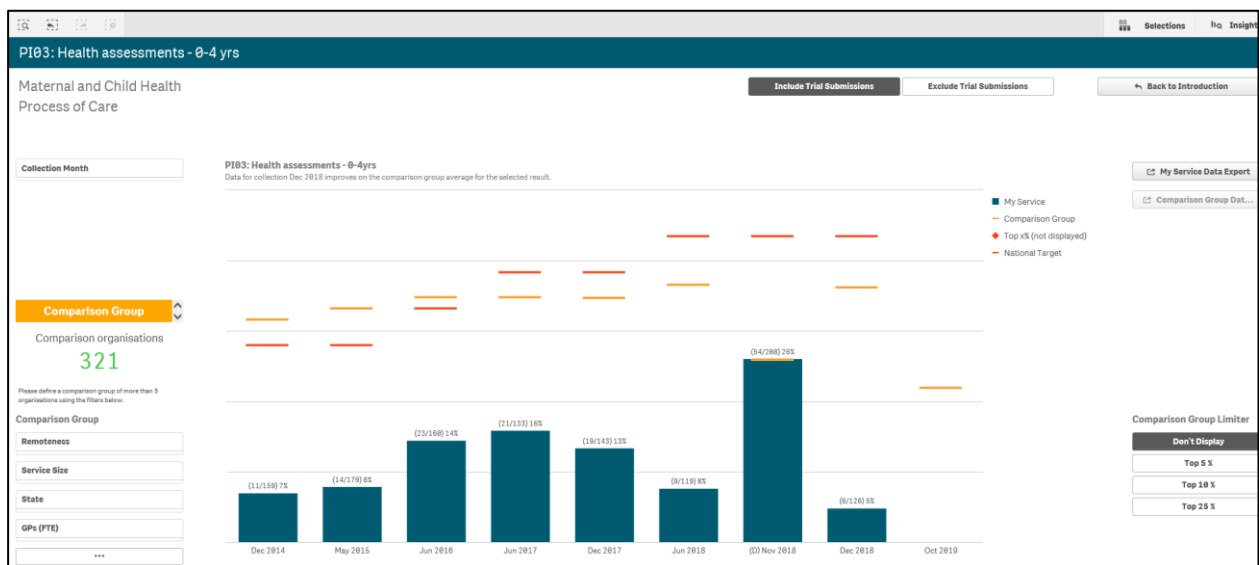
When filtering data, the Selections button  on the *Selections Bar* allows you to make multiple data selections across the entire suite of Indigenous Health Data interactive reports, rather than making individual selections in different graphs for particular reports. The Selections Tool view will show all the filter options available for the Indigenous Health Data interactive reports.

The Selections button is located on the far right-hand side of the *Selections Bar* in QLIK when an individual report is selected.

The following procedure is used to make data selections in the QLIK Indigenous Health Data interactive reports using the Selections button.

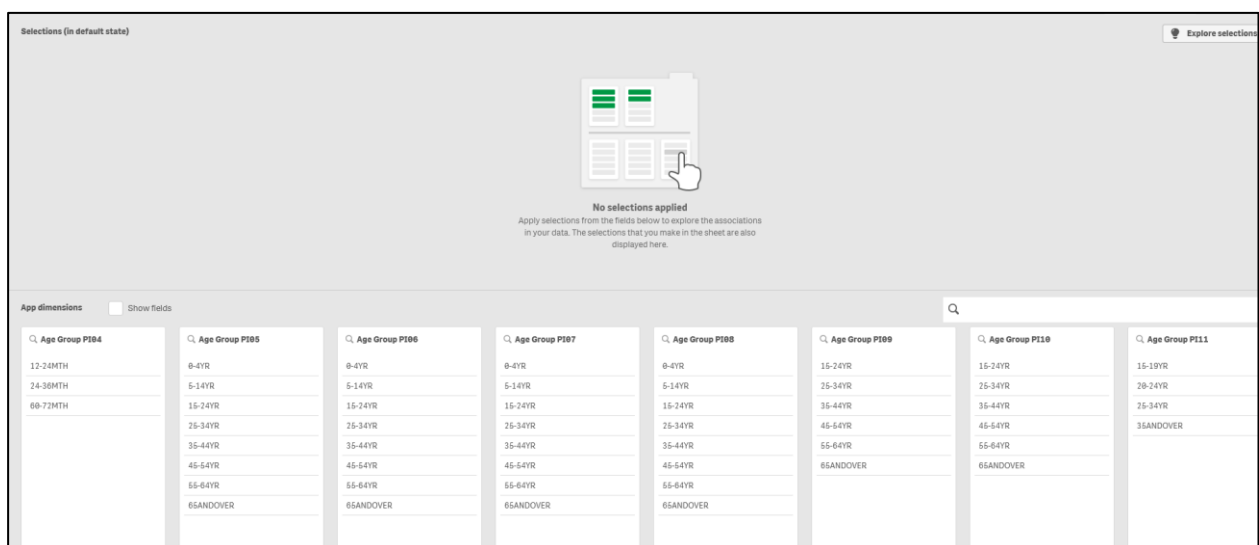
1. Select a report from the Indigenous Health Dashboard (Ext) screen.

The selected report will display and the Selections Bar will be available at the top of the screen.



2. To continue, select  on the *Selections Bar*.

The Selections screen will display.

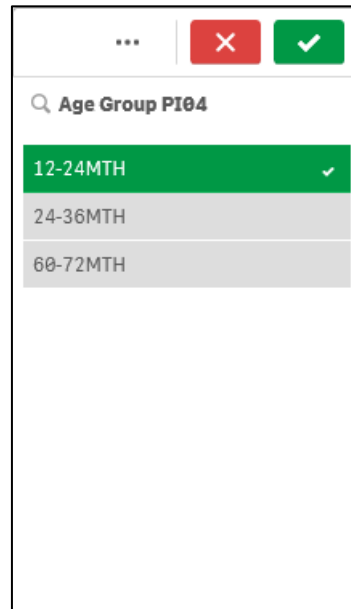


The Selections screen contains two sections:


- **Selections (in default state)** – Displays any active selections/filters that may have been made by filtering data using one of the methods detailed above.
- **App Dimensions** – Displays all selections available to filter by. When the **Show fields** check box is selected, all fields that have been loaded into the reports will be included.



3. To make a selection, select the required option in the **APP DIMENSIONS** section.



The selected dimension box will update with the selection highlighted in green.



In addition to the *Selected* value being highlighted in green, any *Alternative* values (that could also have been selected) will be light grey. Any values that are *Excluded* (not available to be selected) will be shown as dark grey.

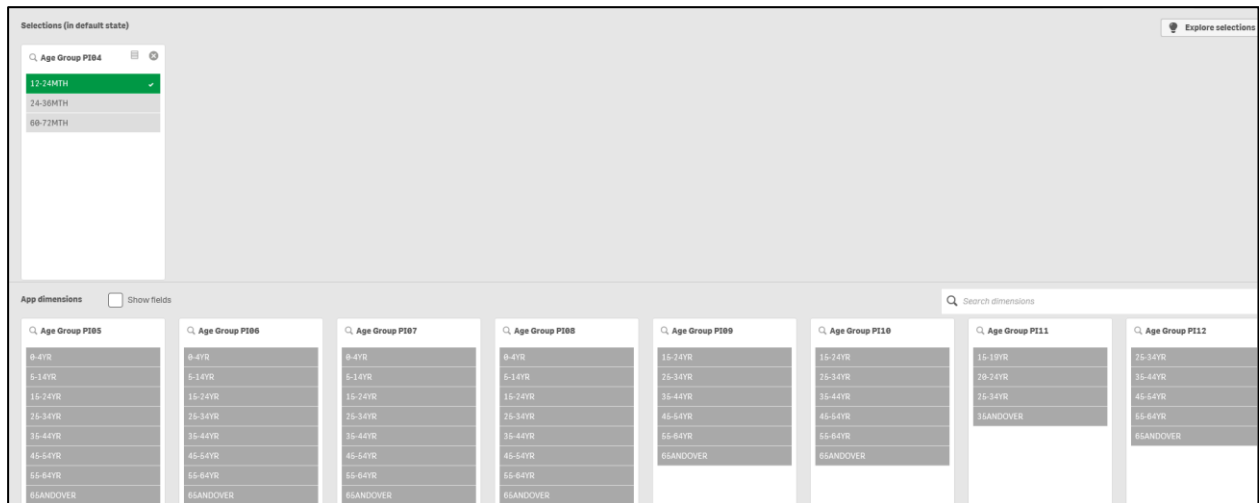
4. To confirm the selection you have made, select .

 To access the **Selection menu**, select . From here you can cancel your selection, select alternate or excluded values or select all available options in the dimension.



 To cancel your selection, select .


The selection will now be moved up into the SELECTIONS section of the screen. The colours of the values in the APP DIMENSIONS section of the screen may now change depending on the impact the selected value will have.

In the screen shot below for example, selecting **No** in the **Age 25 yrs +** dimension has updated the other dimensions in the APP DIMENSIONS section so some are still possible to select while others aren't because of what has already been selected.





5. Repeat steps 3 and 4 for each selection to be made.

 To clear a selection once it has been added to the SELECTIONS section, select  in the top left-hand corner of the selection to be cleared.

6. To close the Selection Tool and return to the reports with the selected filters applied, select .

The selected report will display with all selected filters applied and visible on the *Filter Menu*. The filter will now be applied to any other report you select in the Indigenous Health Data reports

 You can clear your filters from here by selecting  on the *Selections Bar*.

## Use the Filter Pane

Another way to make selections/filter data when working with a report in the Indigenous Health Data interactive reports, is through the Filter Pane that is located in the top half of the report, underneath the blue Title Bar.

Using the Filter Pane allows you to build your selections whilst being able to see the impact your selections are having on the graphs on your selected report.

The following procedure is used to make data selections using the Filter Pane.

1. Select a particular report from the Indigenous Health Dashboard (Ext) screen.

The selected report will display and the Filter Pane will be available for use as required.




2. To commence filtering/making your selections, select the applicable filter field from the Filter Pane, highlighted above in red.



The Selection dialog box will display.



The screenshot shows the 'Collection Month' selection dialog box. It features a search bar with a magnifying glass icon. Below the search bar is a list of months: Apr 2008, Jun 2012, Aug 2012, Sep 2012, Oct 2012, Nov 2012, Dec 2012, and Jan 2013. The 'Sep 2012' option is highlighted with an orange bar. At the top right of the dialog, there are two buttons: a red 'X' button and a green checkmark button.

3. Make the required selection from the list that displays.

You will notice the graphs on the report updating in the background once you have made your selection.

4. To confirm the selection you have made, select .

 To access the **Selection menu**, select . From here you can cancel your selection, select alternate or excluded values or select all available options in the dimension.

 To cancel your selection, select .

The selected filter field will now update to show a selection has been made.



5. Repeat steps 1 to 3 for each selection to be made.

 To clear your selections, select  on the *Selections Bar*.

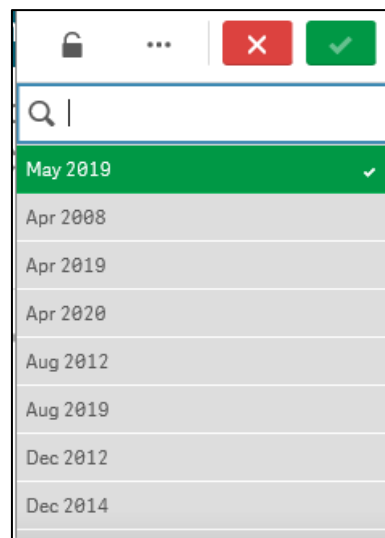
## Lock and Unlock Selections


Once a selection has been made and is listed on the *Selections Bar*, you can lock the selection if needed so no changes can be made to it. A locked selection can't then be changed or cleared. If you have locked a selection and try to exclude field values, the selection will flash to indicate the change can't be made due to the selection being locked.

The following procedure used to lock and unlock selections.


1. Select the selection to be locked on the *Selections Bar* .

The Selection dialog box will display.



2. To lock the selection, select .

No changes can be made to the selection in the graphs on the selected report.

3. To unlock the selection, select .

# The Selections Bar

The *Selections Bar* is located underneath the *Menu Bar* and is available whenever a particular Indigenous Health Data report is selected.



The *Selections Bar* has the following buttons and functions available when filtering/selecting data on a particular report.

| Button | Description  |
|--------|--|
|        | The <i>Smart search</i> button allows you to search the entire Indigenous Health Data interactive reports (not just the selected report) for particular data.<br>For more information, see <a href="#">Smart Search</a> later in this guide.   |
|        | The <i>Step back</i> and <i>Step forward</i> buttons allow you to move back and forward through the selections that have been made in the report.<br>Using <i>Step Back</i> and <i>Step Forward</i> , you can either move back to the first selection on the report or forward to the last selection made.   |
|        | <i>Clear all selections</i> will clear any selections that have been made on the report.   |
|        | Any active selections that have been made will appear on the <i>Selections Bar</i> .   |
|        | The <i>Selections Tool</i> will display each of the selections available, including those that have already been selected. This allows you to quickly and easily make selections without having to access individual graphs and use the different selection types to select the required data.<br>For more information, see <a href="#">Use the Selections Tool</a> later in this guide. |

## Save Filters for Future Use

When working with QLIK Interactive Reports, you may wish to compare your data against that of other Health Services with similar characteristics (such as size, state and remoteness) – this is known in QLIK as a comparison group.

To create your comparison group in QLIK, you would first select the required filters using the desired filter method. For more information on how to filter your data using individual reports and graphs, see [Filter Report Data](#).

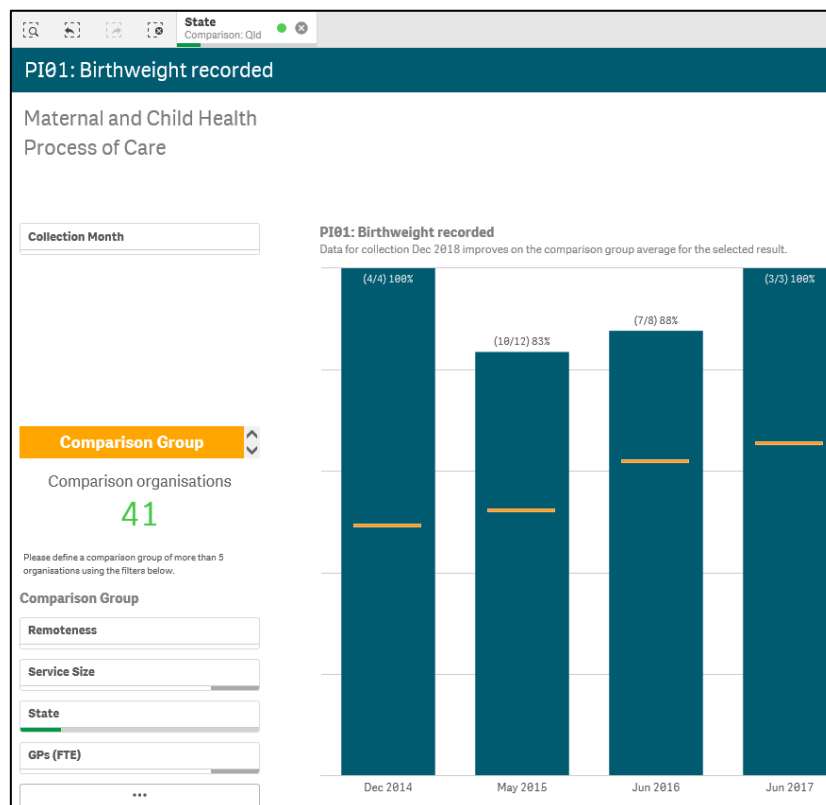
Once you have applied your filters, navigate to the report within QLIK to compare your data to that of your comparison group. Remember that when you apply filters in QLIK, they will be applied to all reports until you delete them or exit QLIK.

When you exit QLIK, you lose any filters you have applied and would then need to apply them again the next time you log in to QLIK and wish to compare your data against the same comparison group.

To avoid needing to do this, you can use the bookmark functionality in QLIK to save the filters you select so they can be quickly and easily reapplied each time you need them.

The following procedure is used to save filters in QLIK for future use.

1. In the applicable report in QLIK in which you can apply filters/selections, select the filters required to create your comparison group.



2. From the Menu Bar at the top of the screen, select  and select .

The Bookmarks dialog box will display and the title of the bookmark will default as the name of the report and a summary of the selections made.


3. If needed, update the title of the bookmark in the **Title** field.
4. Enter a description for the bookmark in the **Description** field.

To save the bookmark, click anywhere off the Bookmarks dialog box.

The bookmark has now been saved. Note that you can save bookmarks for any number of combinations of filters, allowing you to switch between different comparison groups.

### ***Select the Bookmark to Reapply Your Filters***

Once you have created the Bookmark to save your filters, you can these easily reapply your filters to any report within Qlik by selecting the bookmark.

1. From any report in the Qlik Interactive Reports, select  and locate the applicable bookmark in the list that displays.
2. Right click on the bookmark and select **Apply selections**.

The filters contained within the bookmark will now be added to the Filter Bar within Qlik and the values on the selected report will update based on the filters that have been applied.



## Work with Snapshots

When working with reports and graphs within QLIK to interpret and manipulate your indigenous health reporting data, you can take snapshots of your data to collect any insights you have as you go. A snapshot is a graphical representation of data at a point in time that you can use when you build stories, which are like PowerPoint presentations you can use to present your data to others in a graphical, engaging way.

Any data snapshots you take can be enhanced with various effects to let you emphasise the data insights you want your audience to focus on whilst presenting a story.


All the snapshots you take are stored in a snapshot library, which you can easily access to decide which snapshots you would like to keep and use in your stories. From there, you can also add descriptions of your snapshots and delete those you don't need.

## Take a Snapshot

From the applicable report, you can take snapshots of your data and use them to build a story for easy presentation of your data.

1. In the applicable report, navigate to the graph you wish to take a snapshot of.



2. To take your snapshot, either hover your mouse pointer over the graph and select  from the hover menu or right click on the graph and select **Take snapshot**.

The Snapshot annotation dialog box will display.

Snapshot annotation

Add a description to the snapshot

Cancel Save

3. Enter a description of the snapshot if needed.

4. To save the snapshot, select .

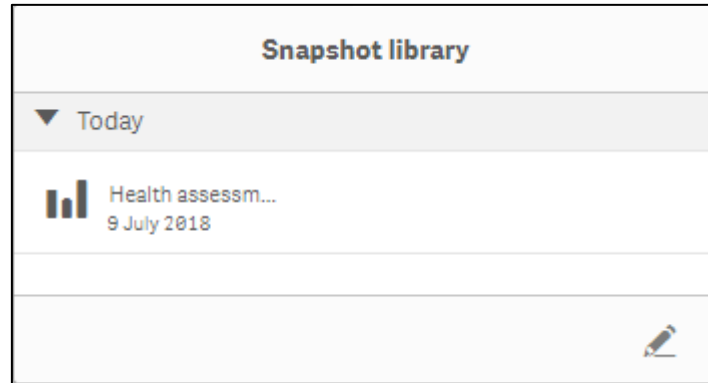
The snapshot is taken and added to the snapshot library for you to access and edit as needed.

## Edit a Snapshot

Once you have taken a snapshot, you can add a description to the snapshot or remove the snapshot if required, through the snapshot library.



1. In the applicable report, right click anywhere on the report and select **Open snapshot library**.

The Snapshot library dialog box will display.





The Snapshot library dialog box will display all the snapshots taken for the selected report.

### To add a description (annotation) to a snapshot:

- i. In the Snapshot library dialog box, select .
- ii. In the text box that appears to right of the snapshot, enter the description.
- iii. To save the description, select  again.

The description has now been saved.


### To delete a snapshot:

- i. In the Snapshot library dialog box, select .
- ii. Select the check box that appears to the left of the snapshot.
- iii. To delete the snapshot, select .

The snapshot has now been deleted.


2. To close the Snapshot library dialog box, click anywhere on the screen, away from the dialog box

## Use the Exploration Menu

Within QLIK, you can change the display of a graph and conduct further data analysis without having to make selections on the report. This is done by using the Exploration menu .

The Exploration menu allows you to change and sort data and change how labels are displayed.

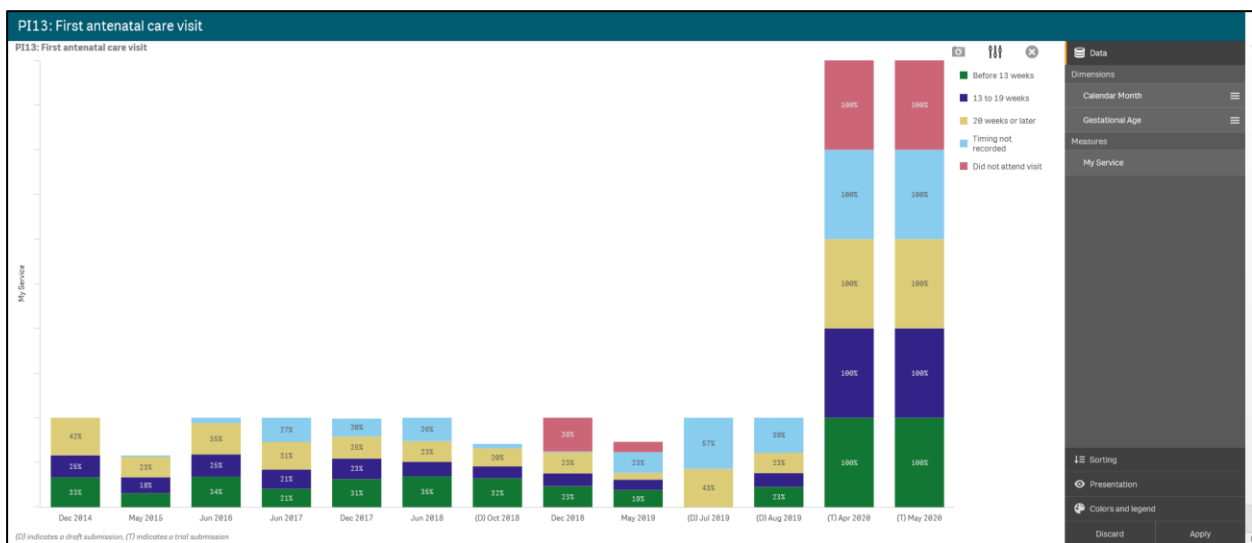
The following procedure is used to analyse data and change the view of data in QLIK using the Exploration menu.

1. Hover your mouse pointer over the graph you would like to analyse/work with.
2. From the menu that displays, select .



This can also be done by right clicking on the graph and selecting **Open exploration menu**.

The selected graph will now display in full screen mode with the Exploration menu activated on the right-hand side of the screen.





The Exploration menu contains four sections you can use to analyse the data on the selected graph:

- Data (will default as selected)
- Sorting
- Presentation
- Colors and legend

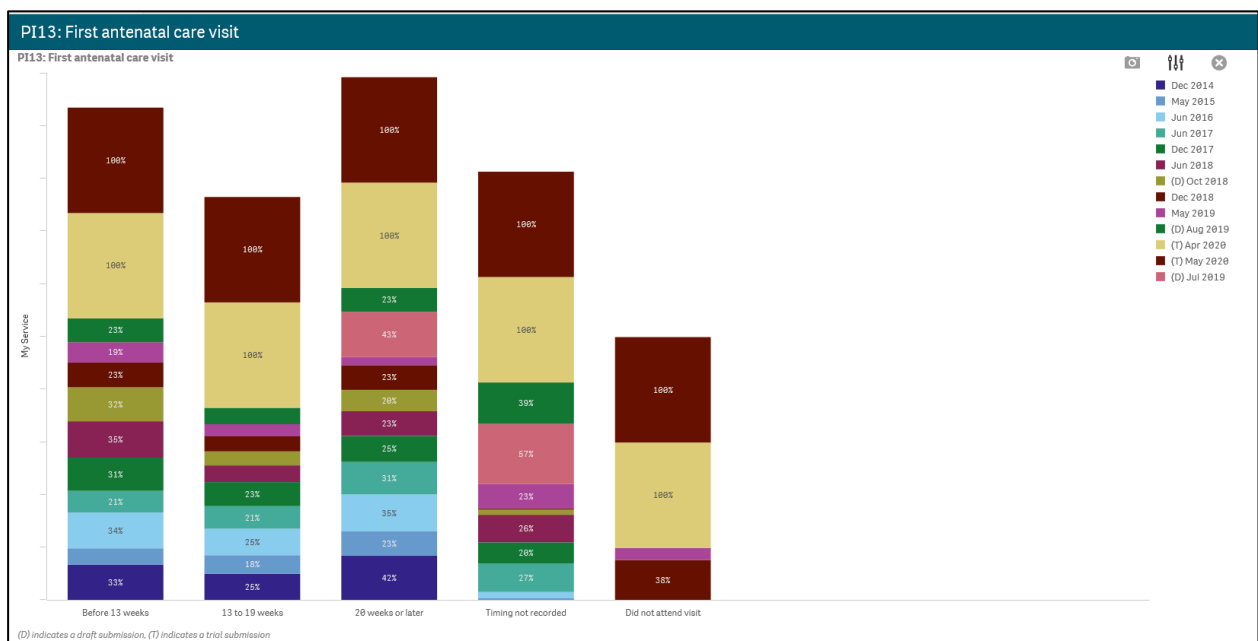
## The Data Section




When you have more than one *dimension* (what the data is being measured by, e.g. state or collection month) or *measure* (what is being measured, e.g. immunisations) available in a graph, you can use the Exploration menu to change the data that is used in the graph.

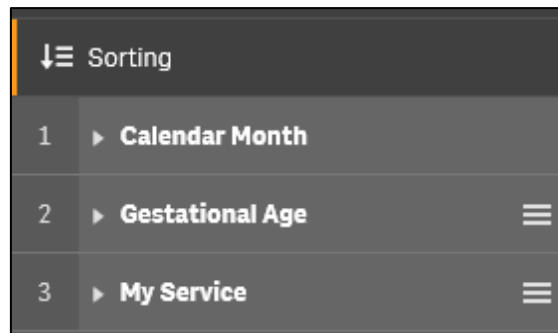
1. To change how the data is being displayed in the graph, select  next to the **Dimension** you wish the data to be displayed by.
2. Hold the left mouse button down and drag  up so the selected dimension is on top of the **Dimensions** section.
3. To see the display of the graph change, release the mouse button.

The way the data in the graph displays has now changed. In the example below, the PI13 First antenatal care visit graph is now showing the gestational age as the primary dimension rather than the collection month.






4. To close the Exploration menu with the changes applied, select .

## The Sorting Section




The *Sorting* section of the Exploration menu allows you to determine the order in which the data is sorted in the graph. This can be done by changing the order of the dimensions and measures and changing whether the data is sorted in ascending or descending order.

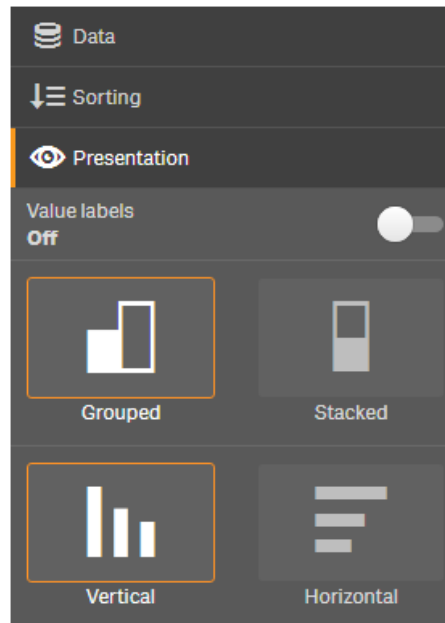
1. To change how the data is being sorted in the graph, select  next to the value you wish the data to be sorted by.
2. Hold the left mouse button down and drag  up so the selected value is at the top of the list.
3. To see the data sorting order change, release the mouse button.
4. To change the sort order within each particular value, select  for the applicable value and then select either **Ascending** or **Descending** as needed.

The way the data in the graph is sorted has now changed. In the example below, the PI13: First antenatal care visit graph is now sorted with *13 to 19 weeks* at the bottom of the graph, followed by *20 weeks or later* etc.





5. To close the Exploration menu with the changes applied, select .

## The Presentation Section



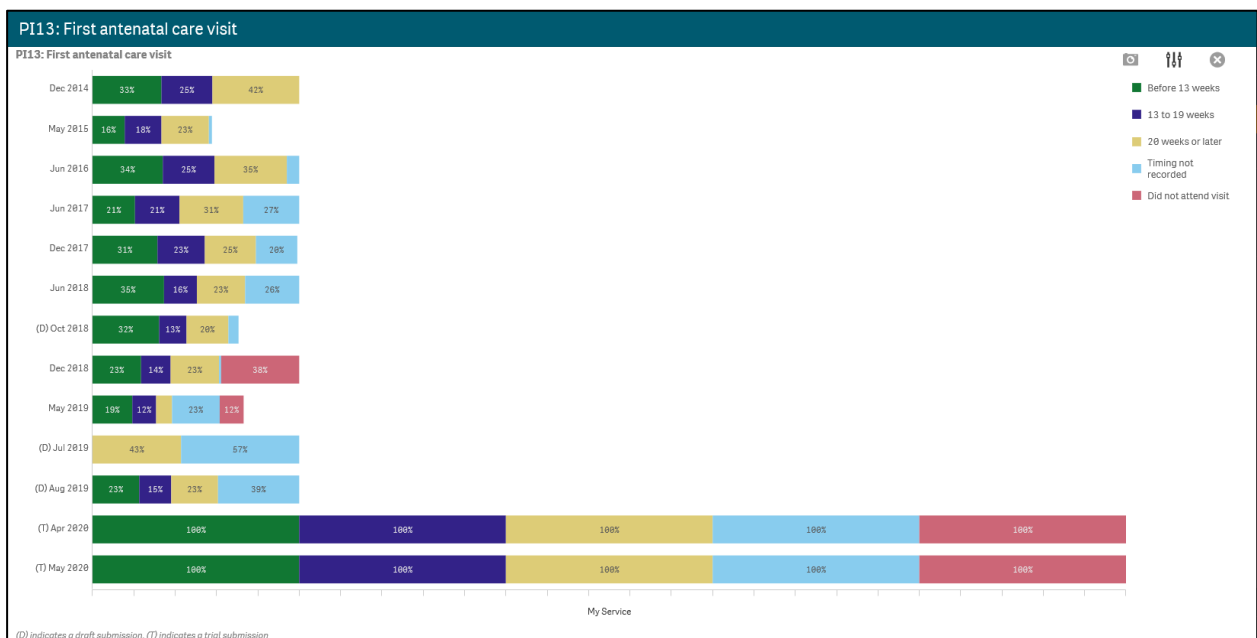
The *Presentation* section of the Exploration menu allows you to add labels to the individual values in the graph and also change the way the values are displayed (vertical v horizontal, grouped v stacked).


1. To turn the value labels on, select  to the right of .

The value labels have now been switched on.

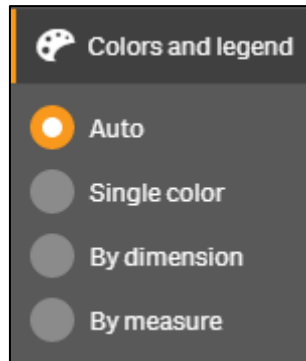
2. To change the way the values are displayed, select the required view (grouped or stacked, vertical or horizontal).

The graph has now been updated to include field labels and the changed data view.





3. To close the Exploration menu with the changes applied, select .

## The Colors and legend Section



The *Colors and legend* section of the Exploration menu allows you to change the colours of the bars displayed in the selected graph. You can change all the bars to a single colour or change the dimensions or measures to a particular colour scheme.

1. To change the colour of the bars on the selected graph, select  next to the applicable option.
2. If selecting either **By dimension** or **By measure**, you can select the required colour scheme.
3. To close the Exploration menu with the changes applied, select .

# Export Data from Qlik

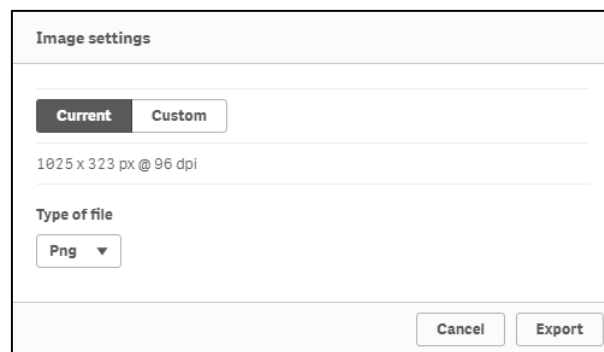
One of the features of Qlik is that you can quickly and easily export your graphs and data tables out of Qlik into several different formats, depending on what you would like to do. Some of the export options you have in Qlik are:

- Export a graph as an image
- Export a graph as a PDF document
- Export data to an Excel spreadsheet.

## Export a Graph as an Image

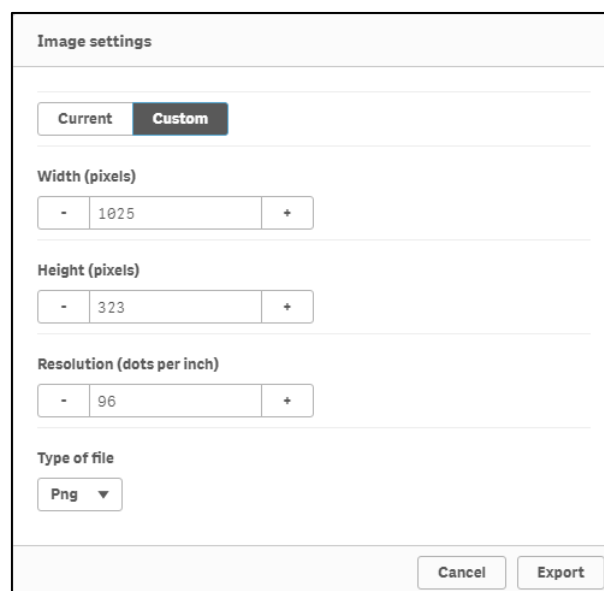
1. Right click on the graph that you wish to export as an image.
2. Select **Export > Export as an image**.

The Image settings dialog box will display.



3. To change the settings of the image, select **Custom**.

The Image settings dialog box will update to allow the image settings to be updated.



4. To change the width of the image, select **-** or **+** in the **Width (pixels)** field.
5. To change the height of the image, select **-** or **+** in the **Height (pixels)** field.
6. To change the resolution of the image, select **-** or **+** in the **Resolution (dots per inch)** field.

The file type will default to Png.

7. To change the type of file the graph is exported as, select ▼ in the **Type of file** field and select **Jpeg** if needed.

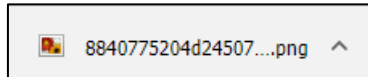



8. To export the graph, select **Export**.

The **Click here to download your image file** link will display at the bottom of the Image settings dialog box.

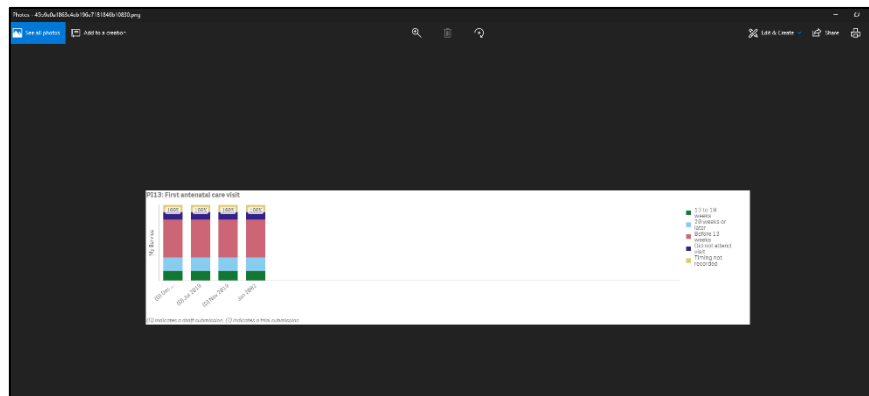
9. To commence downloading the image, select **Click here to download your image file**.

A pop up will display in the bottom left-hand corner of the screen.



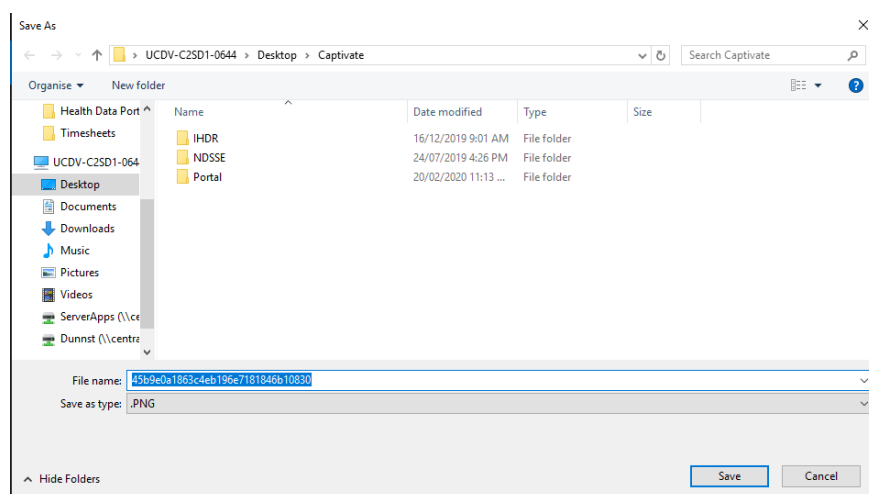
10. To download the image, select  and select **Open**.

The image will now display as the selected file type.



11. To save the image, select ... > **Save as** from the top right-hand corner of the screen.

The Save As dialog box will display.



12. Select the location to save the image and enter the title of the image in the **File name** field.

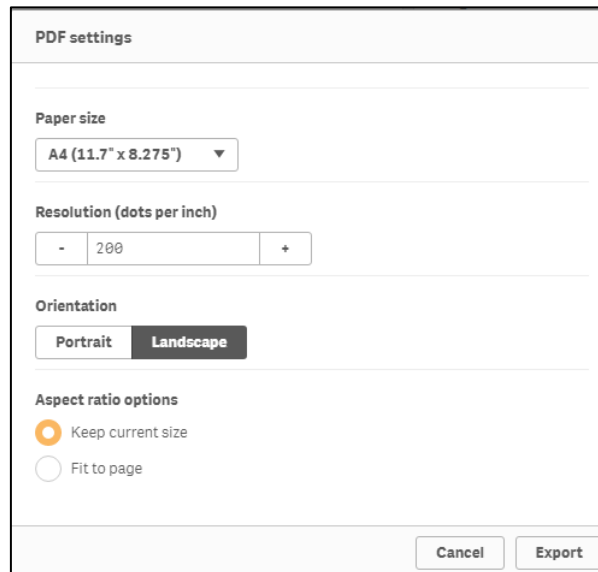
13. To save the image, select **Save**.

The selected graph has now been exported and saved as an image.

## Export Data as a PDF Document

1. Right click on the graph you wish to export to a PDF document.
2. Select **Export > Export to PDF**.

The PDF settings dialog box will display.



The image shows a 'PDF settings' dialog box with the following sections:

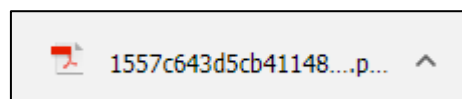
- Paper size:** A dropdown menu currently showing 'A4 (11.7" x 8.275")'.
- Resolution (dots per inch):** A numeric input field with '200' and minus/plus buttons.
- Orientation:** Two buttons, 'Portrait' and 'Landscape', with 'Landscape' currently selected.
- Aspect ratio options:** Two radio buttons: 'Keep current size' (selected) and 'Fit to page'.
- Buttons:** 'Cancel' and 'Export' buttons at the bottom right.

3. To change the size of the PDF document, select ▼ in the **Paper size** field and select the applicable paper size from the list that displays.
4. To change the resolution of the image in the PDF document, select  or  in the **Resolution (dots per inch)** field as needed.
5. To change the orientation of the PDF document, select either  or  as needed.
6. Under **Aspect ratio options**, leave **Keep current size** selected to insert the graph into the PDF without changing its size, or, select **Fit to page** to change the height and width of the graph to fill the entire page.
7. To export the graph, select .

The **Click here to download your PDF file** link will display at the bottom of the PDF settings dialog box.

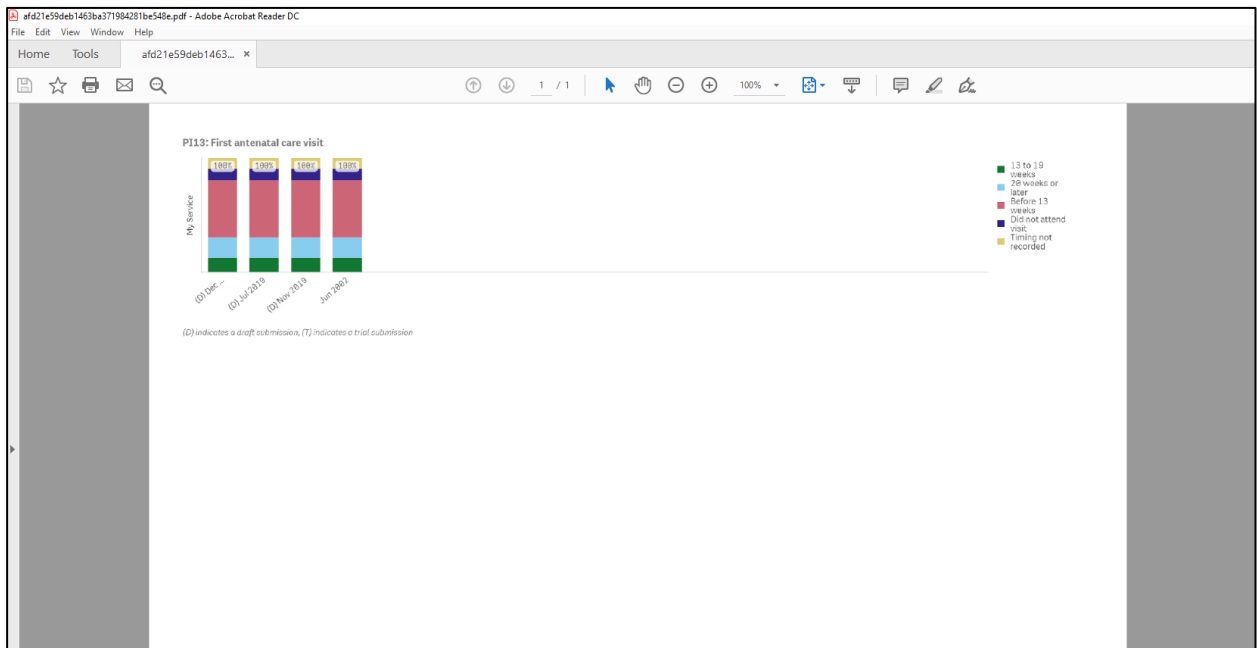
8. To commence downloading the PDF, select **Click here to download your PDF file**.

A pop up will display in the bottom left-hand corner of the screen.



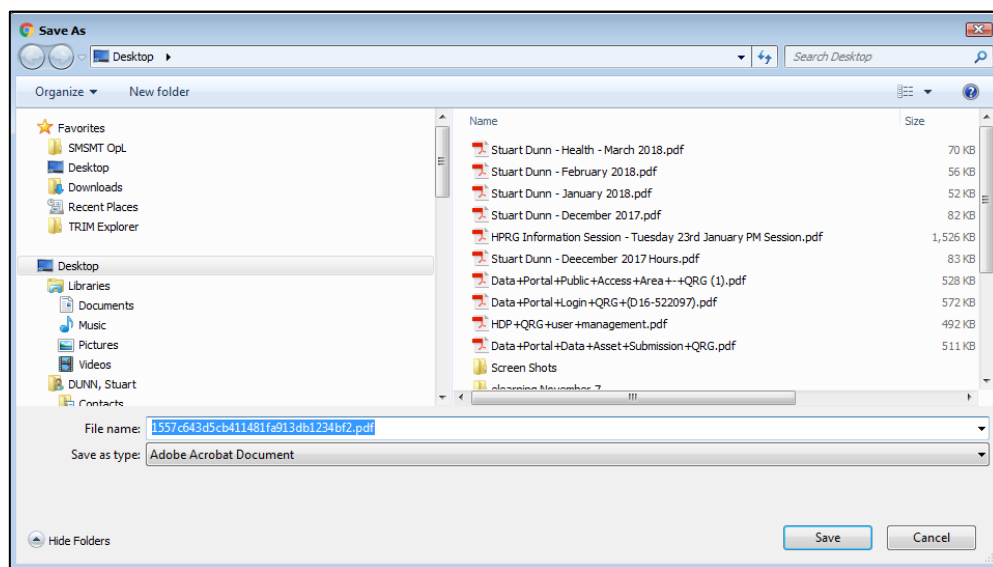
9. To continue, select  and select **Open**.

The PDF document will now display.



10. To save the PDF document, select **File > Save As**.

The Save As dialog box will display.



11. Select the location to save the PDF document and enter the title of the document in the **File name** field.

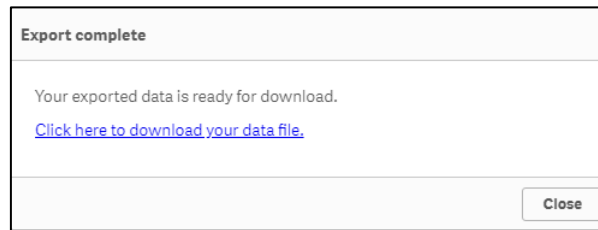
12. To save the image, select .

The selected graph has now been exported and saved as a PDF document.

## Export Data to an Excel Spreadsheet

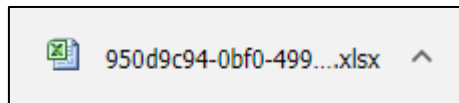
1. Right click on the graph containing the data to be exported to Excel.
2. Select **Export > Export data**.

The Export complete dialog box will display.



3. To commence downloading the Excel file, select **Click here to download your data file**.

A pop up will display in the bottom left-hand corner of the screen.



4. To continue, select  and select **Open**.

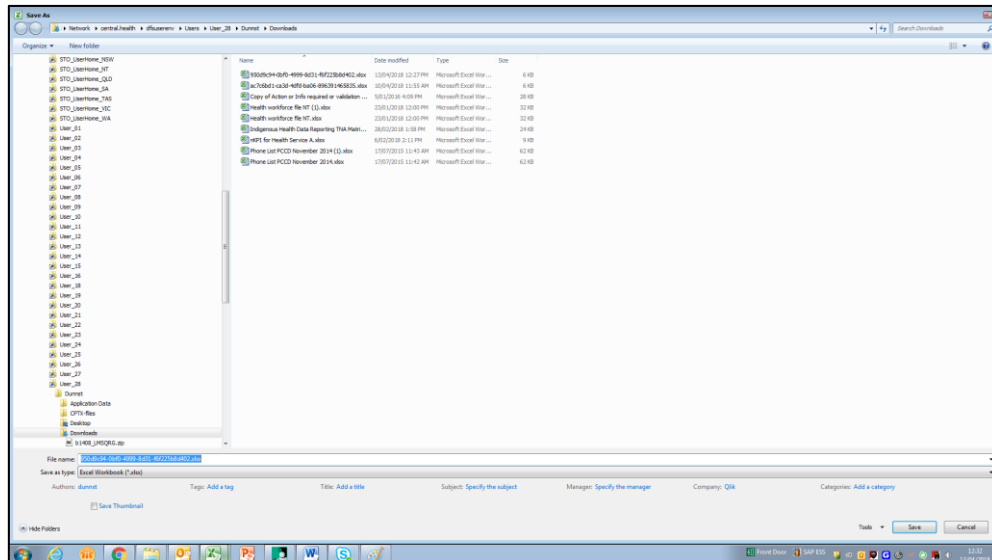
An Excel spreadsheet containing the exported data will display.

The screenshot shows an Excel spreadsheet with the following data:


|    | A         | B                | C             | D | E | F | G |
|----|-----------|------------------|---------------|---|---|---|---|
| 1  | State     | Collection Month | Immunisations |   |   |   |   |
| 2  | NSW & ACT | Dec 2014         | 76.12         |   |   |   |   |
| 3  | NSW & ACT | May 2015         | 82.73         |   |   |   |   |
| 4  | NSW & ACT | Jun 2016         | 85.14         |   |   |   |   |
| 5  | NSW & ACT | Jun 2017         | 99.14         |   |   |   |   |
| 6  | NT        | Dec 2014         | 53.46         |   |   |   |   |
| 7  | NT        | May 2015         | 53.00         |   |   |   |   |
| 8  | NT        | Jun 2016         | 59.44         |   |   |   |   |
| 9  | NT        | Jun 2017         | 66.31         |   |   |   |   |
| 10 | Qld       | Dec 2014         | 98.40         |   |   |   |   |
| 11 | Qld       | May 2015         | 123.31        |   |   |   |   |
| 12 | Qld       | Jun 2016         | 117.50        |   |   |   |   |
| 13 | Qld       | Jun 2017         | 130.54        |   |   |   |   |
| 14 | SA        | Dec 2014         | 69.25         |   |   |   |   |
| 15 | SA        | May 2015         | 64.92         |   |   |   |   |
| 16 | SA        | Jun 2016         | 78.18         |   |   |   |   |
| 17 | SA        | Jun 2017         | 73.82         |   |   |   |   |
| 18 | Vic & Tas | Dec 2014         | 40.55         |   |   |   |   |
| 19 | Vic & Tas | May 2015         | 40.18         |   |   |   |   |
| 20 | Vic & Tas | Jun 2016         | 46.67         |   |   |   |   |
| 21 | Vic & Tas | Jun 2017         | 45.83         |   |   |   |   |
| 22 | WA        | Dec 2014         | 94.05         |   |   |   |   |
| 23 | WA        | May 2015         | 133.90        |   |   |   |   |
| 24 | WA        | Jun 2016         | 138.94        |   |   |   |   |
| 25 | WA        | Jun 2017         | 119.05        |   |   |   |   |
| 26 |           |                  |               |   |   |   |   |

5. To save the Excel spreadsheet, select **File > Save As**.

The Save As dialog box will display.




6. Select the location to save the Excel spreadsheet and enter the title of the document in the **File name** field.

7. To save the spreadsheet, select .


The data from the selected graph has now been exported and saved in an Excel spreadsheet.

## Smart Search

Smart Search is the global search tool in QLIK that allows you to search the entire data set in the Indigenous Health Data reports for a particular characteristic. You can then select this characteristic and apply it as a filter to the currently selected report in your QLIK interactive reports.

Smart Search is activated by selecting  on the *Selections Bar* in the top left-hand corner of the screen.

The following procedure is used to run a search in QLIK using Smart Search.

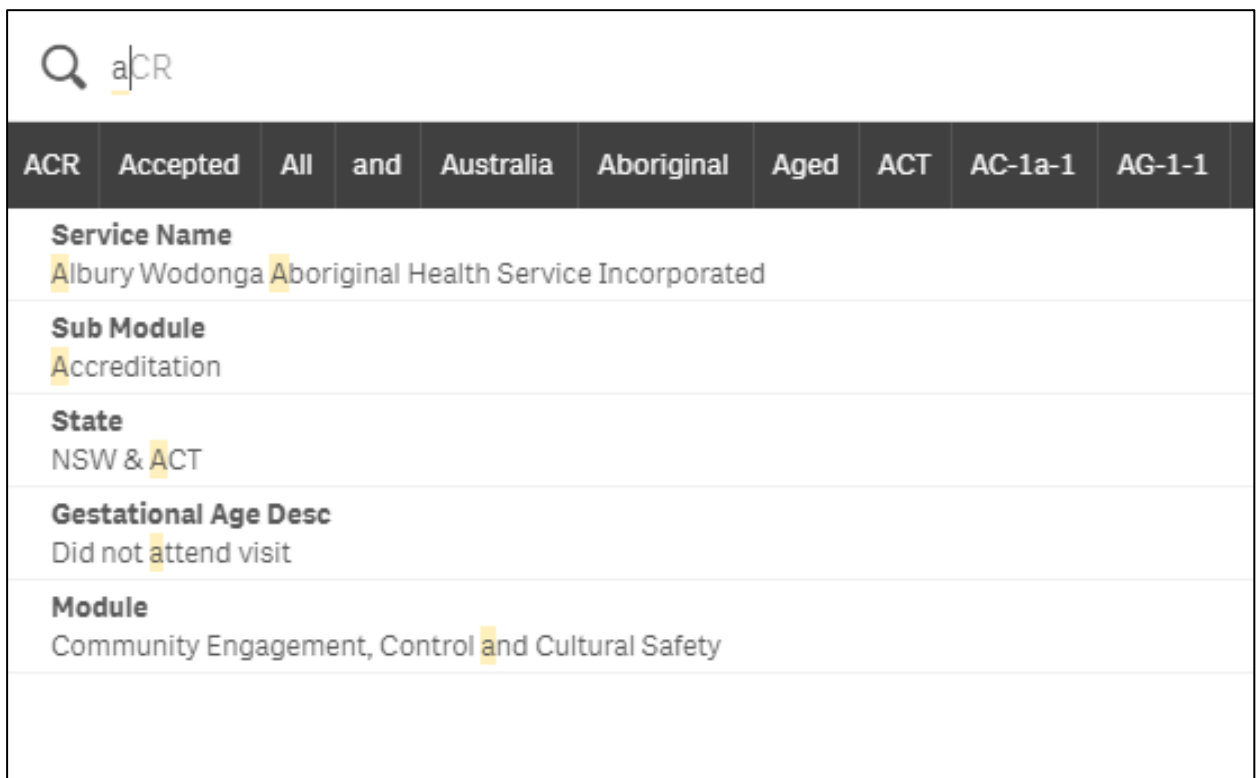
1. To activate smart search, select  on the *Selections Bar* in the top left-hand corner of the screen.

The search field will be activated.



2. In the **Search your data** field, enter the data value you are searching for.

A list of values for your search will display.



| ACR   | Accepted | All | and | Australia | Aboriginal | Aged | ACT | AC-1a-1 | AG-1-1 |
|---|----------|-----|-----|-----------|------------|------|-----|---------|--------|
| <b>Service Name</b>                                   |          |     |     |           |            |      |     |         |        |
| Albury Wodonga Aboriginal Health Service Incorporated |          |     |     |           |            |      |     |         |        |
| <b>Sub Module</b>                                     |          |     |     |           |            |      |     |         |        |
| Accreditation   |          |     |     |           |            |      |     |         |        |
| <b>State</b>  |          |     |     |           |            |      |     |         |        |
| NSW & ACT   |          |     |     |           |            |      |     |         |        |
| <b>Gestational Age Desc</b>                           |          |     |     |           |            |      |     |         |        |
| Did not attend visit                                  |          |     |     |           |            |      |     |         |        |
| <b>Module</b>   |          |     |     |           |            |      |     |         |        |
| Community Engagement, Control and Cultural Safety     |          |     |     |           |            |      |     |         |        |

3. Select the value you wish to filter the currently selected report by.

The report you currently have selected will now be filtered by the selected value and the selected value will now be added as an applied filter to the *Filter Bar*.

## Work with Bookmarks

When analysing data in a graph, you may find something interesting you would like to return to or share with others. Using bookmarks is a way to easily keep track of a certain selection on a particular report.


Bookmarks can be used to save selections and particular locations. A bookmark can be opened at any time to restore the selections to a former state. When you use a bookmark, you can apply its selections or apply selections and go to the report you were exploring when you created the bookmark.



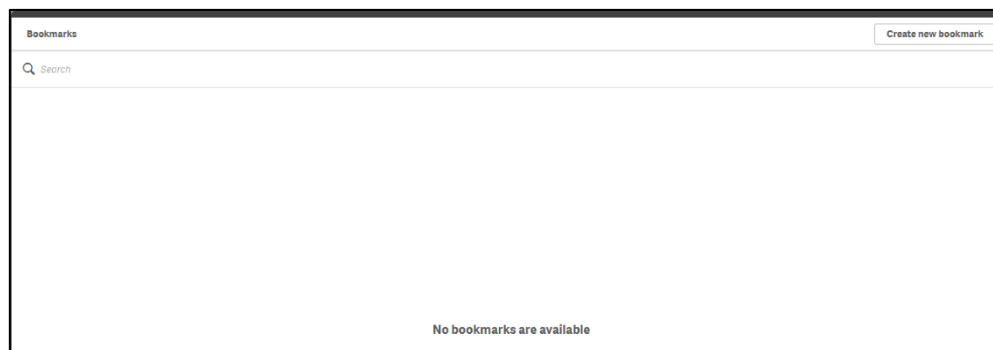
Bookmark functionality can also be used to save filter selections so they can be reapplied.

### Create a Bookmark

1. On the applicable report, select the graph or apply the filters you wish to create as a bookmark.

2. On the *Menu Bar*, select .

The Bookmarks dialog box will display.



3. To create the bookmark, select .

The Bookmarks dialog box will update to display the *My bookmarks* section and the title of the bookmark will default as the name of the report and a summary of the selections made.

**Bookmarks**

Search

▼ My bookmarks (1)

Title

PI04 Fully immunised children (Raw data) - State (~WA)

Description

Selections: State

Location: PI04 Fully immunised children (Raw data)


4. If needed, update the title of the bookmark in the **Title** field.
  5. Enter a description for the bookmark in the **Description** field.
- To save the bookmark, click anywhere off the Bookmarks dialog box.

The bookmark has now been saved.

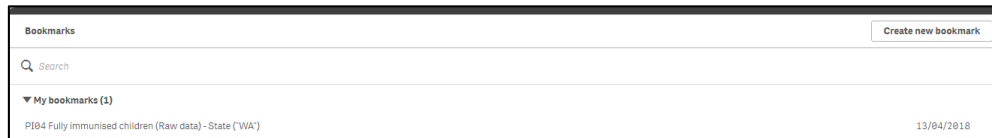
## Apply Bookmark Selections

You can apply the selections saved in a bookmark to any reports and graphs as needed.

1. To commence, open the report the selections are to be applied to.

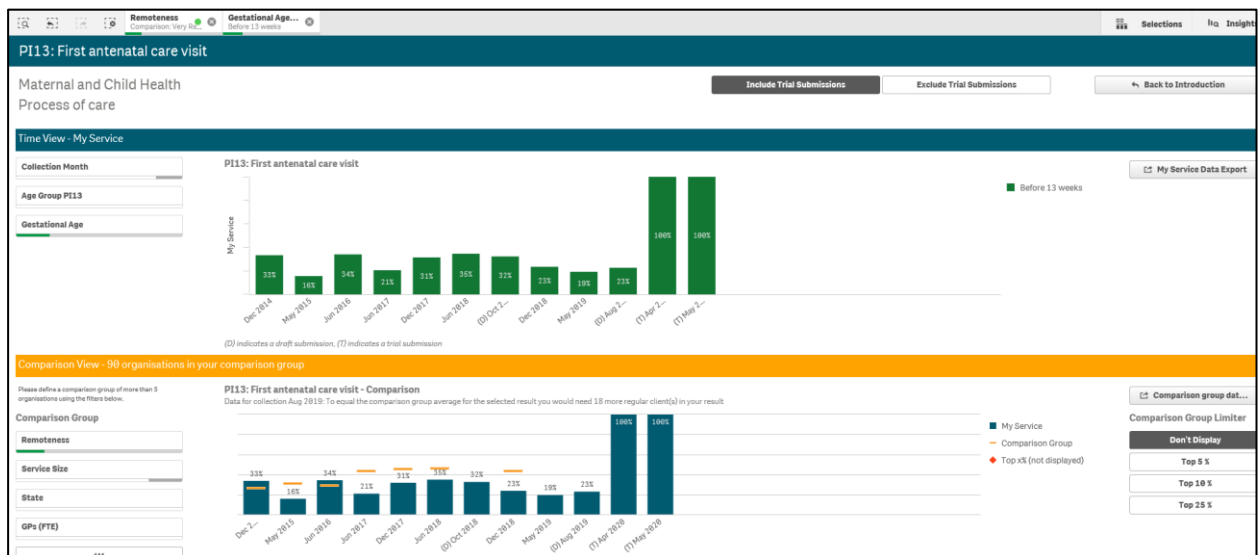
2. On the *Menu Bar*, select .

The Bookmarks dialog box will display.




3. To apply the bookmark selections, right click on the applicable bookmark and select **Apply selections**.

The bookmark selections will now be applied to the selected report/graph.








## Edit a Bookmark


1. On the *Menu Bar*, select .

The Bookmarks dialog box will display.

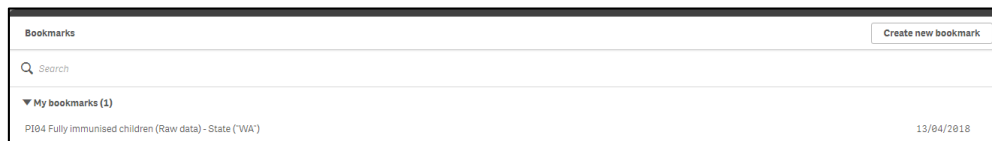


2. To edit the bookmark, hover your mouse pointer over the bookmark and select  on the right-hand side of the dialog box.
  3. To update the bookmark, select .
  4. Update the **Title** and **Description** as required.
  5. To confirm the changes, select .
- The changes have now been made to the bookmark.
6. To continue working, select anywhere off the dialog box.

## Search for a Bookmark


1. In the *Sheets* view, on the *Menu Bar*, select .

The Bookmarks dialog box will display.

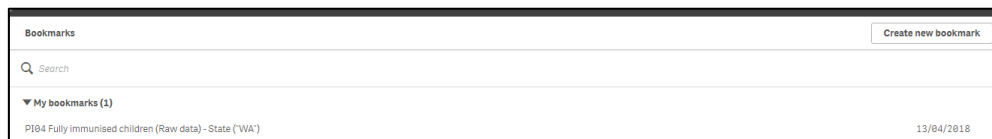





2. To search for a particular bookmark, enter the title of the bookmark in the **Search** field. The Bookmarks list is filtered as you type to display the bookmark(s) that match your search terms.

## Delete a Bookmark

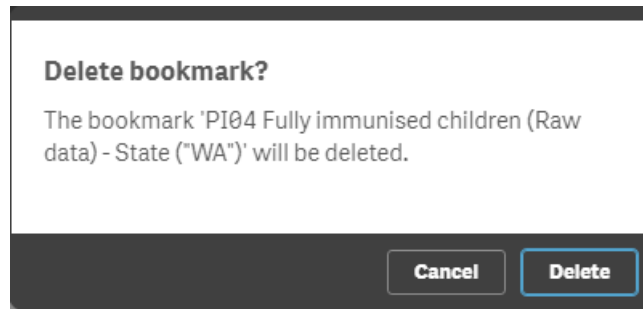
1. In the *Sheets* view, on the *Menu Bar*, select .


The Bookmarks dialog box will display.



2. To continue, hover your mouse pointer over the bookmark and select  on the right-hand side of the dialog box.
3. To put the bookmark in edit mode, select .
4. To delete the bookmark, select .

The Delete Bookmark? dialog box will display asking if you wish to delete the bookmark.



5. To confirm deletion of the bookmark, select .

The bookmark has now been deleted.

## Work with Stories

Stories allow you to share your insights into data with other people. The purpose of stories is to display data in a story and emphasise elements that are important in your discussions and decision-making. Adding emphasis will assist you in creating convincing stories to support you and your stakeholders in decision making.

Stories let you combine reporting, presentation, and exploratory analysis techniques to create and share for collaboration. You take snapshots of your discovered data (like reports) for use in stories, structured by one or more slides. The snapshots can be enhanced with various effects to let you emphasise the data insights you want your audience to focus on.

As you tell the story and get asked questions, you can switch directly to where the snapshot came from and get access to the live, updated data.

You can make your presentation even more engaging by inserting live data from QLIK directly into your slides and selecting them while presenting your story.

Stories are contained within the Indigenous Health Data reports so you can return to live data at any time. To build a story you use time-based snapshots of your graphs and live data and place them on the story's timeline. You can add text and shapes to your story, making the story more engaging.

In Story view you can:

- **Build** stories to present insights and ideas based on your data discoveries. You build stories by using snapshots of your graphs.
- **Play** a story as it would be presented to an audience. When you play a story, you can get access to the graph the snapshots originated from. If you have embedded graphs in your story you can make selections in these graphs just as you can in a graph when analysing data.

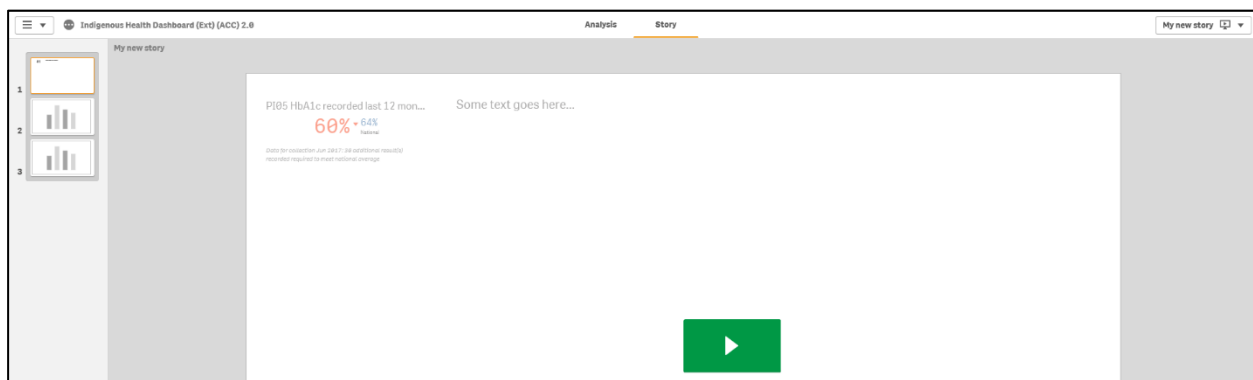
## Create a Story

Once you have taken the required snapshots of your data, you can start to build your story in QLIK. As part of building your story, you can add different kinds of visual effects and content such as text, images, shapes and effects.

The following procedure is used to create a data story in QLIK.

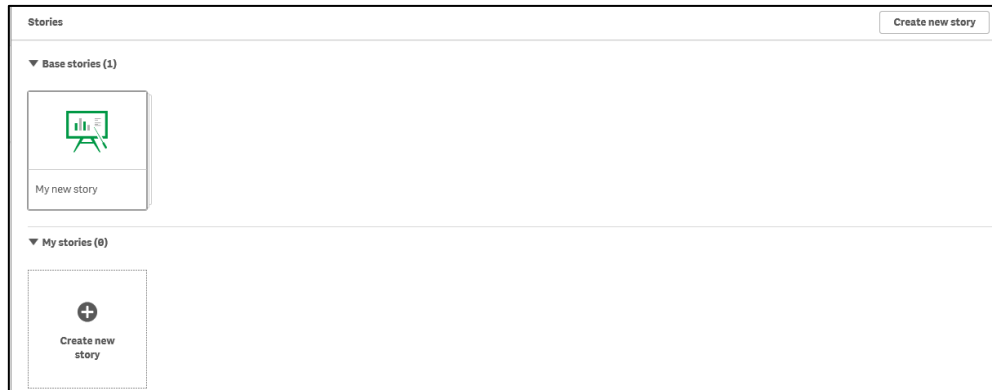
1. From any report in the Indigenous Health Data reports, select **Story** on the *Menu Bar*.

The Stories screen will display.

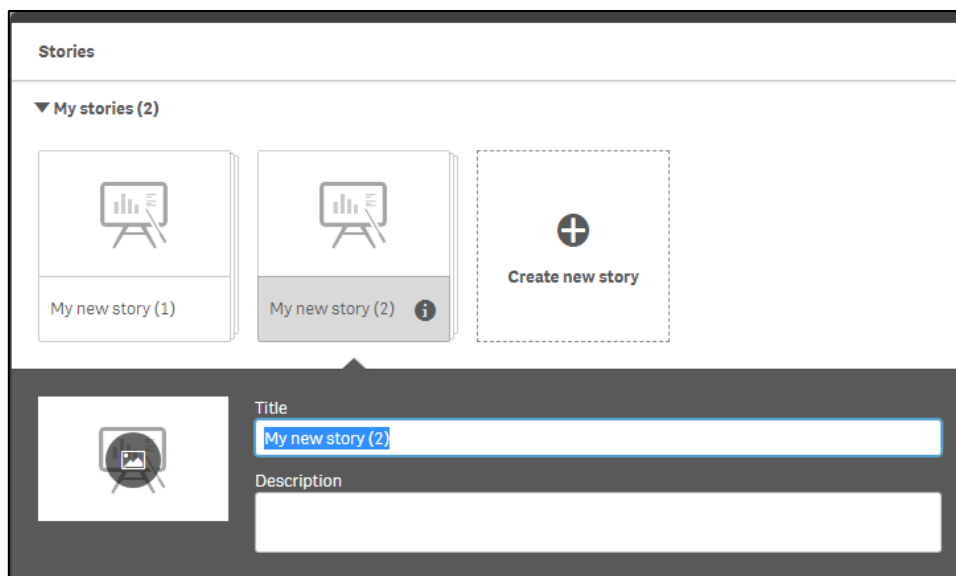


2. To create a new story, select My new story in the top right-hand corner of the screen.

The Stories dialog box will display.





- To create a new story, select **Create new story** in the top right-hand corner of the screen. The Stories dialog box will update to display the Title and Description fields.



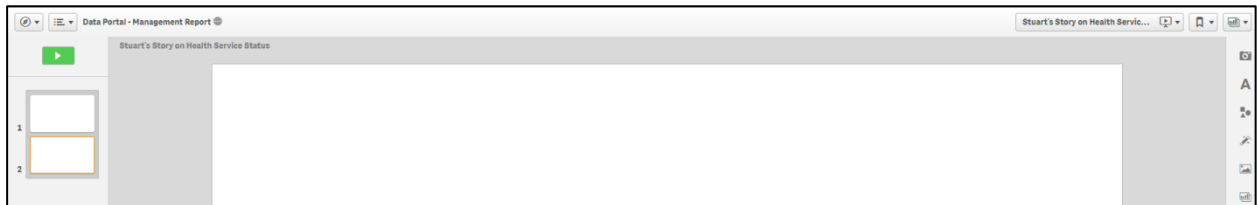
- Enter a **Title** and **Description** for your new story.
- Click anywhere outside the text area to save the changes made.

## Add New Slides to a Story

Once you have created your story, you can add the required number of slides so you can start building the story and adding different objects to it as needed.

1. Either select **Story** from the *Menu Bar* or  **Stories** from the *Selections Bar*, and select your story to open it.
2. To add the first new slide to your story, select  from the bottom left-hand corner of the screen.

The new slide has now been added to the story.




3. Repeat step 2 for any additional slides to be added to the story.

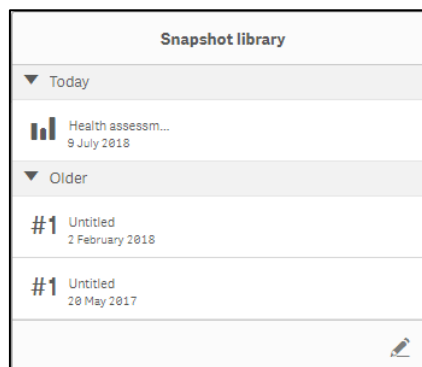


To remove a slide from the story, right click on the slide and select **Delete**.

## Add a Snapshot to a Slide

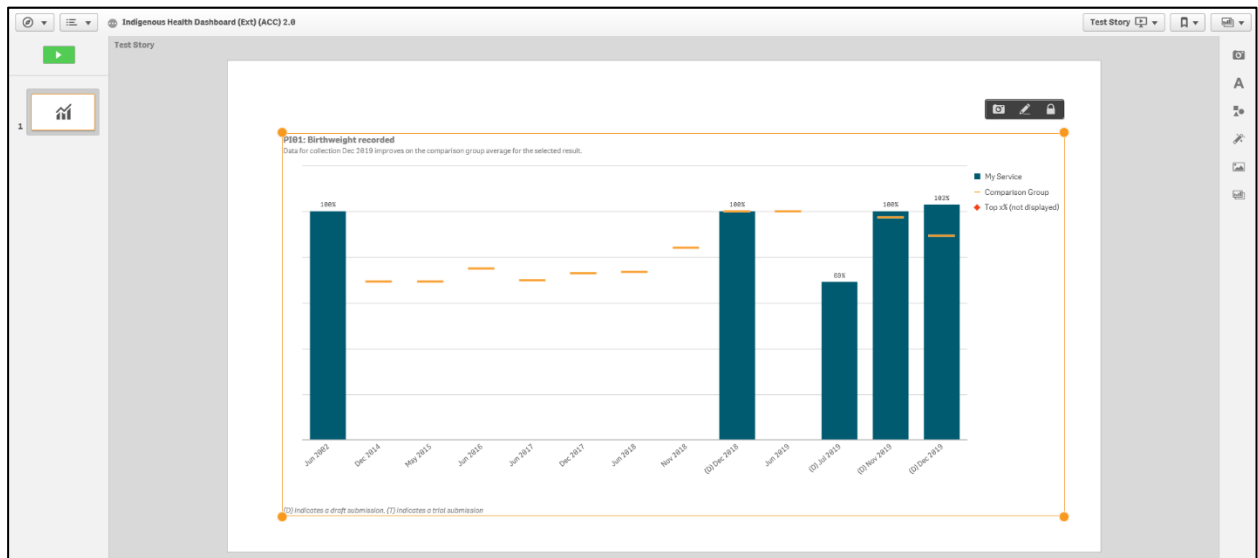
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the snapshot to from the story timeline in the left-hand side of the screen.
3. To add a snapshot to your slide, select  in the Menu Bar on the right-hand side of the screen.


The Snapshot library dialog box will display.



4. To add a particular snapshot to your story, select the snapshot, hold your left (primary) mouse button down and drag the snapshot onto the story.

The xxxx (your story name) screen will update to show the selected snapshot now included in the story.



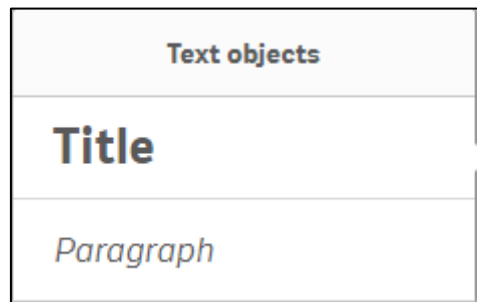
5. Once the snapshot is added to the applicable slide in your story, you can move the snapshot anywhere on the slide by selecting the snapshot, holding the left (primary) mouse button down and moving the snapshot to the appropriate place on the slide.
6. To increase or decrease the size of the snapshot, simply select one of the four orange circles on the snapshot , hold your left (primary) mouse button down and drag the snapshot in or out as needed.
7. Repeat steps 3 to 6 for any additional snapshots you wish to add to your story.

## Add Text to a Story

If needed, you can add explanatory text and titles to snapshots you have added to your story.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the text to from the story timeline in the left-hand side of the screen.
3. To add text to a slide in your story, select **A** in the *Menu Bar* on the right-hand side of the screen.

The Text objects dialog box will display.



### To add a title to the slide:

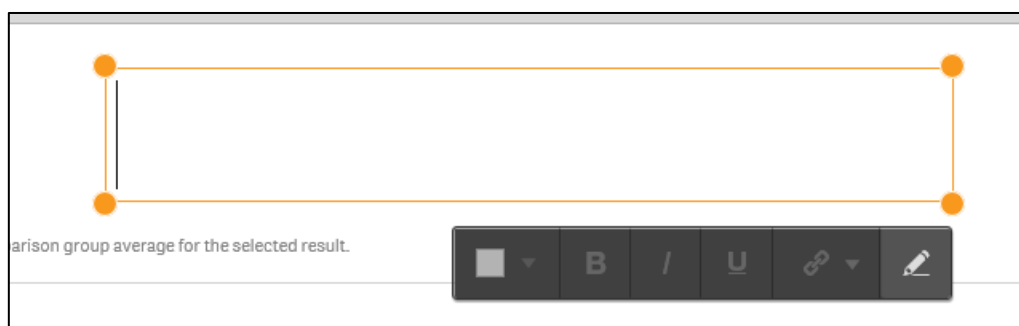
- i. Select **Title**, hold your left (primary) mouse button down and drag it onto the slide.

The xxxx (your story name) screen will update to show the Title text box on the slide.





- ii. Move the **Title** text box to the desired location as/if required by selecting the text box and dragging it to its destination.
- iii. To add a title to the slide, double click within the text box.

The text box will update to allow the title to be entered.



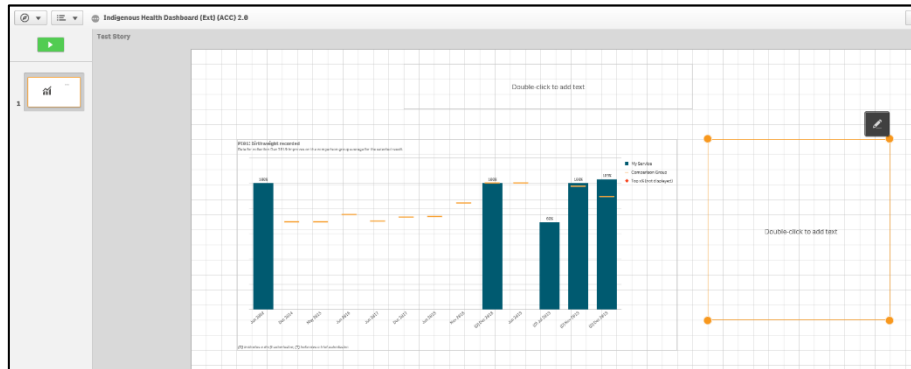
- iv. Enter the title for the slide and use the functions in the toolbar that displays above the text box to change the colour, bold, italicise or underline the title as required.

 To add a url to the title, select  and enter the url in the dialog box that displays.

### To add text to the slide:

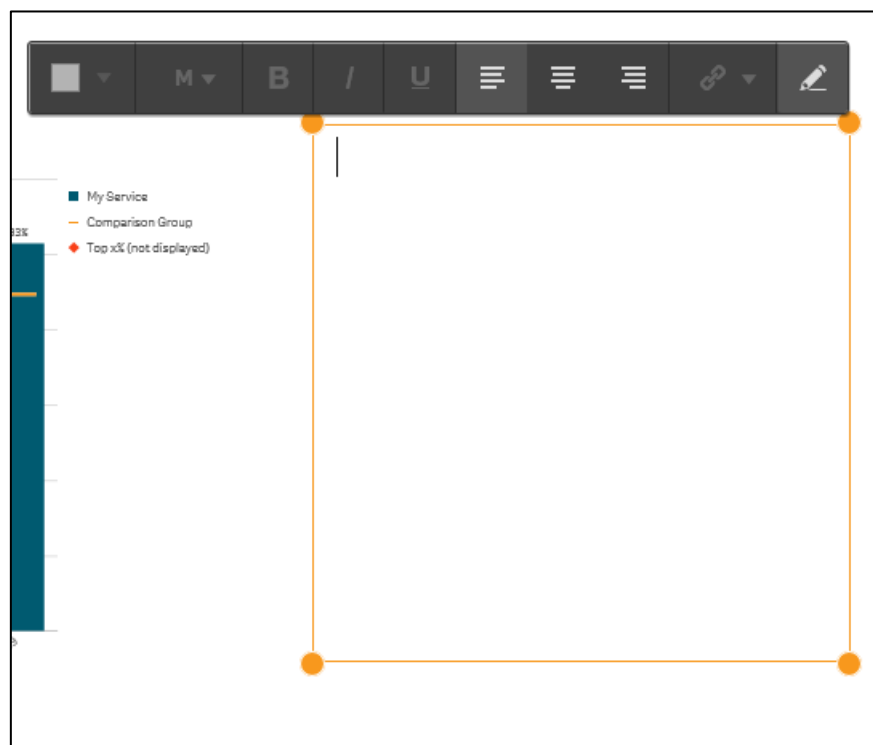
- i. Select **Paragraph**, hold your left (primary) mouse button down and drag it onto the slide.

The xxxx (your story name) screen will update to show the Paragraph text box on the slide.





- ii. Move the **Paragraph** text box to the desired location as/if required by selecting the text box and dragging it to its destination.
- iii. To add text to the slide, double click within the text box.

The text box will update to allow the text to be entered.




- iv. Enter the text for the slide and use the functions in the toolbar that displays above the text box to change the colour and size of the text as required.
- v. If needed, you can also bold, italicise or underline the text as well as changing the justification of the text.

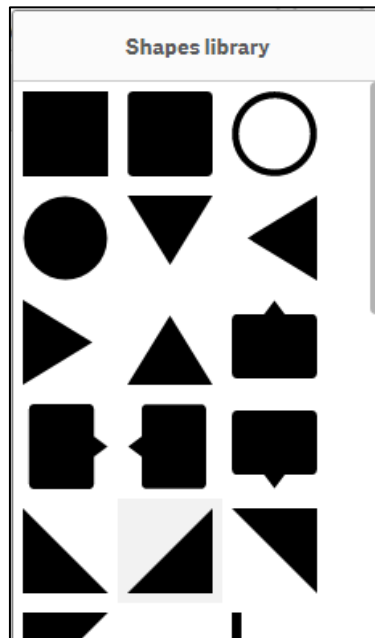
 To add a url to the text, select  and enter the url in the dialog box that displays.



## Add Shapes to a Story

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the shape to from the story timeline in the left-hand side of the screen.
3. To add a shape to your slide, select .


The Shapes Library dialog box will display.




4. Select the shape you would like to add to the slide, hold your left (primary) mouse button down and drag the shape onto the slide.

The xxxx (your story name) screen will update to show the shape added to the slide.




5. Once the shape is added to the applicable slide in your story, you can move it anywhere on the slide by selecting the shape, holding the left (primary) mouse button down and moving the shape to the appropriate place on the slide.
6. To increase or decrease the size of the shape, simply select one of the four orange circles on the shape , hold your left (primary) mouse button down and drag the shape in or out as needed.

7. To change the colour of the shape on the slide, select  and select the required colour from the list.
8. Repeat steps 3 to 7 for any additional shapes you wish to add to your story.

## Add Effects to a Story

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the effect to from the story timeline in the left-hand side of the screen.

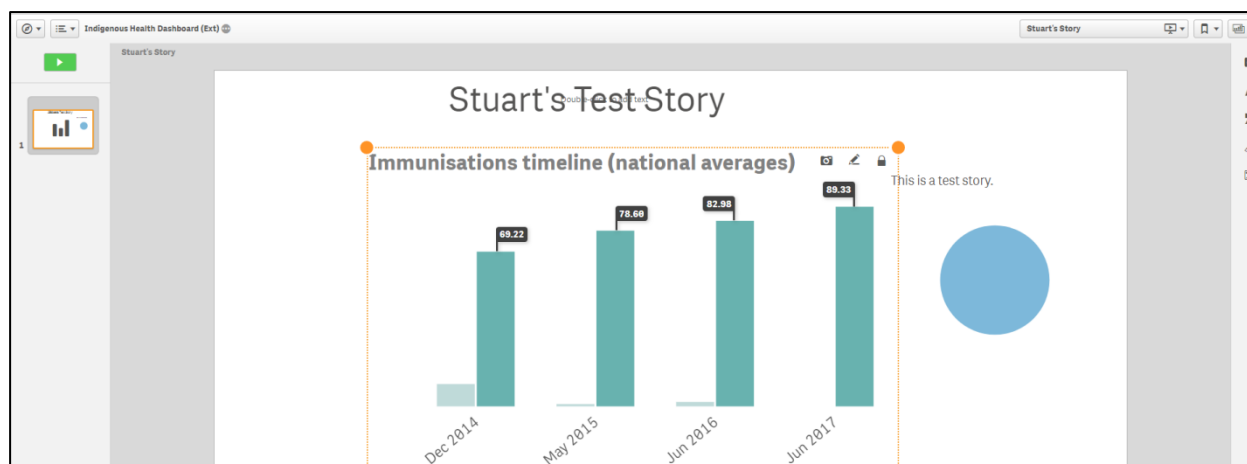
3. To add an effect to your story, select .



The Effects library dialog box will display.



4. Select the required effect to add to your story. The options are:
  - **Highest value** - Applying this effect to your story will add a label to the highest value in the snapshot and will dim the other values.
  - **Lowest value** - Applying this effect to your story will add a label to the lowest value in the snapshot and will dim the other values.
  - **Any value** - Applying this effect to your story will add a value to any manually selected value in the snapshot and will dim the other values.
5. Hold the left (primary) mouse button down and move the selected effect onto the applicable snapshot in the story.

The xxxx (your story name) screen will update to show the impact the selected effect has had on the snapshot in the story.




- i. To replace the original snapshot in the story with the updated snapshot with the effect added, select  in the top right-hand corner of the snapshot.
- ii. To edit the new snapshot with the effect added, select  in the top right-hand corner of the snapshot.

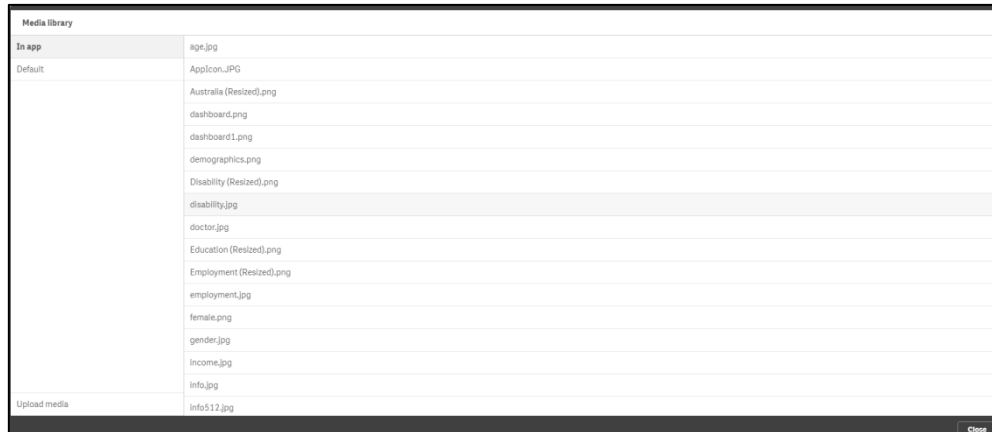




To remove the effect from the story, right click on the snapshot on the slide and select **Remove effect**.

## Add Media Objects to a Story

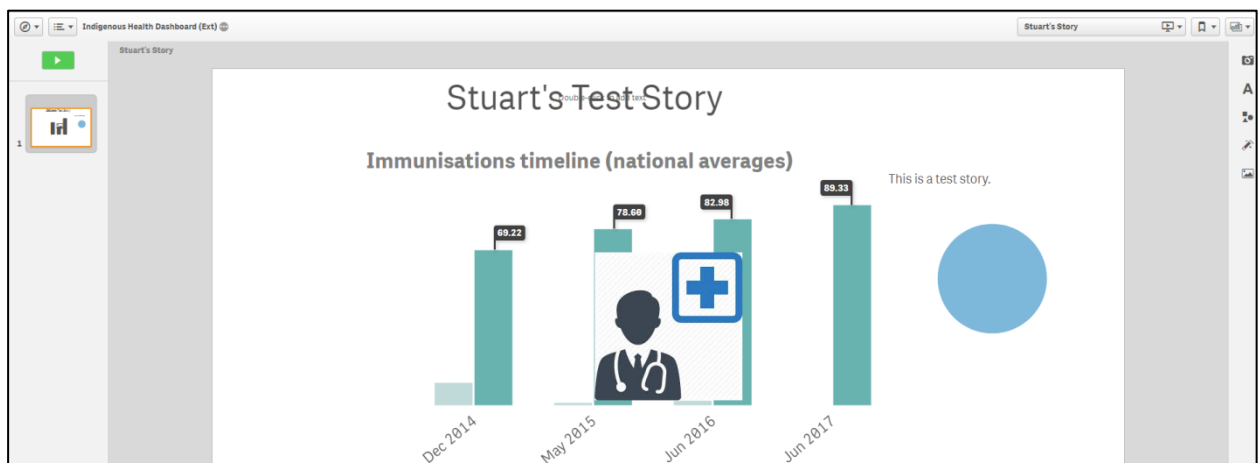
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the media object to from the story timeline in the left-hand side of the screen.
3. To add an object to your story, select .

The Media library dialog box will display.



- i. To add an object from within the *Indigenous Health Dashboard (Ext)* app, select **In app**, then select the required object from the list and select .
- ii. To add an object from within QLIK, select **Default**, then select the required object from the list and select .

The xxxx (your story name) screen will update to show the object added to the slide.




4. To move the object within the slide, select the object, hold the left (primary) mouse button down and move the object to the required location.

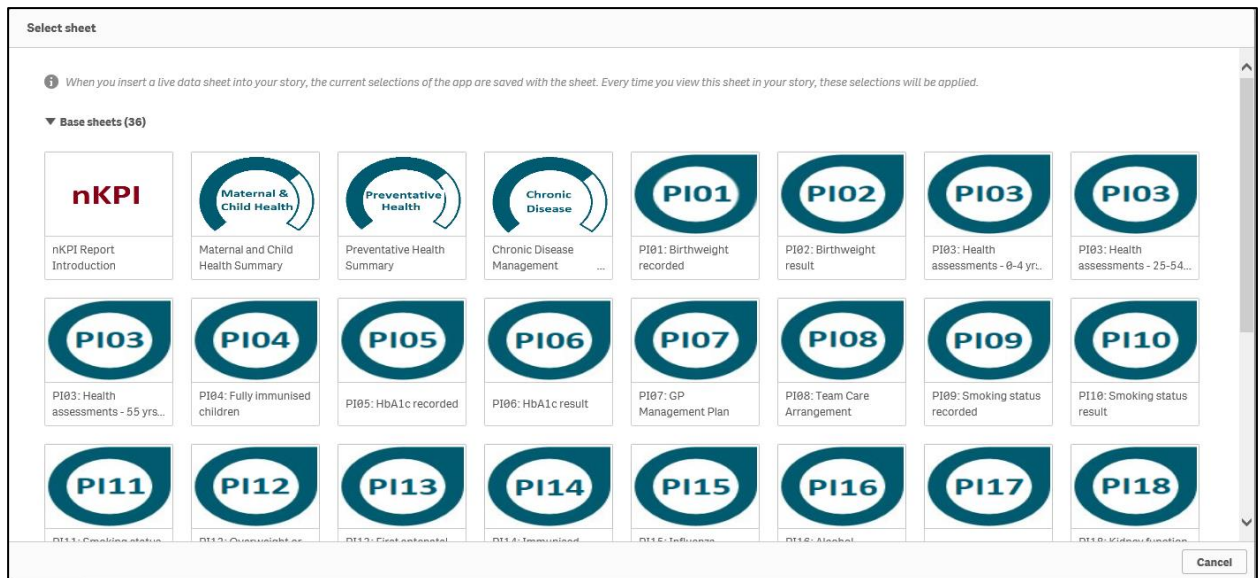


To remove the object from the story, right click on the object and select **Delete**.

## Add a Data Snapshot to a Story

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the snapshot to from the story timeline in the left-hand side of the screen.
3. To add a snapshot to your story, select .

The Select sheet dialog box will display.

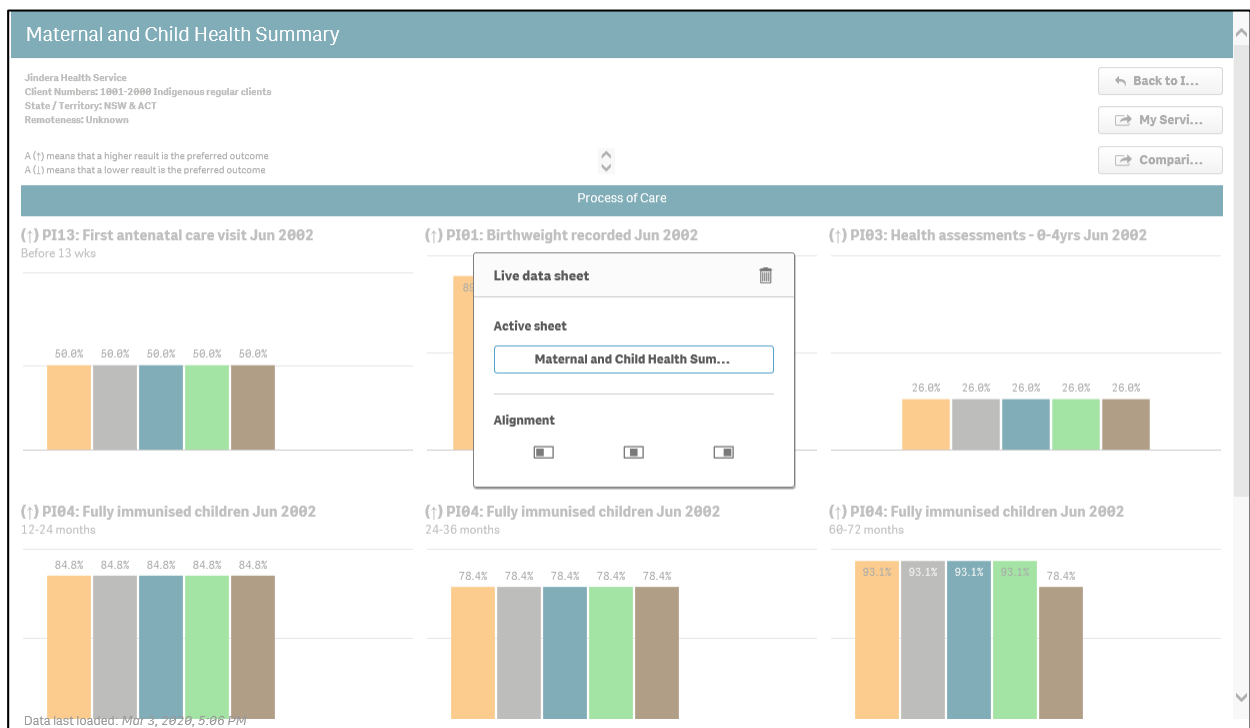


4. Select the report you wish to add to your story as a snapshot.



If you currently have filters applied to the selected report, these will appear in the story as part of the snapshot.

The selected report will now be added as a new slide to your story.

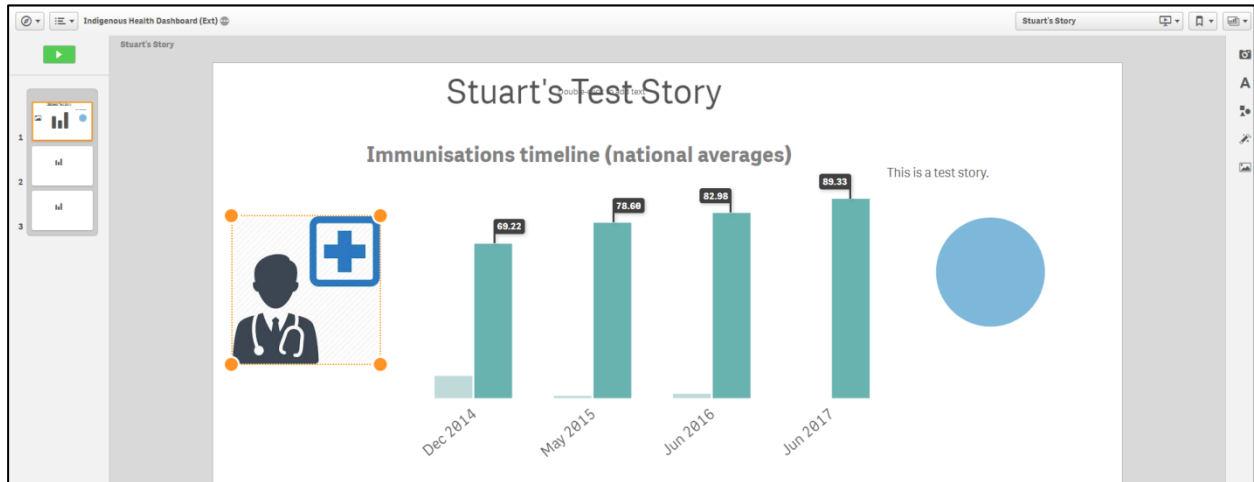


The Live data sheet dialog box displays, allowing you to delete the report, select a new report or realign the report on the slide as/if needed.





## Work with Items in a Story

Once you have added snapshots, shapes, media objects etc to your story, you can reuse these items by cutting, copying and pasting them elsewhere within your story as required. You can also delete them from the story if needed.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide the object you are working with is on from the story timeline in the left-hand side of the screen.
3. Select the object you are working with.




There are several tasks that can now be performed with this selected item, at the bottom of the screen:

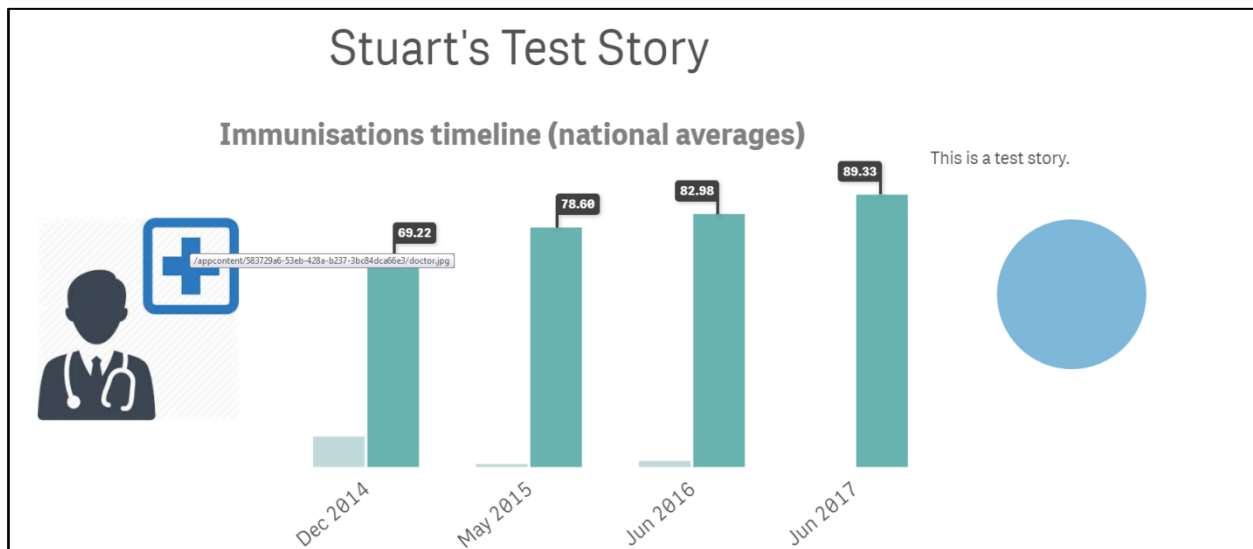
- i. To cut the item from the slide, select .
- ii. To copy the item, select .
- iii. To paste the item onto the slide, select .
- iv. To delete the item from the slide, select .




## Play a Story

Once you have created your story and have added all the required slides, objects and text to it, you can play it to ensure it runs as expected prior to making it available to other users.

1. Ensure the xxxx (your story name) screen is displayed.
2. Ensure the first slide in the story is selected in the story timeline on the left-hand side of the screen.
3. To play your story, select  at the top of the story timeline.


Your story will now display in slide view.



4. To move to the next slide in the story, select  at the bottom of the screen and select  to move to the next slide in the story.
5. Repeat step 4 for each slide in the story.
6. To close the story once it is finished, select  in the top right-hand corner of the screen.

## Duplicate a Story


You can duplicate any story in Qlik. This saves you time by allowing you to reuse content and modify the duplicate to better fit your needs. The duplicated story contains the same content as the original and is linked to the same snapshots. The duplicated story, however, will not be updated if the original story is updated.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right hand corner of the screen and select **Duplicate story** from the list that displays.


The selected story has now been duplicated and the new story will inherit the original story's name with a (1) after it. The new story will now display in the xxxx (your story name) screen and can be worked on as required.

## Delete a Story

If the story is no longer required, it can easily be deleted from the Story screen.

1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right hand corner of the screen and select **Delete story** from the list that displays.


The Delete story? dialog box will display.

3. To delete the story, select .

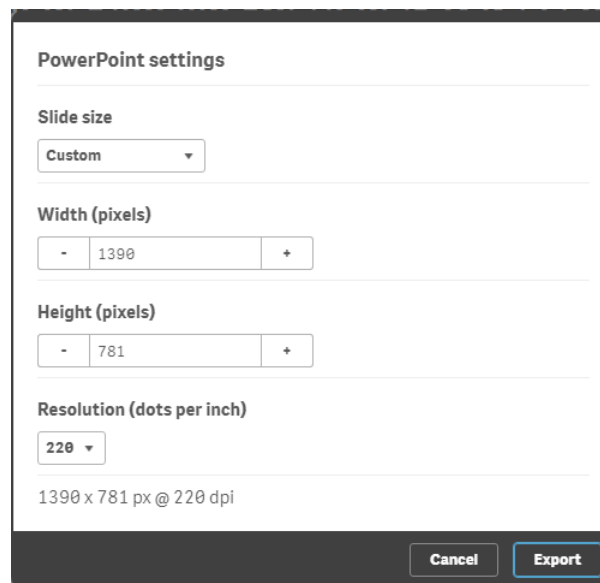
The story has now been deleted.

## Export a Story to PowerPoint

Once you have developed a story in QLIK on your Indigenous Health Reporting data, you may wish to export the story from QLIK to PowerPoint so you can easily deliver presentations without needing access to QLIK.


1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right hand corner of the screen and select **Export story to PowerPoint** from the list that displays.

The PowerPoint settings dialog box will display.




The dialog box titled "PowerPoint settings" contains the following fields and controls:

- Slide size:** A dropdown menu currently set to "Custom".
- Width (pixels):** A numeric input field with a value of 1390, flanked by minus and plus buttons.
- Height (pixels):** A numeric input field with a value of 781, flanked by minus and plus buttons.
- Resolution (dots per inch):** A dropdown menu currently set to 220.
- Summary:** A text label indicating "1390 x 781 px @ 220 dpi".
- Buttons:** "Cancel" and "Export" buttons at the bottom right.

3. To export your story to PowerPoint, select .
4. To download the content so it can be saved, select **Click here to download your PowerPoint presentation.**

A pop up will display in the bottom left-hand corner of the screen.




5. To continue, select  in the pop up and select **Open**.

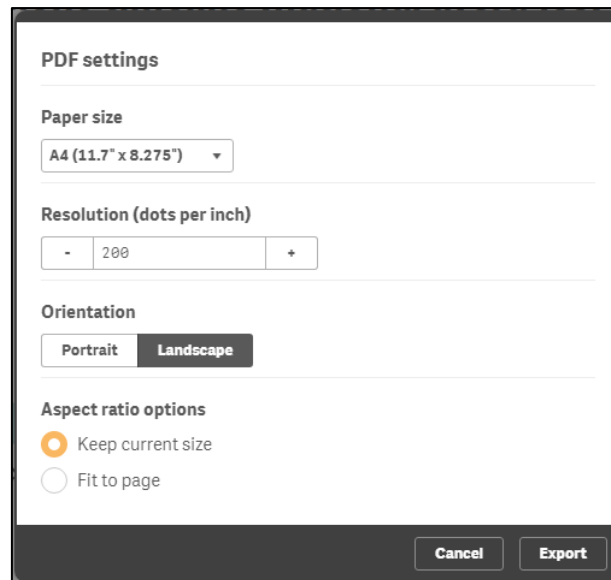
The presentation will now be opened in PowerPoint and can be saved to your desktop or another suitable location as needed.


## Export a Story to PDF

In addition to being able to export your Qlik story as a PowerPoint presentation, you can export it as a PDF document for later use if needed.

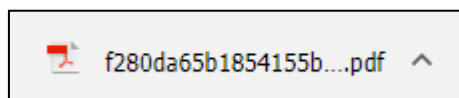
1. Ensure the xxxx (your story name) screen is displayed.
2. Select  in the top right hand corner of the screen and select **Export story to PDF** from the list that displays.


The PDF settings dialog box will display.



3. To export your story as a PDF document, select .
4. To download the content so it can be saved, select **Click here to download your PDF file.**

A pop up will display in the bottom left-hand corner of the screen.



5. To continue, select  in the pop up and select **Open**.

The PDF document will now be opened and can be saved to your desktop or another suitable location as needed.



# Download your nKPI Summary Report

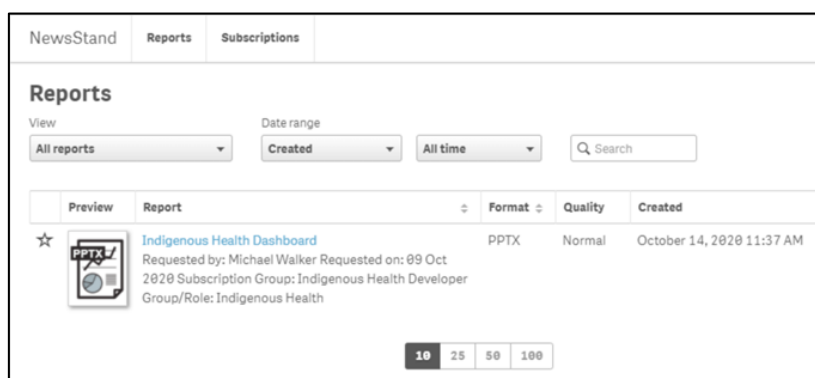
When an IHDR reporting round is complete, each Health Service will be able to access their nKPI Summary Report for that reporting round directly through the Health Data Portal, soon after the completion of the reporting round. Once a Health Service user accesses their report, they can save it/print it/share it as needed.



To be able to access your published report, you need to have been assigned the Published Report Viewer role by your Health Service's User Administrator. If you don't have the **Reports > Published reports** option available, please contact your User Administrator so they can assign you the role. Please note as well that you will only have access to the nKPI Summary Report that is published AFTER you have been given access, you will not be able to see previous reports.

1. From the Data Portal Home screen, select **Reports > Published Reports**.

The QLIK NewsStand will display.



You will only ever see the nKPI Summary Report for the most recently completed reporting round here, you won't see a list of historical reports. This means you should download and save each report as it becomes available so you have ongoing access to each report.

2. At the top of the NewsStand, you are able to use the **View** and **Date range** fields to filter the reports that display if needed.

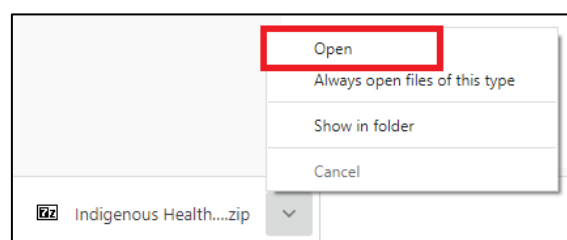


You should only need to do this in the future once there are reports displaying here for several data collection periods.

3. To download your nKPI Summary Report, select the applicable **report name** link in the **Report** column.

A Download window will display in the bottom left-hand corner of the screen and the .zip file containing your nKPI Summary Report will begin to download.

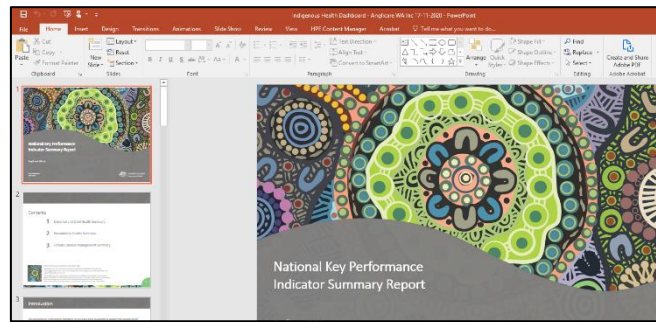
4. Once the download has completed, select the arrow in the Download window and select **Open**.



The .zip file containing your report will open.

5. Now double-click on the PowerPoint contained within the .zip file to open it.

The PowerPoint containing your nKPI Summary Report will open.



You can now view/save/print the report as needed.

6. To exit the report, simply close the PowerPoint.

## Specific Indigenous Health Data Reports in the QLIK Interactive Reports

In the IHDR interactive reports in QLIK, there are several summary and detailed reports that Health Services can use to interpret and interrogate their Health-related data. These reports are all accessible through the Indigenous Health Dashboard (Ext) screen.

This section of the user guide details the different types of IHDR reports (both summary and detailed) available in QLIK and the information included in these reports.

### Summary Indicator Reports

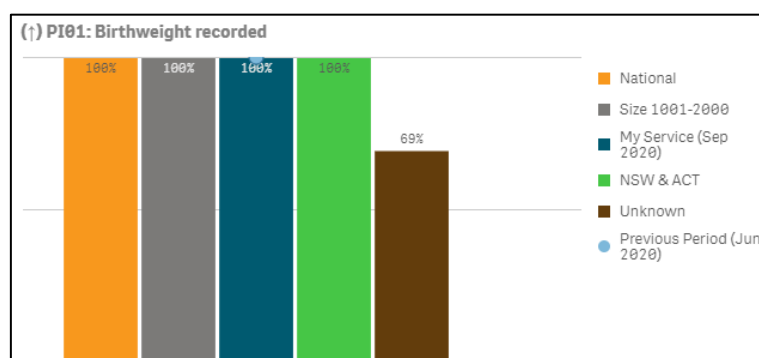
QLIK contains the following three summary indicator reports:

- Maternal and Child Health Summary
- Preventative Health Summary
- Chronic Disease Management Summary.



In the three indicator summary reports in QLIK, the indicators are grouped by *Process of care* (top half of the screen) and *Outcome* (bottom half of the screen). *Process of care* indicators focus on the extent to which eligible clients have received a particular test or screening, or have had specific information recorded in their records (e.g., *PI01 Birthweight recorded*). *Outcome* indicators reflect the prevalence of specific health conditions or health behaviours among the clients of an organisation. Health outcomes are affected by many factors, and should not be seen as the direct result of the process-of-care indicators (e.g., *PI02 Birthweight results*).

There is at least one graph for each indicator in each of the summary reports but, for some indicators, there may be more than one.







Each of the summary indicator reports display the following information as bars in the graph (from left to right):

- National results (orange bar)
- Results for services with the same number of clients as your service (grey)
- Your service's results for the current or most recent collection period (dark blue)
- Your results for the same indicator for the previous period (shown as a light blue dot on the graph for your service's current results).
- The results for all services in your state (green)
- The results for all services with the same remoteness as your service (brown).

If the arrow to the left of the title of the particular indicator/graph you are looking at is pointing **up**, this means that a higher result/percentage is the preferred outcome. If the arrow is pointing **down**, this means that a lower result/percentage is preferred.

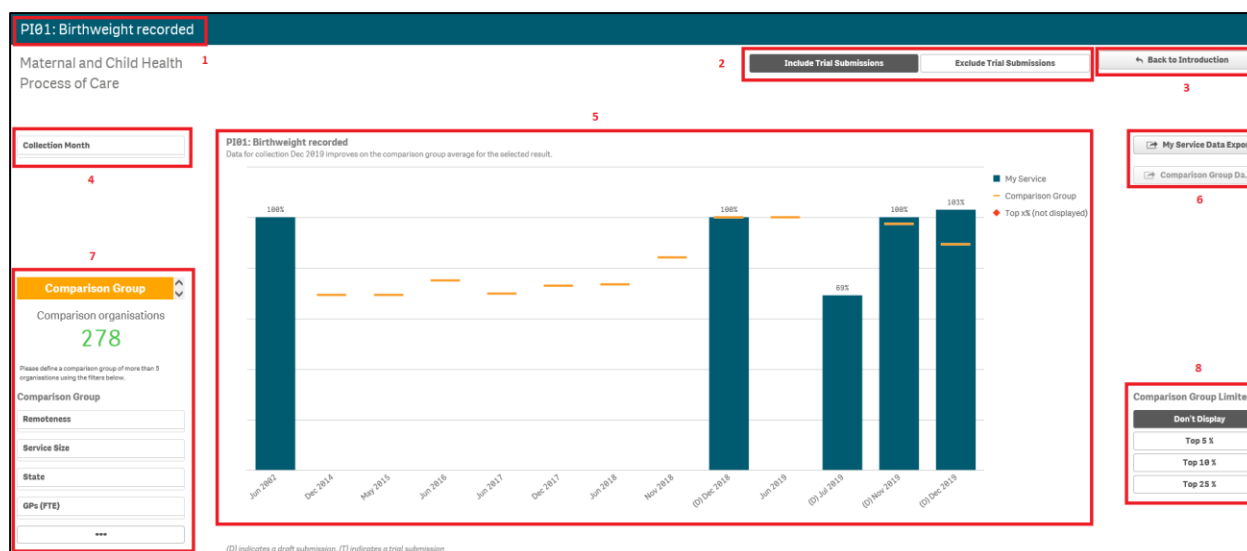
Other functions available on each of the IHDR Summary reports are:

-  - Takes you to the nKPI Report Introduction Screen, from where you can access the next report you need.
-  - Allows you to export your Health Service data for each of the indicators contained within the report, to Excel.
-  - Allows you to export your comparison group's data for each of the indicators contained within the report, to Excel.
-  - Takes you to the detailed individual indicator report for the selected graph. This button appears underneath each graph in each Summary report.









The *Maternal and Child Health Summary* report is shown in the screenshot above but the same elements are also contained within the *Preventative Health and Chronic Disease Management Summary* reports.

## Detailed Indicator Reports – Overview



There are 29 individual indicator reports in QLIK for the 24 indicators reported on by Health Services through the Health Data Portal. There are common elements contained within each of these reports, as indicated by the highlighted sections in the above screenshot.

These elements are explained below:

- Report Title** – The title of each individual indicator report displays in the blue title bar at the top of the screen.
- Include/Exclude Trial Submission toggle**   – Allows you to switch the display of trial submission data on and off in the graphs contained within each individual indicator report. For more information see *Displaying Trial Submission Data* later in this section of the user guide.
- Back to Introduction button**  – Takes you to the nKPI Report Introduction screen from any individual indicator report.
- Filter fields**  - Allows you to filter the results displayed in the graph/graphs on the report by certain characteristics, such as *Collection Month*. When a selection is made through a filter field, this selection will appear in the grey *Filter Bar* at the top of the screen. For more information, see *Working with Filters* later in this section of the user guide.
- Main screen window** – This is where the applicable graph/graphs displaying the Health Service's results for all collection periods back to December 2014, for the selected indicator will display. Trial submissions will be identified by a T in front of the month in the bottom axis. Draft submissions will be identified by a D in front of the applicable month in the bottom axis. More information regarding what displays in this window is provided in the detailed descriptions of each individual indicator report later in this guide.
- Export buttons**   - Allow you to export their results, and those of a selected Comparison Group, for the selected indicator to an Excel spreadsheet for analysis as needed.
- Comparison Group section** – Allows you to create a comparison group of their choice (e.g. all services from the same state) to compare their results against for the selected indicator. This section will either display in the bottom left-hand corner of the report, or in the bottom half of the report, depending on which indicator you are working with. For more information, see the *Working with Comparison Groups* section later in this user guide.

| Don't Display |
|---------------|
| Top 5 %       |
| Top 10 %      |
| Top 25 %      |

8. **Comparison Group Limiter** - Allows you to display the top 5, 10 or 25% of services contained within the selected comparison group. For more information, see the *Comparison Group Limiters* section later in this user guide.

## Displaying Trial Submission Data

If you wish to track your data trends over time in your detailed indicator reports in QLIK, you can do this using the *Trial Submission* option in the Data Asset Details screen when submitting your data through the Data Portal.

For example, if you wish to track your data month by month, you can submit trial data in the Data Portal each month using the normal submission process (direct load or manual submission) and then view this data in each of your detailed individual indicator reports in QLIK.



It is important to note that your trial submission data will not appear in any summary IHDR reports in QLIK – it will only appear in the detailed individual indicator reports.

Once entered through the Data Portal, your trial submission data will appear in all detailed individual indicator reports in your QLIK IHDR interactive reports.

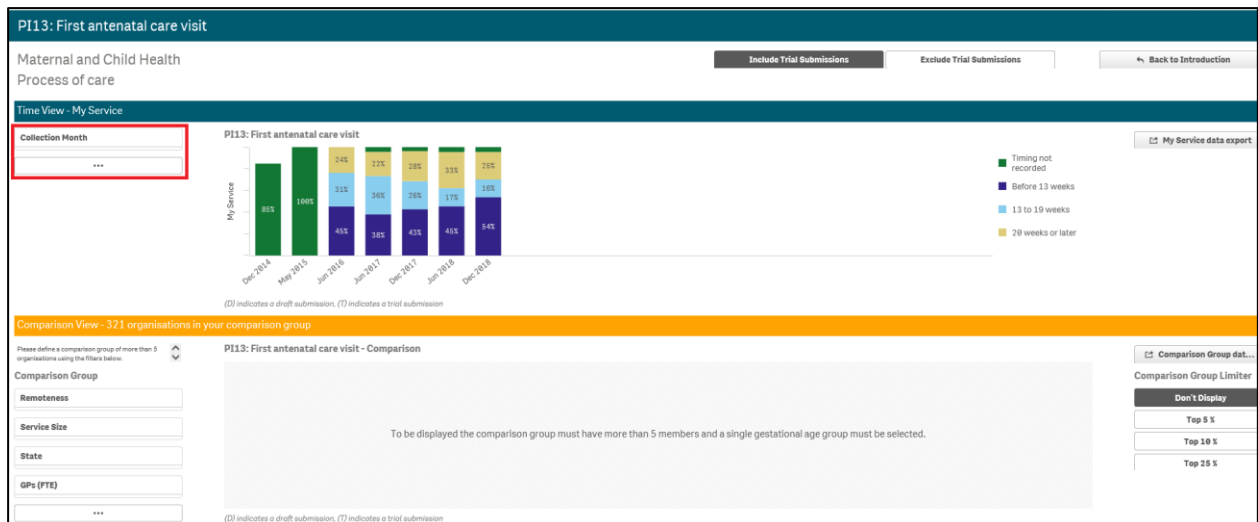


The QLIK individual indicator reports show how your Health Service's results are trending over time, by collection period, back to December 2014 for the selected indicator.

If you have submitted trial data through the Data Portal for a particular indicator, then this trial data will appear (identified with a *T* at the beginning of the month label on the bottom axis of the report) in the graph for the applicable month(s).

While your trial submission data will appear in the graphs by default, it can be removed by selecting the *Exclude trial submissions* toggle in the top right-hand corner of the screen (highlighted in the above screenshot).

## Working with Filters



When your data displays in the detailed individual indicator reports in QLIK, it shows all your Health Service's results for the selected indicator for each collection month (and including trial submissions) back to December 2014. There may be times, however, when you don't want to see all of your data in the report as you wish to focus on a particular collection period, for example.


If this is the case, you can use the Filter fields available on the left hand side of the screen to change the data that displays in the graph. The Filter fields available in each report will differ depending on the indicator. Some indicator reports will only allow you to filter your results by Collection Month while others will give you additional options.

To apply a filter to your results in a detailed indicator report:

- i. Select the applicable **Filter** field.


The Filter dialog box will display.

- ii. Select the option you wish to filter the data by.

- iii. To continue, select .

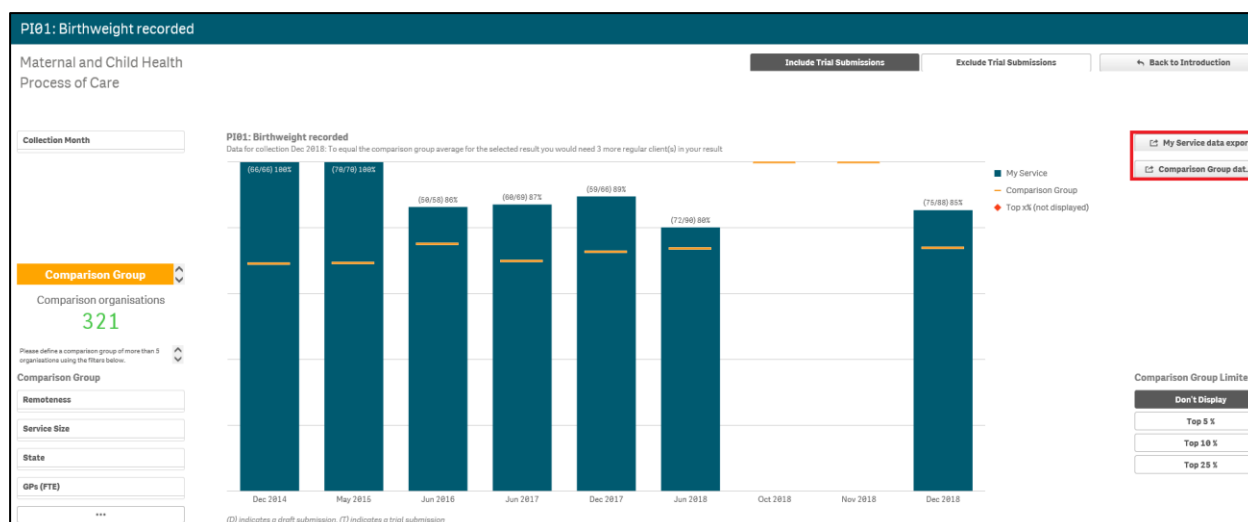
The filter has now been applied to the graph in the report.



To remove the filter and return the graph to its original view, select  on the selection in the grey Filter bar at the top of the screen.



## Exporting Report Data



When working with your data in the various detailed indicator reports in QLIK, you may wish to export your data out of QLIK so you can share it with members of your Health Service who don't have access to the Health Data Portal and QLIK. Alternatively, you may wish to export your data into Excel so you can work with it in other applications as required.

The export function in QLIK will allow to export either your Health Service's results or the results of your selected comparison group/the national data set.



When exporting data from QLIK, you can export it as a .png, a PDF or an Excel spreadsheet. In this section, we focus on exporting your data to an Excel spreadsheet.

To export data from a detailed indicator report in QLIK:

- i. Apply any filters/Comparison Groups to your results as needed to ensure the required data is displayed in the graph.
- ii. To commence the export of your Health Service's results, select

My Service Data Export

- iii. To commence the export of your Comparison Group's results, select

Comparison Group Dat...

The applicable Data Export screen will display.

- iv. To continue, right click anywhere on the Data Export table and select **Export** from the menu that displays.

- v. Select **Export data**.

The Export complete dialog box will display.

- vi. Select the **Click here to download your data file** link.

- vii. In the pop up that appears at the bottom of the screen, select **Save > Save as**.

The Save as dialog box will display.

- viii. Navigate to the location you wish to save the spreadsheet to and then select

Save

You can now analyse/manipulate the data in the spreadsheet as required.

## Working with Comparison Groups

As mentioned above, comparison groups allow Health Service users to build a customised group of Health Services to compare their own results to for particular indicators. For example, a Health Service may wish to compare their results for an indicator to the results of other Health Services of the same remoteness category with a similar number of clients.

The Comparison Group/Comparison View section of the detailed individual indicator reports in QLIK will appear differently, depending on the individual indicator report you are working in.

### Single Dimension Indicators

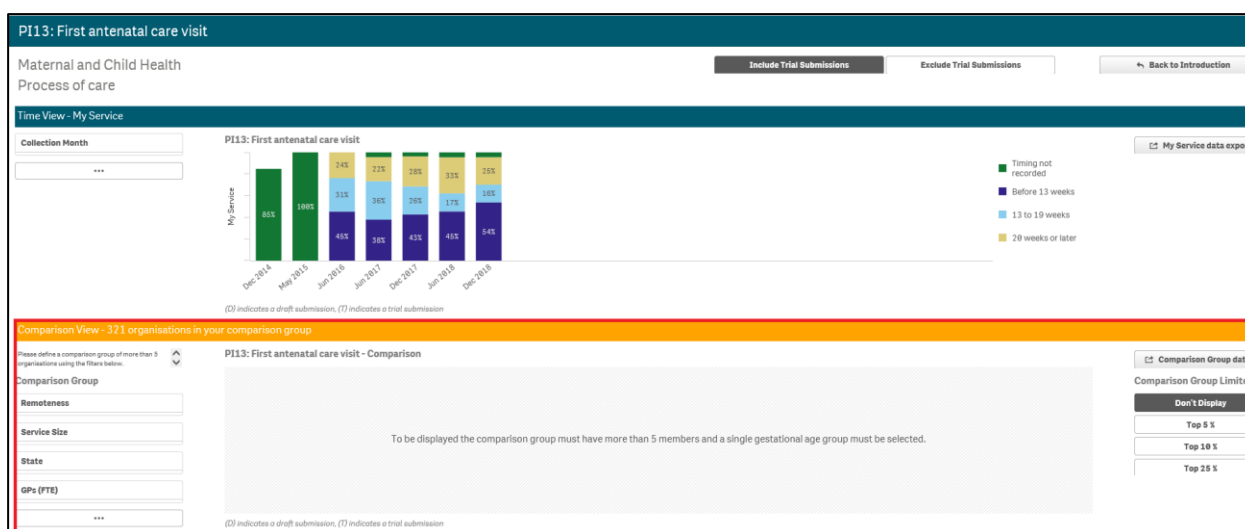


For those indicators with a single dimension (e.g. *PI01: Birthweight recorded*) one bar chart is used to display both the Health Service's results over time and comparison data from the national average or other organisations.

The *Comparison Group* section will appear in the bottom left-hand corner of the screen (highlighted above) and the results for the current comparison group (will default to the national average if no comparison group is selected) will appear in the graph as orange lines (—).

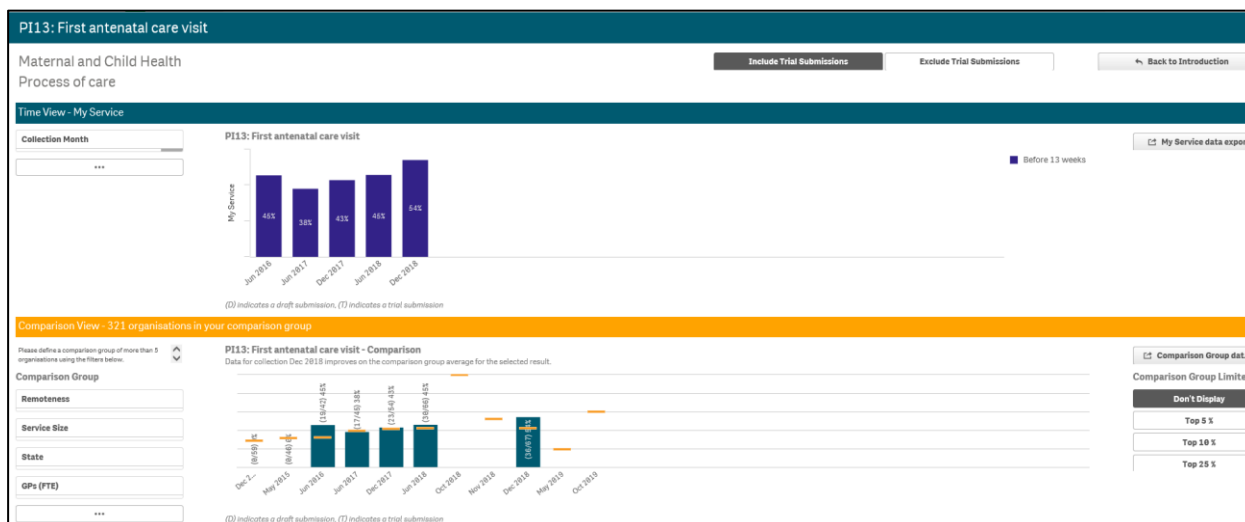
Health Services can use the selection options in the *Comparison Group* section in the bottom left-hand corner of the screen to build the desired comparison group. The graph will then update to display the results for the selected comparison group.

### Indicators with Multiple Result Bands



For those indicators which contain multiple results bands (for example, *Low*, *Normal* and *High* birthweight results) two bar charts will be shown in the indicator's report. The top chart displays all result bands for the Health Service while the bottom chart will be blank to begin with, but will display comparison data when a single result band is selected in the top half of the screen.

Once a result band is selected, the *Comparison View* in the bottom half of the screen will update to display the national averages for the selected results band.



The Health Service user can then create a comparison group for the selected indicator using the selection options in the *Comparison Group* section in the bottom left-hand corner of the screen. The graph in the *Comparison View* section will then update to display the results for the selected comparison group.

## Create a Comparison Group

To create a comparison group in this type of individual indicator report:

- In the **Comparison Group** section, select the applicable filter field for the first option to be added to your comparison group.



If you wish to see more selection options for the building of your comparison group select . The additional options that will display are Nurses (FTE), AHWs (FTE) and Organisation Type.

- Select the applicable option and then select ☒ to confirm.
- Make any further selections as required.

## Comparison Group Limiters





Once you have selected a comparison group to compare your Health Service's results to in the selected indicator report, you can further limit the comparison group results you are comparing your results to in the graph, by using the Comparison Group Limiters. These limiters allow you


to compare your results to the top 5, 10 or 25% of Health Services within your selected comparison group.

To filter the data in a graph on an indicator report using a comparison group limiter:

- i. Select the applicable limiter from the **Comparison Group Limiter** section in the bottom right-hand corner of the report.

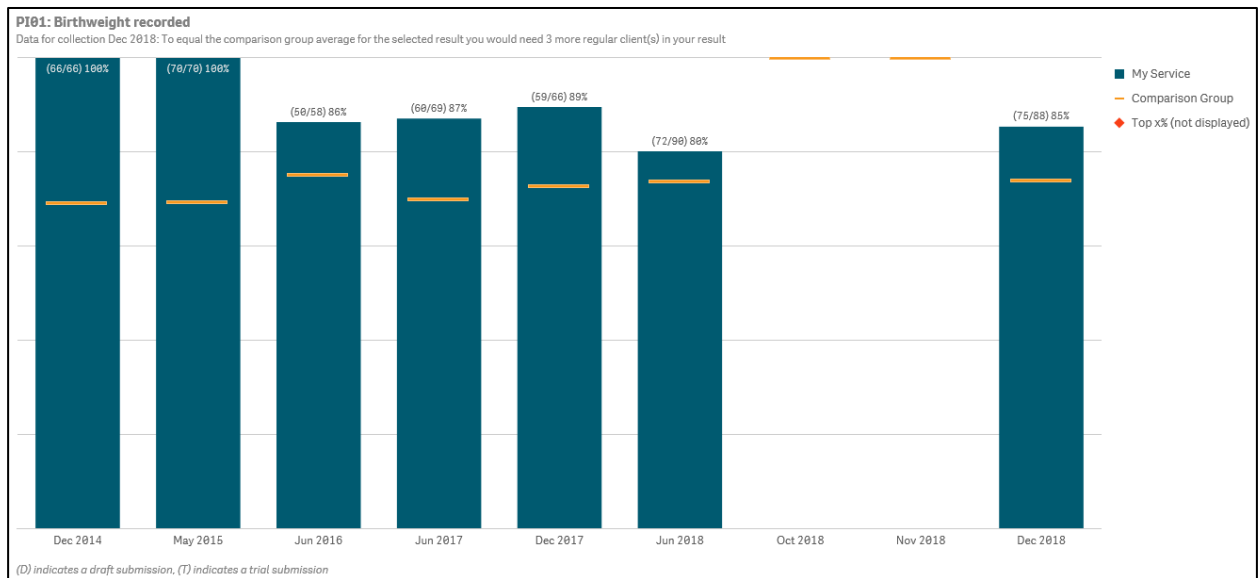
- ii. The selection will now be added to the graph and will display as a .

The legend on the right hand side of the graph will also update to confirm whether the  in the graph represents the top 5, 10 or 20 percent of Health Services contained within the selected comparison group.

- iii. To remove the selection from the graph, select  in the **Comparison Group Limiter** section.

## Detailed Indicator Reports – Maternal and Child Health

### PI01: Birthweight recorded



The *PI01 Birthweight recorded* report contains a graph which shows your Health Service's percentages of babies born that have had a birthweight recorded, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —

If needed, you can filter your results by Collection Month, using the  month **Filter** field.

For more information on how to create a comparison group, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

Time View - My Service

Collection Month

Birth Weight

PI02: Birthweight results

My Service

| Month        | High (%) | Normal (%) | Low (%) |
|--------------|----------|------------|---------|
| Dec-2014     | 0%       | 87%        | 13%     |
| Mar-2015     | 0%       | 88%        | 12%     |
| Jun-2015     | 0%       | 91%        | 9%      |
| Jun-2017     | 0%       | 87%        | 13%     |
| Dec-2017     | 0%       | 85%        | 15%     |
| Jun-2018     | 0%       | 94%        | 6%      |
| (D) Jul 1... | 10%      | 80%        | 10%     |
| (D) Oct 1... | 0%       | 88%        | 12%     |
| Dec-2018     | 0%       | 89%        | 11%     |
| May-2019     | 10%      | 79%        | 11%     |
| (D) Aug 1... | 10%      | 80%        | 10%     |
| (T) Apr 2... | 38%      | 38%        | 24%     |
| (T) May 2... | 38%      | 38%        | 24%     |

High

Normal

Low

My Service Data Export

(D) indicates a draft submission, (T) indicates a trial submission

Comparison View - 321 organisations in your comparison group

Please define a comparison group of more than 5 organisations using the filters below.

Comparison Group

Remoteness

Service Size

State

GPs (FTE)

...

PI02: Birthweight results comparison

To be displayed the comparison group must have more than 5 members and a single birth weight result must be selected.

Comparison group data...

Comparison Group Limiter

Don't Display

Top 5 %

Top 10 %

Top 25 %

(D) indicates a draft submission, (T) indicates a trial submission

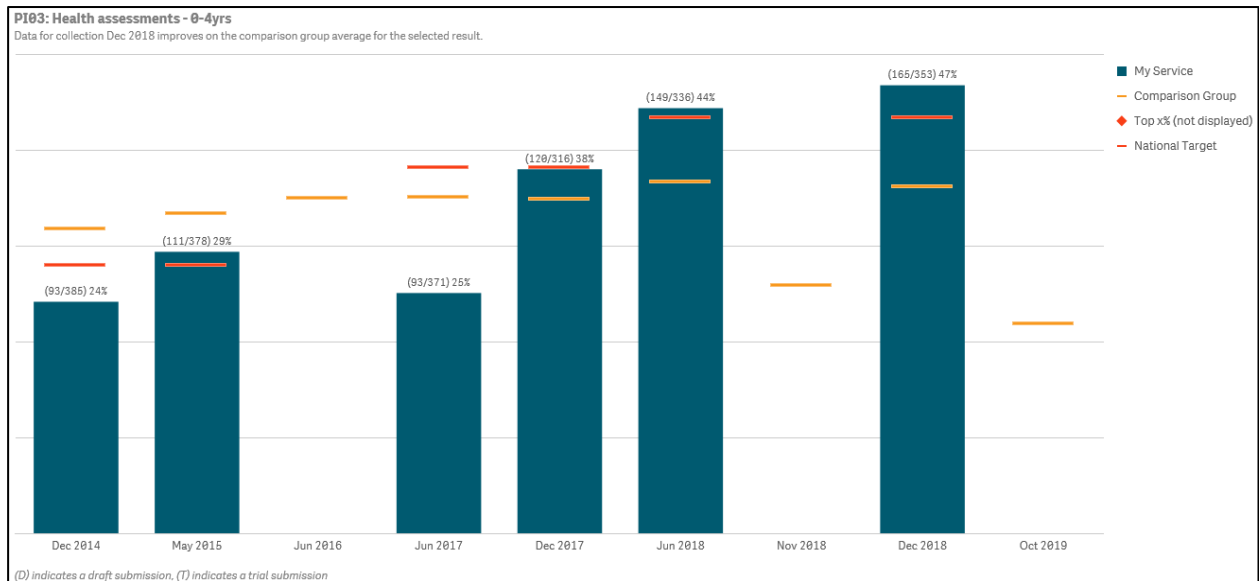
The following filters are available on the left-hand side of the section to filter your results by if needed:

- 

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

v0.1

## PI03: Health assessments – 0-4 years



The *PI03 Health assessments – 0-4 years* graph shows your Health Service's percentages of clients (0 to 4 years of age) that have had an MBS 715 health assessment, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

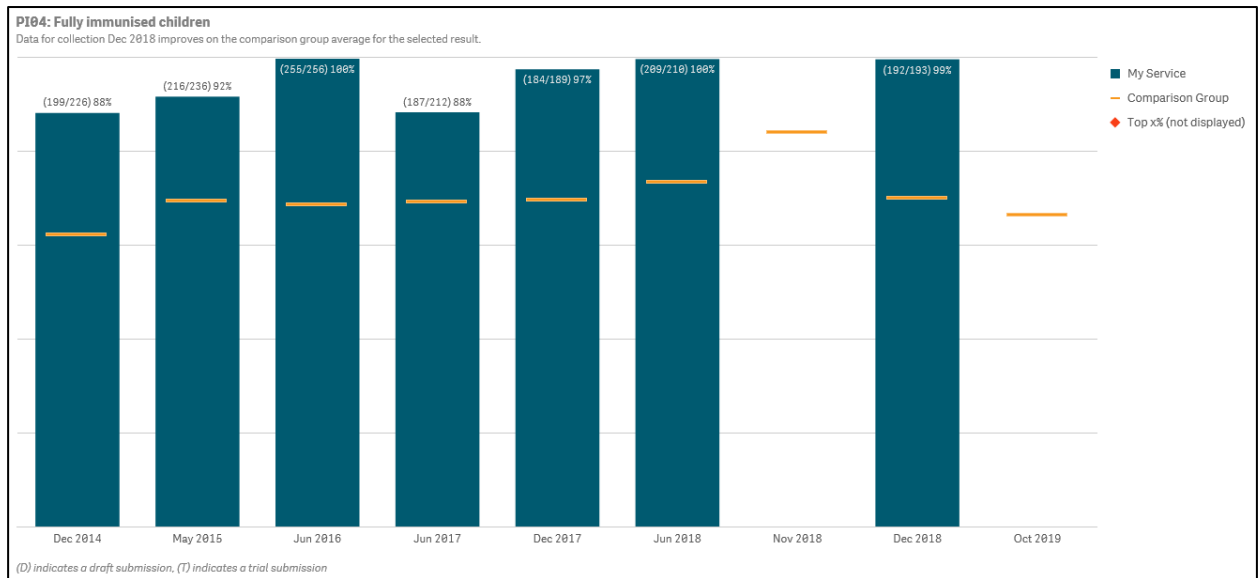
In addition to the comparison group lines, this graph also contains — representing the national target set by the AIHW for this particular indicator.

If needed, you can filter your results by Collection Month, using the  month **Filter** field.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI04: Fully immunised children



The *PI04: Fully immunised children* graph shows your Health Service's percentages of fully immunised children, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

If needed, you can filter your results by collection month, using the  **Filter** field or by age group, using the  **Filter** field.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.



## PI11: Smoking status – new mothers



The *PI11 Smoking status – new mothers* graph in the *Time View – My Service* section shows your Health Service's new mother smoking statuses for each collection period, from the current collection period back to December 2014. For each collection period, the graph will show your new mother smoking status percentages by *Never smoked*, *Ex-smoker* and *Current smoker*.

The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your Health Service's data by a particular smoking status (*Never smoked*, *Ex-smoker* and *Current smoker*).
- **Age Group P111** (accessed by selecting ) - Allows you to filter your Health Service's data by a particular age group (15–19, 20–24, 25–34 and 35ANDOVER)



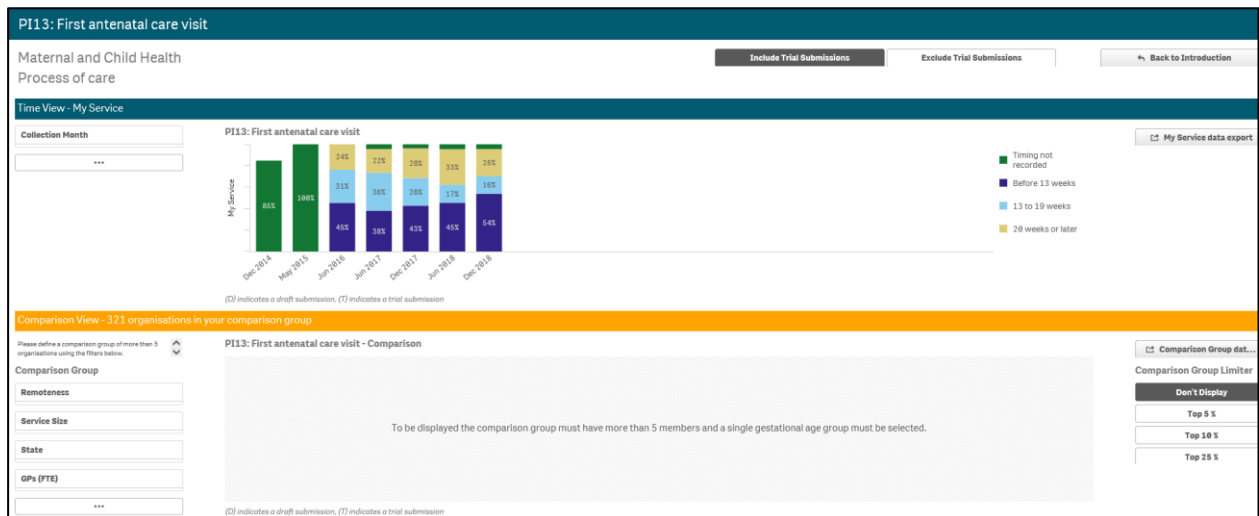
You need to select either a smoking status or age group in this section to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

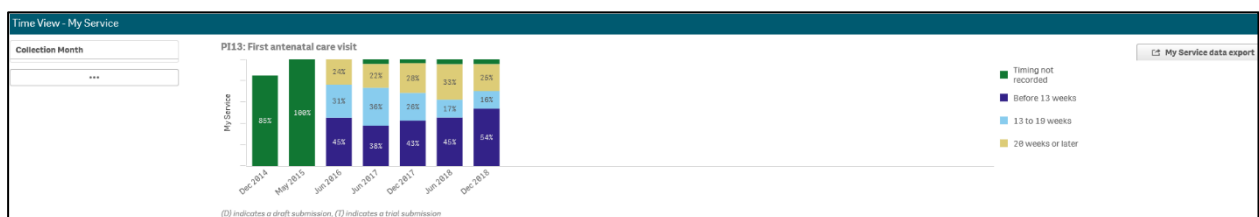
For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI13: First antenatal care visit

The *PI13: First antenatal care visit* individual indicator report contains two separate sections: *Time View – My Service* (top half of the screen) and *Comparison View* (bottom half of the screen).



The *Time View - My Service* section at the top of the screen contains a graph showing your service's results for each collection period, for each age group (*before 13 weeks*, dark green), (*13 to 19 weeks*, in dark blue), (*20 weeks or later*, beige), (*timing not recorded*, light blue) and (*did not attend visit*, maroon) back to December 2014.



The following filters are available on the left-hand side of the section to filter your results by if needed:

- Collection Month - Allows you to filter your Health Service's data by a particular collection period.
- Age Group PI13 - Allows you to filter the data in the *Time View – My Service* graph by a particular age group for the mother (the options are *less than 20 years*, *20 – 34 years* and *35 years and over*).
- Gestational Age - Allows you to select a gestational age group to filter the report by.



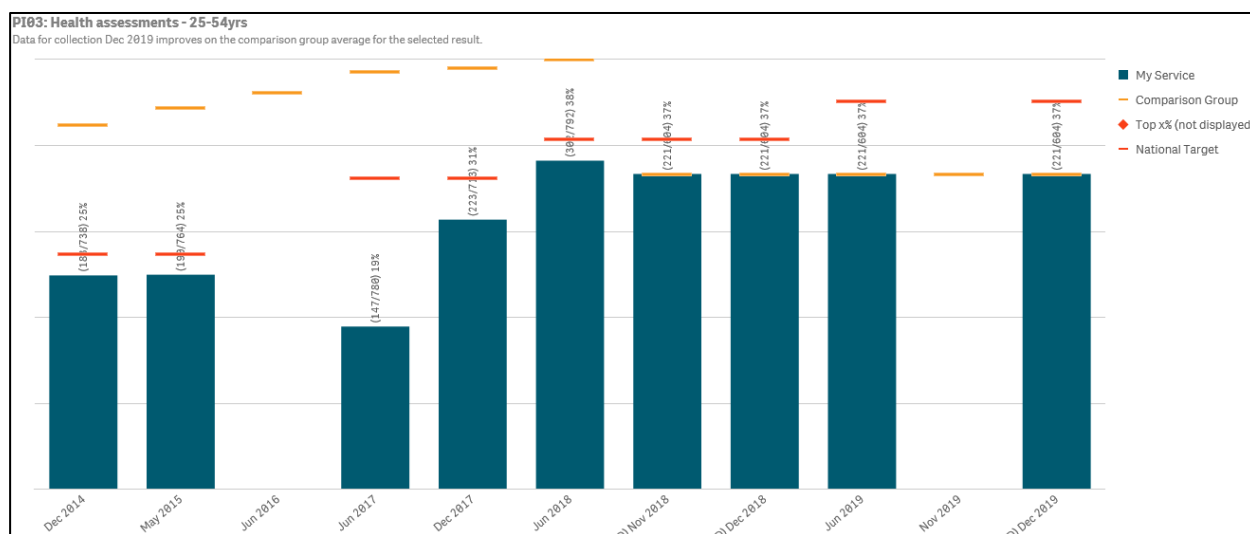
You need to select a gestational age in this section to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## Detailed Indicator Reports – Preventative Health

### PI03: Health assessments – 25-54yrs



The *PI03: Health assessments – 25-54yrs* graph shows the percentage of your clients aged between 25 and 54 that have claimed a health assessment, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

In addition to the comparison group lines, this graph also contains — representing the national target set by the AIHW for this particular indicator.

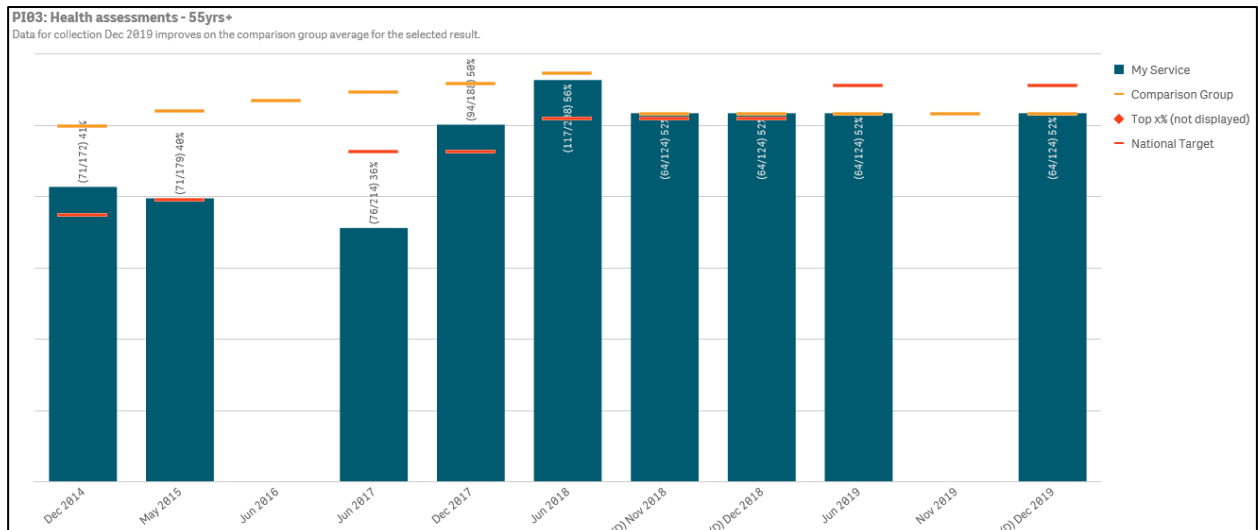
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- Allows you to filter your Health Service's data by a particular collection period.
- Allows you to filter your Health Service's data by a particular age group (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI03: Health assessments – 55 yrs+



The *PI03: Health assessments – 5 yrs+* graph shows the percentage of your clients aged 55 and over that have claimed a health assessment, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

In addition to the comparison group lines, this graph also contains — representing the national target set by the AIHW for this particular indicator.

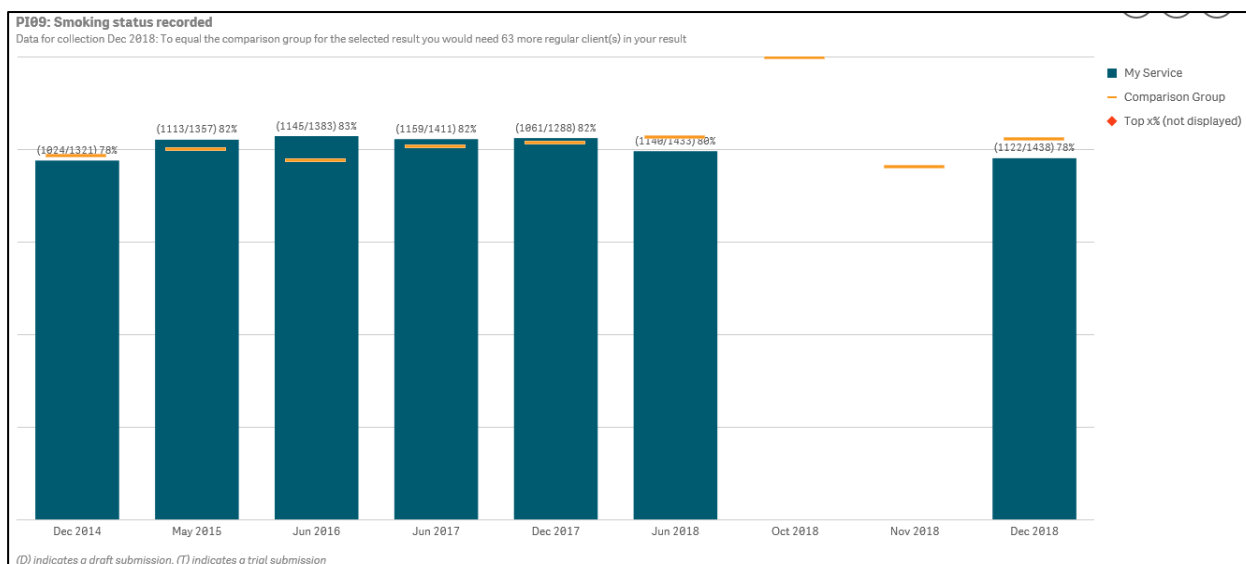
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- Allows you to filter your Health Service's data by a particular collection period.
- Allows you to filter your Health Service's data by a particular age group (55-64yr, 65ANDOVER).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI09: Smoking status recorded



The *PI09: Smoking status recorded* graph shows the percentage of your clients with a smoking status recorded, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

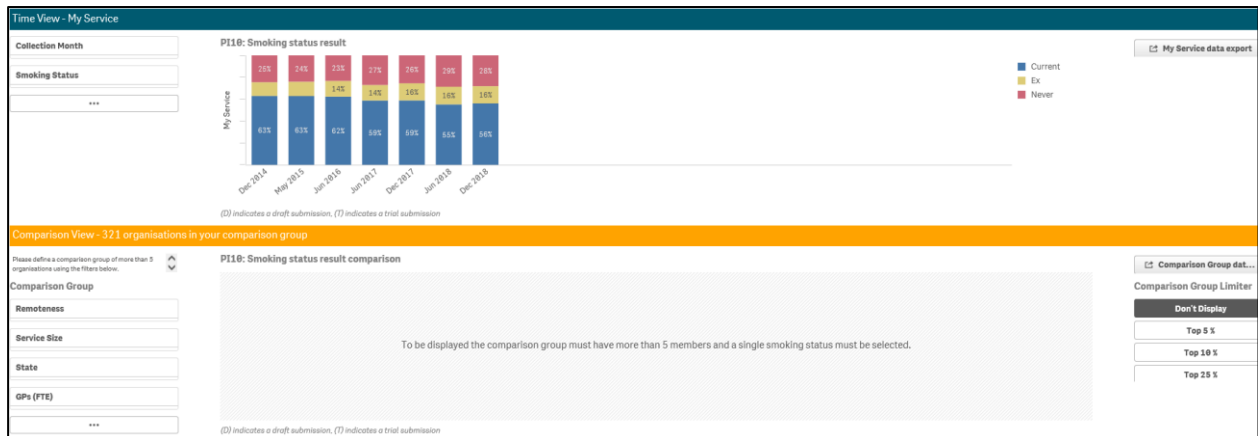
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your Health Service's data to only display your results for a particular gender.
- **Age Group P109** (accessed by selecting ) - Allows you to filter your Health Service's data by a particular age group (15–24yr, 25–34yr, 35–44yr, 45–54yr, 55–64yr, 65ANDOVER).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI10: Smoking status result



The *PI10 Smoking status result* graph in the *Time View – My Service* section shows your Health Service's smoking status percentages for each collection period, from the current collection period back to December 2014. For each collection period, the graph will show the percentage of clients who are *current smokers*, *ex-smokers*, or who have *never smoked*.

The following filters are available on the left-hand side of the section to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your Health Service's results by a particular smoking status. The options are *Current*, *Ex* and *Never*.
- - Allows you to filter your Health Service's results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64 and 65ANDOVER).
- **Gender** (accessed by selecting ) – Allows you to filter your results by gender.



You need to select a smoking status in this section to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI12: Overweight or obese



The *PI12: Overweight or obese* graph in the *Time View – My Section* shows your Health Service's percentage of *overweight* and *obese* clients for each collection period, from the current collection period back to December 2014.

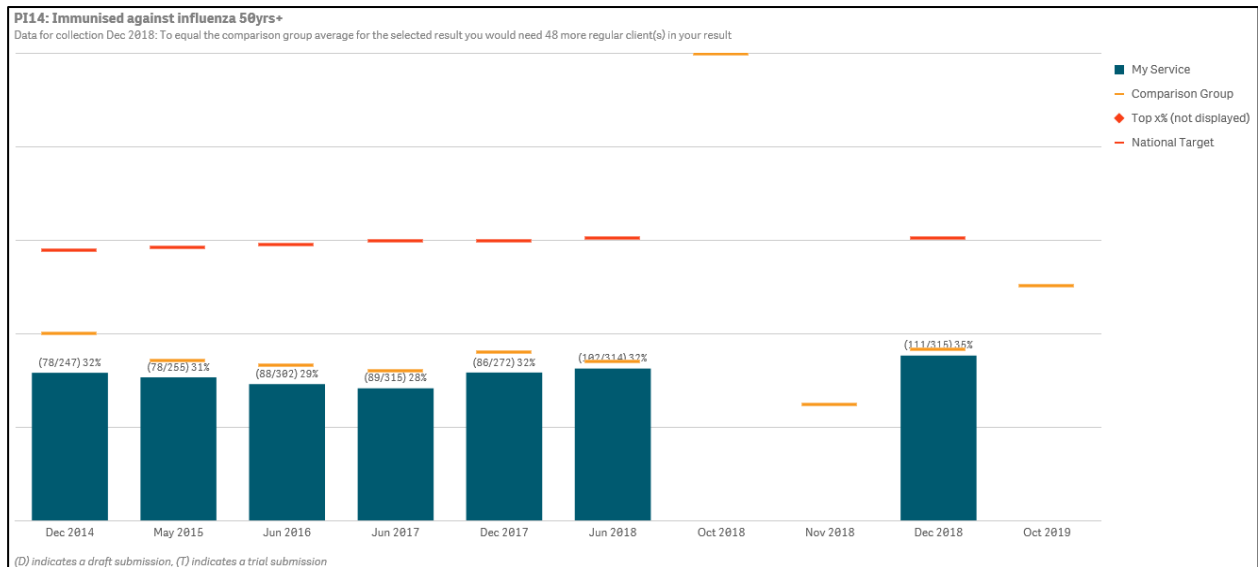
The following filters are available on the left-hand side of the section to filter your results by if needed:

- **Collection Month** - Allows you to filter your Health Service's data by a particular collection period.
- **BMI** - Allows you to filter your results by body mass index. The options are Obese or Overweight.
- **Age Group PI12** - Allows you to filter your Health Service's results by a particular age group (25-34, 35-44, 45-54, 55-64 and 65ANDOVER).
- **Gender** (accessed by selecting **\*\*\***) - Allows you to filter your results by gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI14: Immunised against influenza 50+yrs



The *PI14: Immunised against influenza 50+yrs* graph shows the percentage of your clients 50 or over that are immunised against influenza, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

In addition to the comparison group lines, this graph also contains — representing the national target set by the AIHW for this particular indicator.

The following filters are available on the left-hand side of the screen to filter your results by if needed:

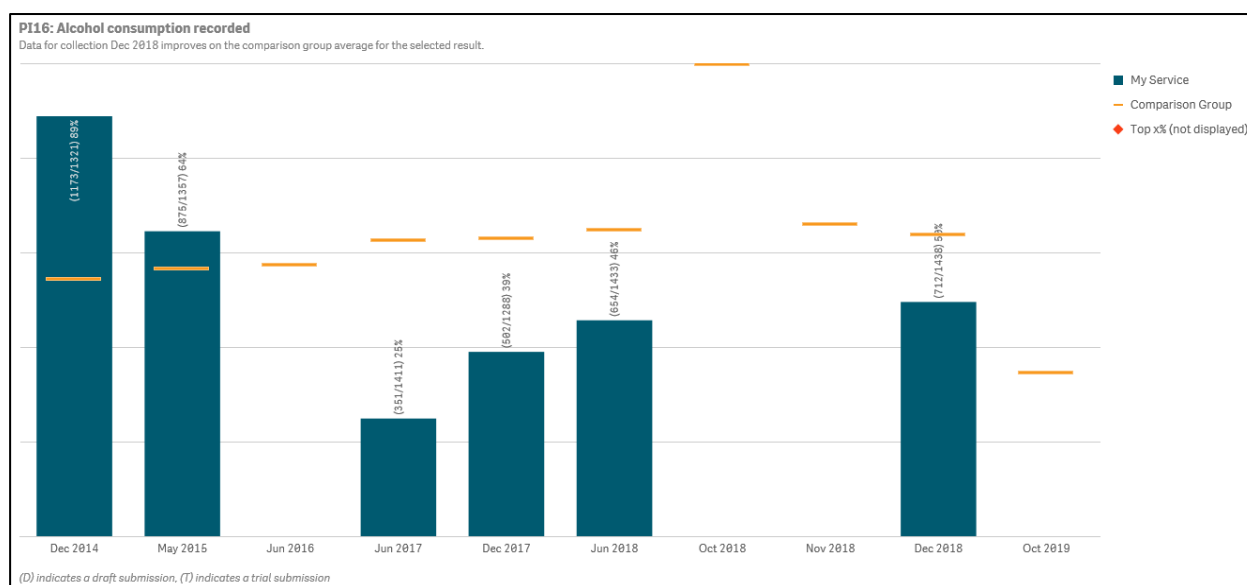
- - Allows you to filter your Health Service's results by a particular collection period.
- - Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.



## PI16: Alcohol consumption recorded



The *PI16: Alcohol consumption recorded* graph shows the percentage of your clients with their alcohol consumption recorded, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

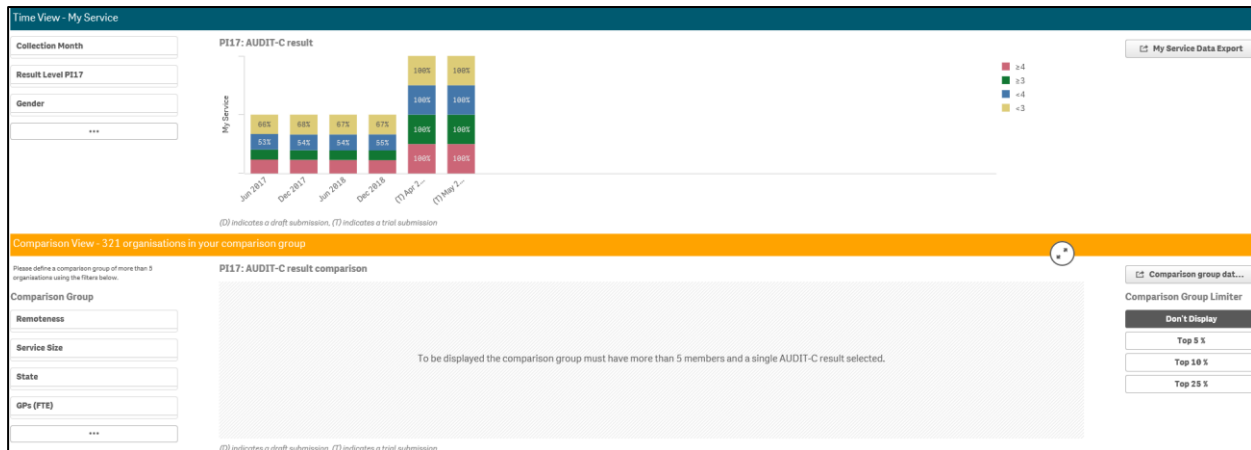
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your Health Service's data by a particular age group (15–24yr, 25–34yr, 35–44yr, 45–54yr, 55–64yr, 65ANDOVER).
- - Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI17: AUDIT-C result



The *PI17: AUDIT-C result* graph in the *Time View – My Service* section shows your Health Service’s percentage of clients with an AUDIT-C result of <3 (bottom bar of the graph) <4, ≥3 or >4 (top bar) for each collection period, from the current collection period back to December 2014.

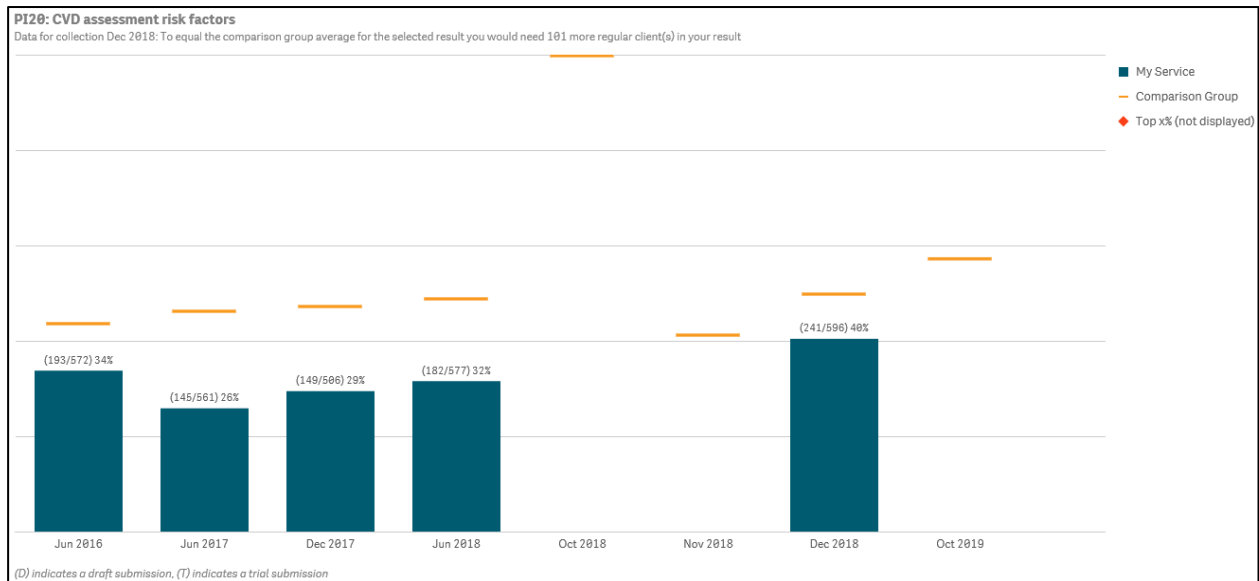
The following filters are available on the left-hand side of the section to filter your results by if needed:

- - Allows you to filter your Health Service’s data by a particular collection period.
- - Allows you to filter your Health Service data by a particular result level. The options are >4, >3, <4, <3.
- - Allows you to filter your Health Service’s data to only display your results for a particular gender.
- **Age Group PI17** (accessed by selecting ) – Allows you to filter your Health Service’s results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64 and 65ANDOVER).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI20: CVD assessment risk factors



The *PI20: CVD assessment risk factors* graph shows the percentage of your clients with CVD assessment risk factors, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no *Comparison Group* has been selected) identified by the —.

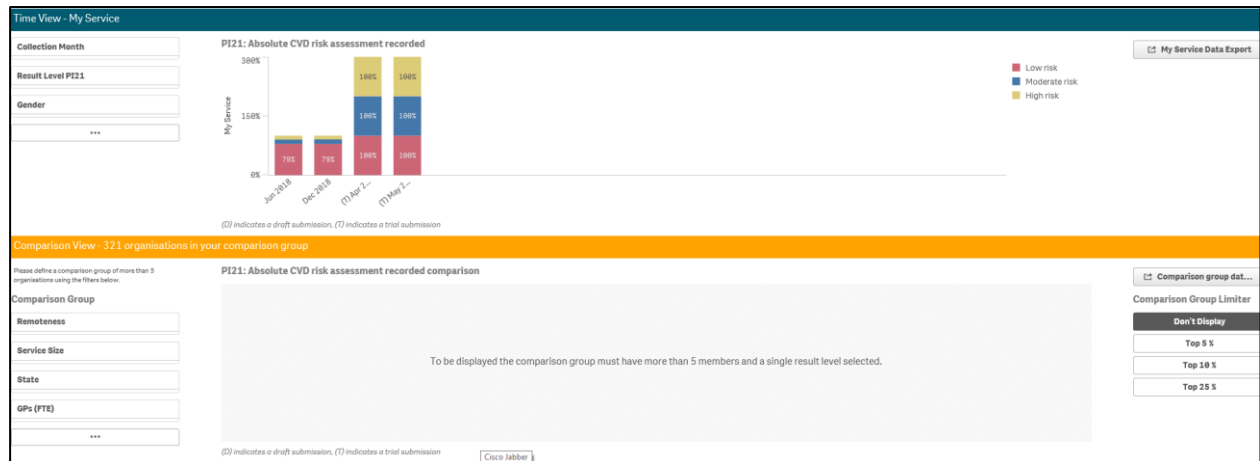
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your Health Service's data to only display your results for a particular gender.
- **Age Group P120** (accessed by selecting ) - Allows you to filter your Health Service's data by a particular age group (35–44yr, 45–54yr, 55–64yr, 65–74yr).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI21: Absolute CVD risk assessment recorded



The *PI21: Absolute CVD risk assessment recorded* graph in the *Time View – My Service* section shows your Health Service's percentage of clients with a CVD risk assessment and the risk category they fall into for each collection period, from the current collection period back to December 2014. Your percentage of clients that have taken a CVD risk assessment and are at *Low risk* will be shown at the bottom of the graph, while your percentage of clients at *Moderate risk* will be shown in the middle of the graph and your percentage of clients at *High risk* will be shown in at the top of the graph.

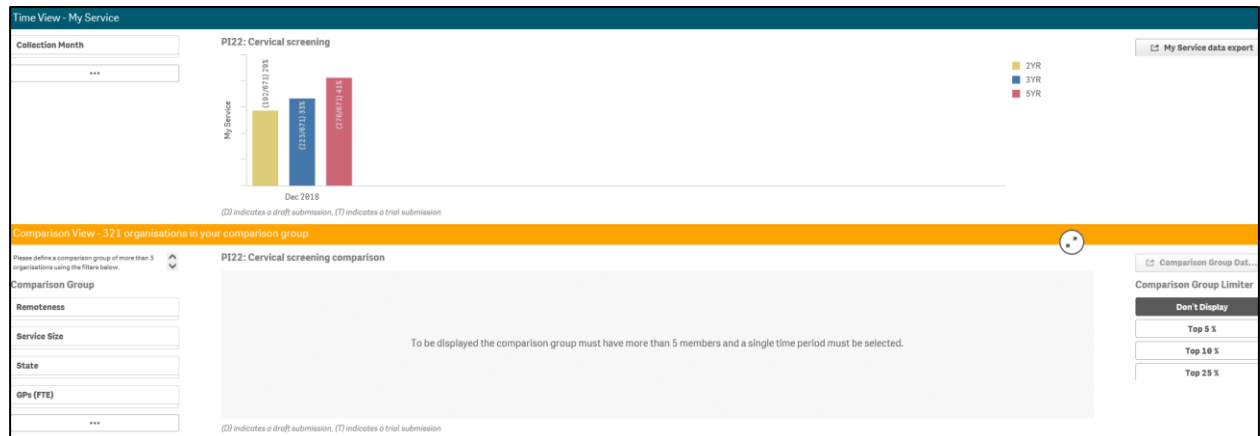
The following filters are available on the left-hand side of the section to filter your results by if needed:

- Collection Month - Allows you to filter your Health Service's data by a particular collection period.
- Result Level PI21 - Allows you to filter your Health Service data by a particular result level. The options are *Low risk*, *Moderate risk* or *High risk*.
- Gender - Allows you to filter your Health Service's data to only display your results for a particular gender.
- **Age Group PI21** (accessed by selecting ) – Allows you to filter your Health Service's results by a particular age group (35-44, 45-54, 55-64 and 65-74).

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI22: Cervical screening



The *PI22: Cervical screening* graph in the *Time View – My Service* section shows your Health Service's percentage of clients with a cervical screening result for 2 years, 3 years or 5 years for each collection period, from the current collection period back to December 2014.

The following filters are available on the left-hand side of the section to filter your results by if needed:

- Collection Month - Allows you to filter your Health Service's data by a particular collection period.
- Time Period PI22 - Allows you to filter your results by a particular time period. The options are **2**, **3** or **5** years.
- Age Group PI22 - Allows you to filter your Health Service's data by a particular age group (20 – 24, 20 – 69, 25 – 34, 35-44, 45-54, 55-64, 65-69, 70 – 74)



You need to select either a time period or age group in this section to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## Detailed Indicator Reports – Chronic Disease Management

### PI05: HbA1c recorded



The *PI05: HbA1c recorded* graph in the *Time View – My Service* section shows your Health Service's percentage of clients with HbA1c recorded for each collection period, from the current collection period back to December 2014. Your percentage of clients with HbA1c recorded in the *Previous 6 months* will be displayed as the bottom bar of the graph, while the percentage of clients with HbA1c recorded in the *Previous 12 months* will be displayed at the top of the graph.

The following filters are available on the left-hand side of the section to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- - Allows you to filter your results by a particular time period. The options are *Previous 6 months* and *Previous 12 months*.
- - Allows you to filter your Health Service's data to only display your results for a particular gender.
- **Age Group PI05** (accessed by selecting ) – Allows you to filter your Health Service's results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

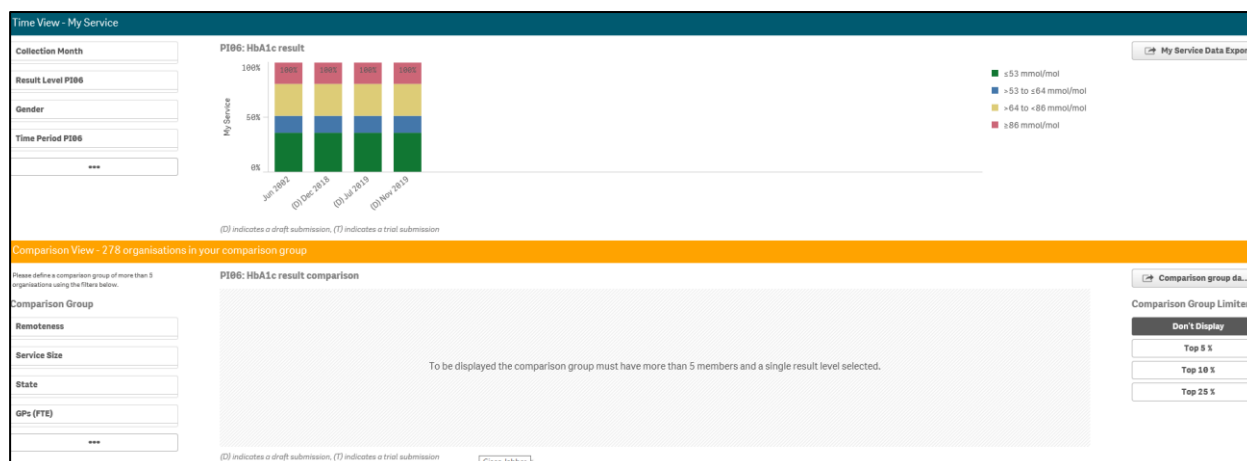


You need to select a Time Period to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI06: HbA1c result



The *PI06: HbA1c result* graph, in the *Time View – My Service* section, shows your Health Service’s percentage of clients with particular HbA1c results for each collection period, from the current collection period back to December 2014.

Your percentage of clients with a HbA1c result of *less than or equal to 53 mmol/mol* will be shown as the bottom bar of the graph, while your percentage of clients with a HbA1c result of *greater than 53 mmol/mol but less than or equal to 64 mmol/mol* will be shown in the next section of the graph. Your percentage of clients with a result of *greater than 64 mmol/mol but less than 86 mmol/mol* will be shown next and your percentage of clients with a result of *greater than or equal to 86 mmol/mol* will appear at the top of the graph.

The following filters are available on the left-hand side of the *Time View – My Service* section to filter your results by if needed:

- **Collection Month** - Allows you to filter your Health Service’s data by a particular collection period.
- **Result Level PI06** - Allows you to filter your results by result level. The options are  $\leq 53 \text{ mmol/mol}$ ,  $> 53 \text{ to } \leq 64 \text{ mmol/mol}$ ,  $>64 \text{ to } <86 \text{ mmol/mol}$ , or  $\geq 86 \text{ mmol/mol}$ .
- **Gender** - Allows you to filter your Health Service’s data to only display your results for a particular gender.
- **Time Period PI06** - Allows you to filter your results by a particular time period. The options are *Previous 6 months* and *Previous 12 months*.
- **Age Group PI06** (accessed by selecting **...**) – Allows you to filter your Health Service’s results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

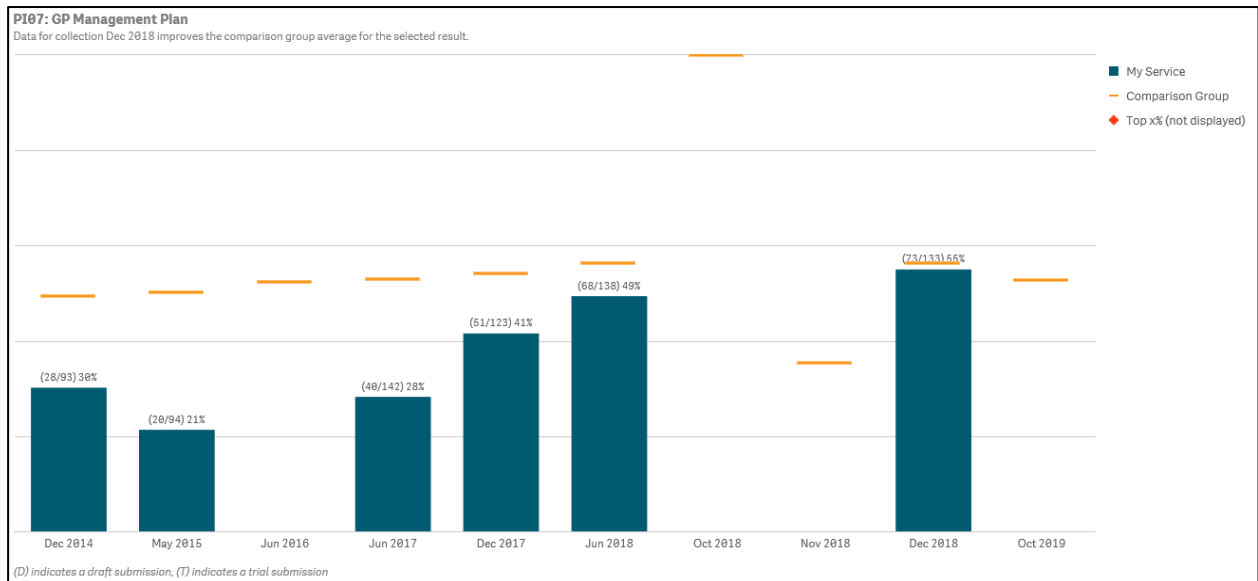


You need to select a Result Level to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI07: GP Management Plan



The *PI07: GP Management Plan* graph shows the percentage of your clients that are on a GP Management Plan, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

The following filters are available on the left-hand side of the screen to filter your results by if needed:

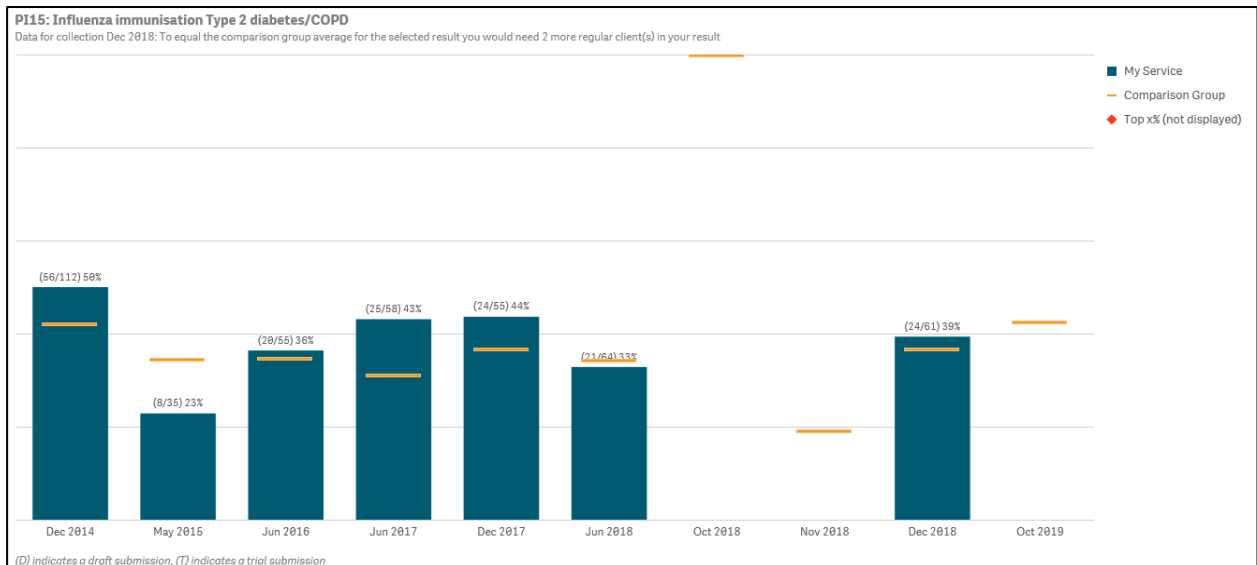
- - Allows you to filter your Health Service's results by a particular collection period.
- – Allows you to filter your Health Service's results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- **Gender** (accessed by selecting ) - Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.



## PI15: Influenza immunisation – Type 2 diabetes/COPD



The *PI15: Influenza immunisation Type 2 diabetes/COPD* graph shows the percentage of your clients with Type 2 diabetes/COPD that are immunised for influenza, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

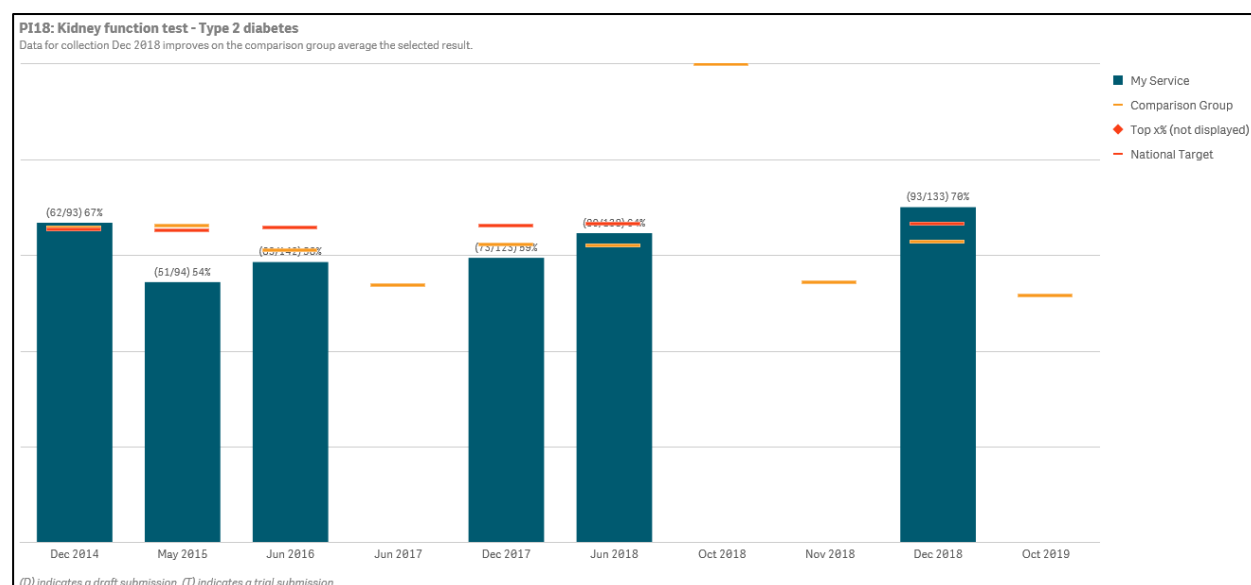
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- Allows you to filter your Health Service's results by a particular collection period.
- Allows you to filter your results by a particular age group (15-24, 25-34, 35-44, 45-49).
- Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI18: Kidney function test – Type 2 diabetes



The *PI18: Kidney function test – Type 2 diabetes* graph shows the percentage of your clients with Type 2 diabetes with a kidney function test, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

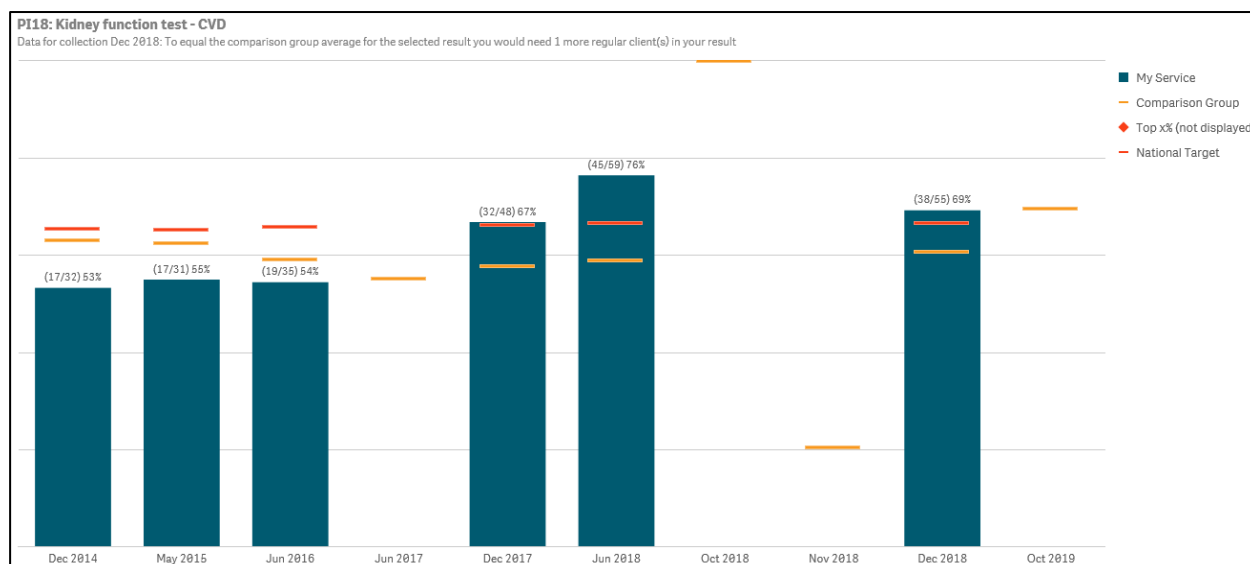
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's results by a particular collection period.
- - Allows you to filter your results by the type of kidney test. The options are *eGFR only*, *ACR only* or *Both eGFR and ACR*.
- - Allows you to filter your Health Service's data to only display your results for a particular gender.
- - Allows you to filter your results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- **Chronic Disease PI18** (accessed by selecting ) – Allows you to filter your Health Service's results by either *CVD* or *Type 2 diabetes*.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI18: Kidney function test – CVD



The *PI18: Kidney function test – CVD* graph shows the percentage of your clients with CVD with a kidney function test, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

The following filters are available on the left-hand side of the screen to filter your results by if needed:

- Allows you to filter your Health Service's results by a particular collection period.
- Allows you to filter your results by the type of kidney test. The options are *eGFR only*, *ACR only* or *Both eGFR and ACR*.
- Allows you to filter your Health Service's data to only display your results for a particular gender.
- Allows you to filter your results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- Chronic Disease PI18** (accessed by selecting ) – Allows you to filter your Health Service's results by either *CVD* or *Type 2 diabetes*.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI19: Kidney function test results - eGFR



The PI19: Kidney function test results (eGFR) graph, in the *Time View – My Service* section, shows your Health Service's percentage of clients with eGFR kidney function test results for each collection period, from the current collection period back to December 2014.

Your percentage of clients with a result of *less than 15 ml/min/1.73m<sup>2</sup>* will display at the bottom of the bars in the graph, followed by your percentage of clients with a result *between 15 and 30 ml/min/1.73m<sup>2</sup>* and your percentage of clients with a result *between 30 and 45 ml/min/1.73m<sup>2</sup>*.

Your percentage of clients with a result *between 45 and 60 ml/min/1.73m<sup>2</sup>* will then display, with your percentage of clients with a result *between 60 and 90 ml/min/1.73m<sup>2</sup>* second from the top. Lastly, your percentage of clients with a result of *more than 90 ml/min/1.73m<sup>2</sup>* will display at the top of the graph.

The following filters are available on the left-hand side of the Time View – My Service section to filter your results by if needed:

- **Collection Month** - Allows you to filter your Health Service's data by a particular collection period.
- **Result Level PI19 eGFR** - Allows you to filter your results by result level. The options are < 15 ml/min/1.73m<sup>2</sup>, ≥15 and <30 ml/min/1.73m<sup>2</sup>, ≥ 30 and <45 ml/min/1.73m<sup>2</sup>, ≥ 45 to < 60 ml/min/1.73m<sup>2</sup>, ≥ 60 and < 90 ml/min/1.73m<sup>2</sup> and ≥ 90 ml/min/1.73m<sup>2</sup>
- **Age Group PI19** (accessed by selecting **\*\*\***) – Allows you to filter your Health Service's results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- **Gender** (accessed by selecting **\*\*\***) – Allows you to filter your Health Service's data to only display your results for a particular gender.
- **Chronic Disease PI19** (accessed by selecting **\*\*\***) – Allows you to filter your Health Service's results by CVD or T2DIABETES.

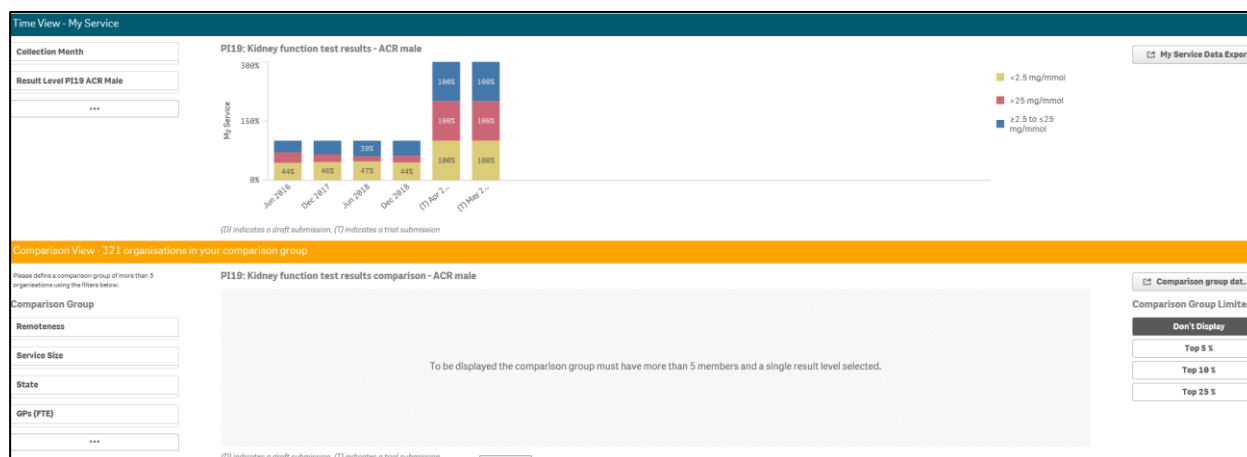


You need to select a Result Level to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI19: Kidney function test results – ACR result (male)



The *PI19: Kidney function test results ACR result (male)* graph, in the *Time View – My Service* section, shows your Health Service's percentage of male clients with ACR kidney function test results for each collection period, from the current collection period back to December 2014.

Your percentage of male clients with a result of  $< 2.5\text{mg}/\text{mmol}$  will appear at the bottom of the bars in the graph, followed by the percentage of male clients with a result of  $> 25\text{mg}/\text{mmol}$  and then the percentage of male clients with a result of  $\geq 2.5$  to  $\leq 25\text{mg}/\text{mmol}$ .

The following filters are available on the left-hand side of the *Time View – My Service* section to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- **Result Level PI19 ACR Male** (accessed by selecting ) - Allows you to filter your results by result level. The options are  $< 2.5\text{mg}/\text{mmol}$ ,  $> 25\text{mg}/\text{mmol}$  and  $\geq 2.5$  to  $\leq 25\text{mg}/\text{mmol}$ .
- **Age Group PI19** (accessed by selecting ) – Allows you to filter your Health Service's results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

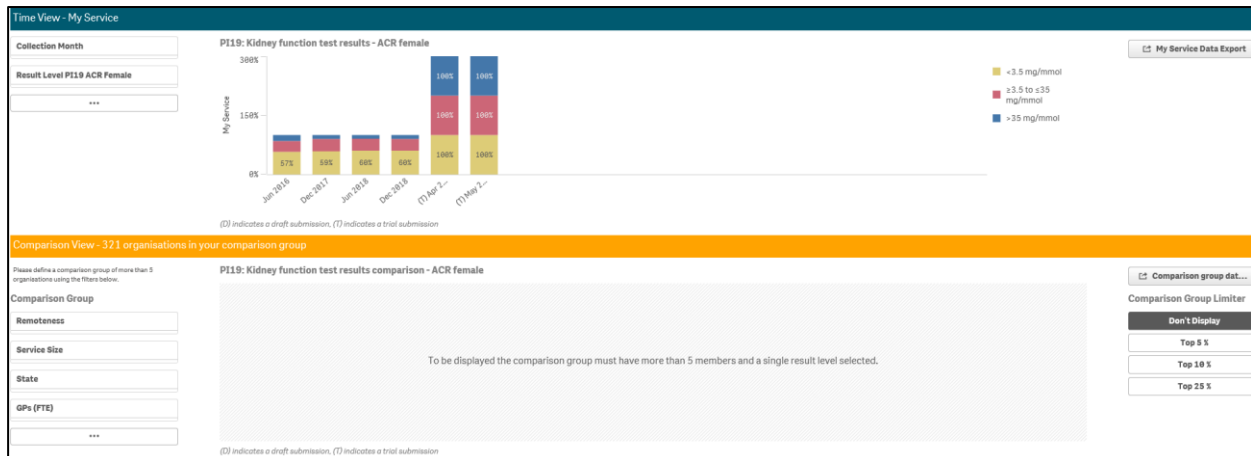


You need to select a Result Level to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI19: Kidney function test results – ACR result (female)



The *PI19: Kidney function test results ACR result (female)* graph, in the *Time View – My Service* section, shows your Health Service's percentage of female clients with ACR kidney function test results for each collection period, from the current collection period back to December 2014.

Your percentage of female clients with a result of  $< 3.5\text{mg}/\text{mmol}$  will appear at the bottom of the bars in the graph, followed by the percentage of female clients with a result of  $\geq 3.5$  to  $\leq 35\text{mg}/\text{mmol}$  and then the percentage of female clients with a result of  $> 35\text{mg}/\text{mmol}$ .

The following filters are available on the left-hand side of the *Time View – My Service* section to filter your results by if needed:

- - Allows you to filter your Health Service's data by a particular collection period.
- **Result Level PI19 ACR Female** (accessed by selecting ) - Allows you to filter your results by result level. The options are  $< 3.5\text{mg}/\text{mmol}$ ,  $> 35\text{mg}/\text{mmol}$  and  $\geq 3.5$  to  $\leq 35\text{mg}/\text{mmol}$ .
- **Age Group PI19** (accessed by selecting ) – Allows you to filter your Health Service's results by a particular age group (15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

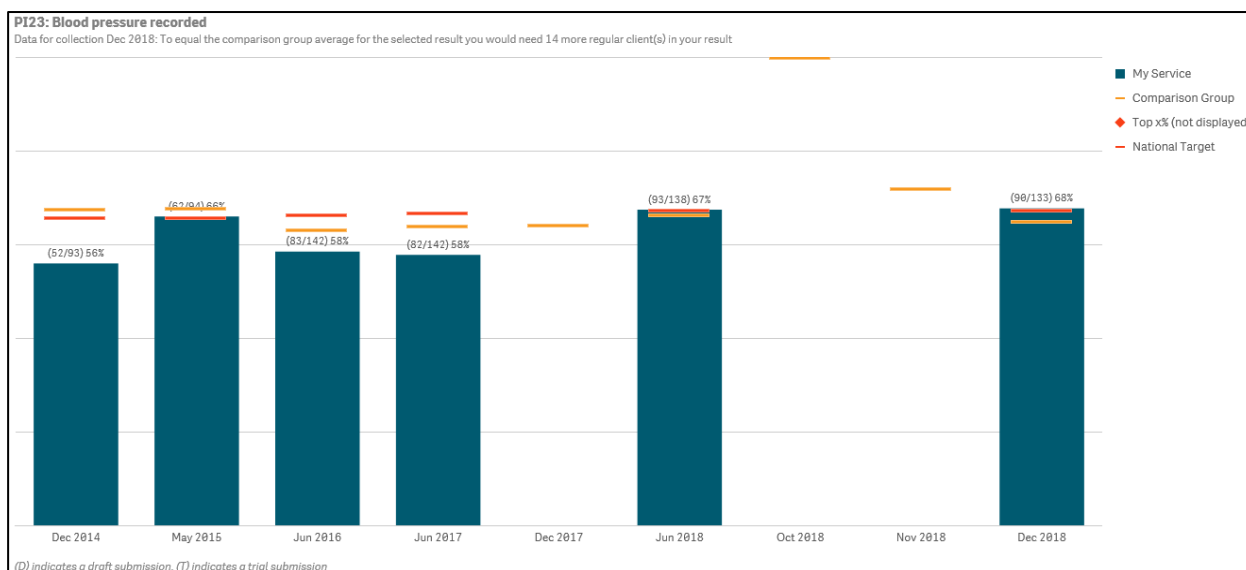


You need to select a Result Level to be able to create a comparison group in the *Comparison View* section at the bottom of the screen.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI23: Blood pressure recorded



The *PI23: Blood pressure recorded* graph shows the percentage of your clients with their blood pressure recorded, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

In addition to the comparison group lines, this graph also contains — representing the national target set by the AIHW for this particular indicator.

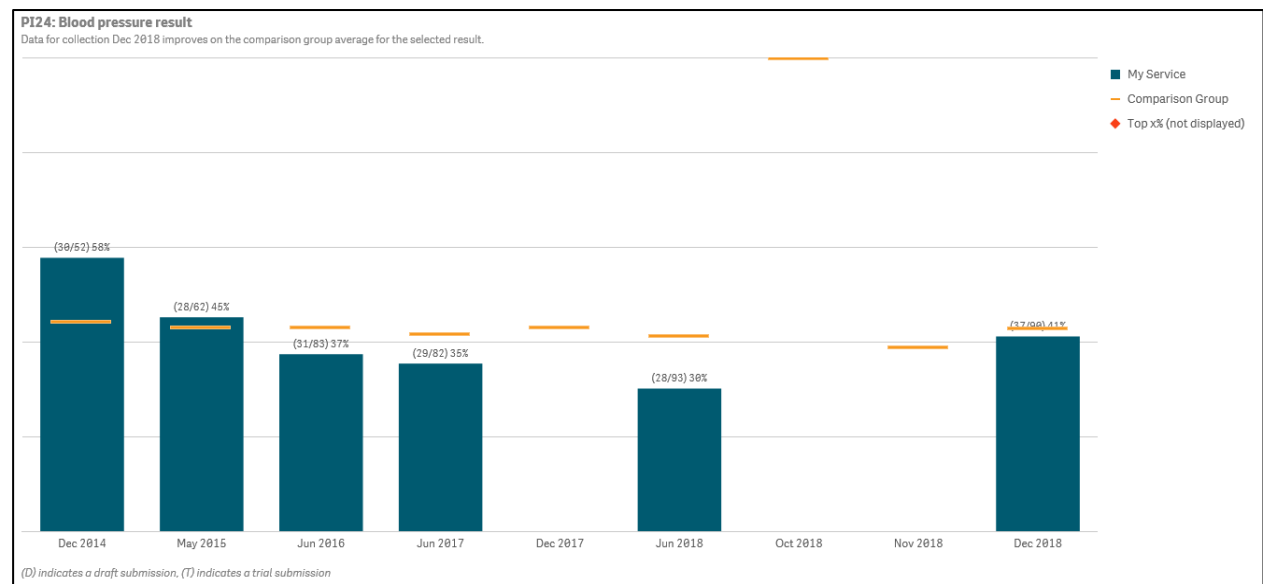
The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's results by a particular collection period.
- - Allows you to filter your Health Service's results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- **Gender** (accessed by selecting ) - Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.

## PI24: Blood pressure result



The *PI24: Blood pressure result* graph shows the percentage of your clients with a blood pressure result, for each collection period, from the current collection period back to December 2014.

The graph also contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the —.

The following filters are available on the left-hand side of the screen to filter your results by if needed:

- - Allows you to filter your Health Service's results by a particular collection period.
- - Allows you to filter your results by a particular age group (0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- - Allows you to filter your Health Service's data to only display your results for a particular gender.

For more information on how to create a comparison group for this report, see the *Create a Comparison Group* section earlier in this guide.

For more information on how to perform other functions for the report, please refer to the applicable section of the guide above.



## The Notes and Exclusions Report

### Notes and exclusions

#### Usage Notes

- If no data is displayed for a collection period, your service may not have submitted data for this collection period.
- Percentages may not add to 100% due to rounding.
- Due to rounding, dashboard KPIs may show as under/over target when that is not the case.
- P122 (Cervical Screening): Due to age group changes to P122 starting from the December 2018 collection, the Preventative Health Time View sheet will only display data from December 2018 onwards.

Your health service's P122 data from December 2014 - June 2018 is available through the data export tables below the Preventative Health Time View sheet, and from the Raw Data Extract - My Service sheet.


#### Collection

#### Exclusions for Dec 2019

P101: **Accepted**  
 P102: **Accepted**  
 P103 (Child): **No data available**  
 P103 (Adult): **No data available**  
 P104: **No data available**  
 P105: **No data available**  
 P106: **No data available**  
 P107: **No data available**  
 P108: **No data available**  
 P109: **No data available**  
 P110: **No data available**  
 P111: **No data available**  
 P112: **No data available**  
 P113: **No data available**  
 P114: **No data available**  
 P115 (Type II Diabetes): **No data available**  
 P115 (COPD): **No data available**  
 P116: **No data available**  
 P117: **No data available**  
 P118 (Type II Diabetes): **No data available**  
 P118 (CVD): **No data available**  
 P119 (Type II Diabetes - eGFR): **No data available**  
 P119 (Type II Diabetes - ACR): **No data available**  
 P119 (CVD - eGFR): **No data available**  
 P120: **No data available**  
 P121: **No data available**  
 P122: **No data available**  
 P123: **No data available**  
 P124: **No data available**

The *Notes and exclusions* report in the QLIK Indigenous Health Data Reporting interactive reports contains disclaimers and additional information relating to the majority of reports within the QLIK Indigenous Health reports, in the *Usage Notes* section on the left-hand side of the screen. To avoid cluttering the different reports in QLIK, the information is placed on the *Notes and exclusions* report.




The *Notes and exclusions* report is accessed by selecting  from the Indigenous Health Dashboard (Ext) screen.

Some of the information currently included in the *Usage Notes* section of the *Notes and exclusions* report relates to rounding preventing percentages from adding up to 100% within reports, as well as some KPIs displaying as under/over targets when it isn't actually the case (due to rounding). These are just examples of the information displayed on this report and more notes will be added here over time, so it is good practice to review the *Notes and exclusions* report periodically to see if additional notes have been added.

In addition to notes about the information contained within the QLIK reports, the *Notes and exclusions* report will also display a summary of whether any of your service's data was excluded by the AIHW for the current collection period. The *Exclusions for xxx* (where xxx is current collection period) section will show a list of reports and whether the data for each report was *Accepted* or *Excluded* by the AIHW. If needed, you can display data the AIHW has excluded/accepted for previous collection periods by selecting the **Collection** filter field at the top of the report and selecting the required data collection period.

# The Data Export – My Service Report


| Data Export - My Service |           |           |        |                 |             |              |     |             |                |              |                 |          |           |                  |                   |  |
|--------------------------|-----------|-----------|--------|-----------------|-------------|--------------|-----|-------------|----------------|--------------|-----------------|----------|-----------|------------------|-------------------|--|
| Collection               |           |           |        |                 |             |              |     |             |                |              |                 |          |           |                  |                   |  |
| Collection Month         | Indicator | Age Group | Gender | Chronic Disease | Time Period | Result Level | BMI | Kidney Test | Smoking Status | Birth Weight | Gestational Age | Numer... | Denomi... | Exclusion Status | Submission Status |  |
| May 2020                 | P001      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | HIGH         | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | LOW          | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | NORMAL       | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 0-4YR     | -      | -               | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 25-34YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 25-34YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 35-44YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 35-44YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 45-54YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 45-54YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 55-64YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 55-64YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 65ANDOVER | F      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P003      | 65ANDOVER | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P004      | 12-24MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P004      | 24-36MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P004      | 60-72MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 0-4YR     | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 0-4YR     | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 0-4YR     | M      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 0-4YR     | M      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 5-14YR    | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 5-14YR    | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 5-14YR    | M      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 5-14YR    | M      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 15-24YR   | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P005      | 15-24YR   | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |
| May 2020                 | P006      | 15-24YR   | M      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20       | 20        | Accepted         | Draft             |  |

The *Data Export – My Service* report is accessible from any of the summary or detailed indicator reports in the QLIK interactive reports, by selecting .

By default, with no filters applied, the *Data Export – My Service* report displays your Health Service's nKPI data for every indicator, for every collection period, back to December 2014.

If you have applied filters in the report you are accessing the data from to form a comparison group, then the data displayed here will be the results of that comparison group. To see the comparison group the data is for, simply look at the grey *Filter Bar* above the *Title Bar* to see what comparison group has been created through the filters that have been applied.

If required, you can filter by *Collection* in the top left-hand corner of the report to only display your data for a particular collection month.

You can also use  in the applicable column of the table to filter your data by other values such as *Age group*, *Gender* or *Indicator*.

To extract your raw data from QLIK:

1. Right-click anywhere on the table and select **Export**.
2. Select **Export data**.

The Export complete dialog box will display.

3. Select the **Click here to download your data file link**.
4. In the dialog box that displays at the bottom of the screen, either **Save** or **Open** the generated Excel file as required.



This process also applies to extracting the *Data Extract – Comparison Group* report detailed below.


## The Data Export – Comparison Group Report

Data Export - Comparison Group

Collection

Back to Introduction


| Collection Month | Indicator | Age Group | Gender | Chronic Disease | Time Period | Result Level | BMI | Kidney Test | Smoking Status | Birth Weight | Gestational Age | Numerator | Denominator |
|------------------|-----------|-----------|--------|-----------------|-------------|--------------|-----|-------------|----------------|--------------|-----------------|-----------|-------------|
| Dec 2019         | P001      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | -            | -               | 143       | 168         |
| Dec 2019         | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | HIGH         | -               | 0         | 148         |
| Dec 2019         | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | LOW          | -               | 24        | 148         |
| Dec 2019         | P002      | -         | -      | -               | 12MONTHS    | -            | -   | -           | -              | NORMAL       | -               | 116       | 148         |
| Dec 2019         | P003      | 0-4YR     | -      | -               | 12MONTHS    | -            | -   | -           | -              | -            | -               | 216       | 832         |
| Dec 2019         | P003      | 25-34YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 168       | 598         |
| Dec 2019         | P003      | 25-34YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 108       | 418         |
| Dec 2019         | P003      | 35-44YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 152       | 418         |
| Dec 2019         | P003      | 35-44YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 148       | 384         |
| Dec 2019         | P003      | 45-54YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 152       | 368         |
| Dec 2019         | P003      | 45-54YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 156       | 318         |
| Dec 2019         | P003      | 55-64YR   | F      | -               | -           | -            | -   | -           | -              | -            | -               | 72        | 164         |
| Dec 2019         | P003      | 55-64YR   | M      | -               | -           | -            | -   | -           | -              | -            | -               | 180       | 168         |
| Dec 2019         | P003      | 65ANDOVER | F      | -               | -           | -            | -   | -           | -              | -            | -               | 64        | 124         |
| Dec 2019         | P003      | 65ANDOVER | M      | -               | -           | -            | -   | -           | -              | -            | -               | 20        | 48          |
| Dec 2019         | P004      | 12-24MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 156       | 184         |
| Dec 2019         | P004      | 24-36MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 160       | 284         |
| Dec 2019         | P004      | 60-72MTH  | -      | -               | -           | -            | -   | -           | -              | -            | -               | 188       | 116         |
| Dec 2019         | P005      | 5-14YR    | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 0         | 4           |
| Dec 2019         | P005      | 5-14YR    | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 0         | 4           |
| Dec 2019         | P005      | 15-24YR   | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 8         | 28          |
| Dec 2019         | P005      | 15-24YR   | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 8         | 28          |
| Dec 2019         | P005      | 15-24YR   | M      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 4         | 4           |
| Dec 2019         | P005      | 15-24YR   | M      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 4         | 4           |
| Dec 2019         | P005      | 25-34YR   | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 12        | 38          |
| Dec 2019         | P005      | 25-34YR   | F      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 16        | 38          |
| Dec 2019         | P005      | 25-34YR   | M      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 4         | 4           |
| Dec 2019         | P005      | 25-34YR   | M      | T2DIABETES      | 12MONTHS    | -            | -   | -           | -              | -            | -               | 4         | 4           |
| Dec 2019         | P005      | 35-44YR   | F      | T2DIABETES      | 6MONTHS     | -            | -   | -           | -              | -            | -               | 20        | 68          |

The *Data Export – Comparison Group* report is accessible from any of the summary or detailed indicator reports in the QLIK interactive reports, by selecting  **Comparison group da...**.

By default, with no filters applied, the *Data Extract – Comparison Group* report displays national data averages for every indicator, for every collection period, back to December 2014.

If you have applied filters in the report you are accessing the data from, then the data displayed here will be the averages of that comparison group. To see the comparison group the data is for, simply look at the grey *Filter Bar* above the *Title Bar* to see what comparison group has been created through the filters that have been applied.

If required, you can filter the *Data Export – Comparison Group* report by *Collection* to only display data for a particular collection period.

You can also use  in the applicable column to filter the data by other values such as *Age group*, *Gender* or *Indicator*.