Australian Government

Department of Health and Aged Care

# THE QLIK HEALTH SERVICE NKPI AND OSR REPORT

26 MARCH 2024

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# Contents

# About This Guide

The *Qlik Health Service nKPI and OSR Report* user guide has been developed for those users within health services who will use the *Qlik Health Service nKPI and OSR Report* to monitor how their health service's aggregated nKPI and OSR data is trending over time. These reports can also be used by health service users to compare their data to their own self-determined targets, national averages, and applicable comparison groups they can create themselves, comprising the health services they would like to compare their service's data to.

This guide will take users through how to interpret the different interactive Indigenous health data sheets within their Qlik report, as well as how to manipulate the data in the sheets by performing functions such as filtering, creating stories and exporting data into different formats as required.

To access the *Qlik Health Service nKPI and OSR Report* for your health service, you will need to be given the *Interactive Report Viewer* role for your health service in the Data Portal by your Health Data Portal *User Administrator*.

# Version History

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

| Version Number | Date | Change |
|---|---|---|
| 1.0 | 1 November 2023 | Original version |
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| | | |

# The Qlik Health Service nKPI and OSR Report

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 Health Service nKPI and OSR Report* gives health services the ability to see their reporting data in a flexible and graphical format. The report allows health service users to see their reporting data in the context of national averages as well as against self-determined targets and their own comparison groups. It also 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 report is that it provides users with access to data in a timely manner. With the introduction of Qlik, consumers of Indigenous health reporting data can now access their data through their Qlik report almost immediately after a data asset has been submitted in the Health Data Portal by the health service.

nKPI data from *December 2014* and OSR data from *2016* onwards will be available in the *Qlik Health Service nKPI and OSR Report*. This was when funding agreements were changed to allow the Department of Health and Aged Care to access health service data.

# Get Started with the Qlik Health Service nKPI and OSR Report

The Health Data Portal is integrated with the Qlik reporting tool, which provides access to online interactive reports (*such as the Indigenous health data reports*) allowing you to view trends and patterns in your data and compare it with other data sets as needed. Access to Qlik 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 sheets in their *Qlik Health Service nKPI and OSR Report*.

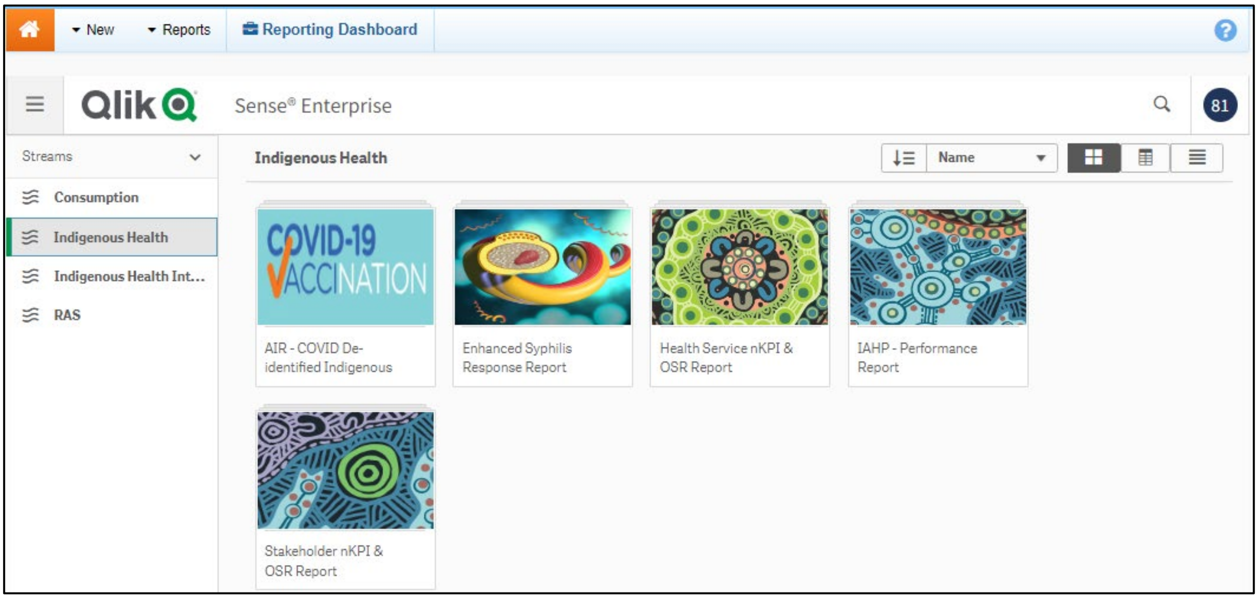
## Access the Qlik Health Service nKPI and OSR Report

The following procedure is used to access the *Qlik Health Service nKPI and OSR Report*.

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

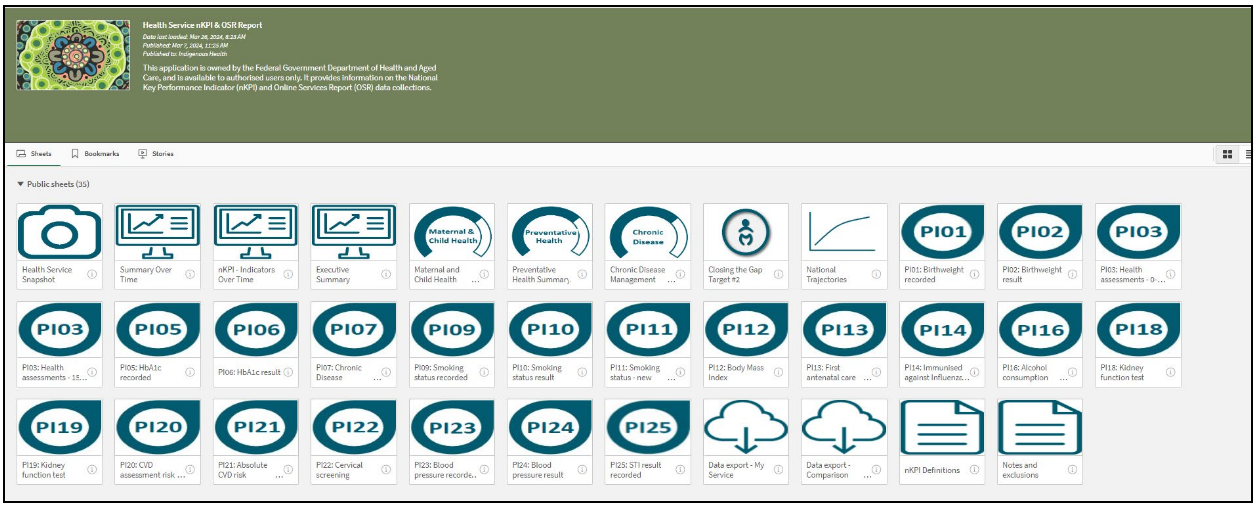
To be able to access Qlik, you must have been given the *Interactive Report Viewer* role by your Data Portal *User Administrator*.

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 *Health Service nKPI and OSR Report* within Qlik, select the **Health Service nKPI and OSR Report** app on the right-hand side of the screen.

The Health Service nKPI and OSR Report screen will display.

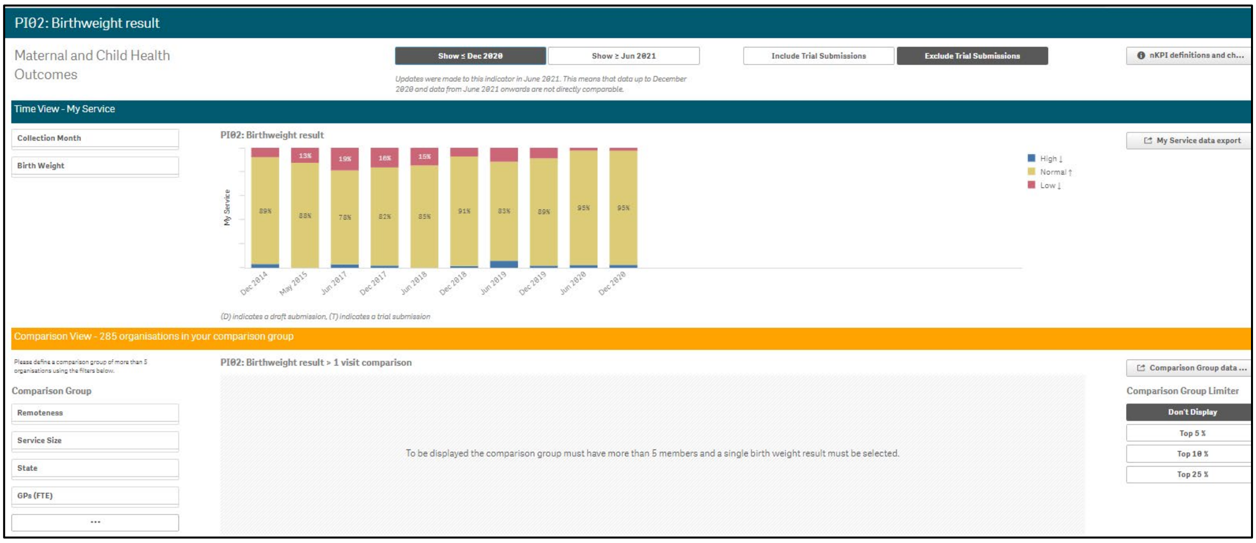



The *Health Service nKPI and OSR Report* screen is the screen used to launch each interactive 'sheet'. This screen contains at least one 'sheet' for each of the applicable nKPIs plus three summary sheets, one for *Maternal and Child Health*, one for *Preventative Health* and one for *Chronic Disease Management*. It also contains a *Health Service Snapshot*, a *Summary over Time sheet*, an *OSR – Episodes of Care and Client Numbers* sheet, an *Executive Summary* sheet, a *Closing the Gap Target #2* sheet, and a *National Trajectories* sheet.

To launch a particular sheet, simply select the top half of the tile for that sheet.

# Work with the Components of a Sheet

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




As the above example shows, Indigenous Health data in Qlik is presented primarily using bar charts, although there are other ways the data in can be presented.

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

- Menu Bar
- Selections Bar, and
- Title Bar

## Menu Bar


The *Menu Bar* in each sheet 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 *Health Service nKPI Report* screen.
- Health Service nKPI Report shows the title of the report you are currently using. Selecting provides more information regarding the report.
- Select Analyze Sheet to return to the 'sheets' view if you have moved to the Story view,
- Select Narrate Storytelling to view the Indigenous health data 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 sheet or a comparison group you have created, and reuse or access these previously saved bookmarks.
- Select PI05 HbA1c re... to view a drop-down window displaying the different sheets in the *Health Service nKPI and OSR Report* and to switch between sheets as needed. The name on the button will identify the sheet you are currently viewing.
- Select to move forward and back between sheets in the order they display on the *Health Service nKPI Report* screen.

## Selections Bar

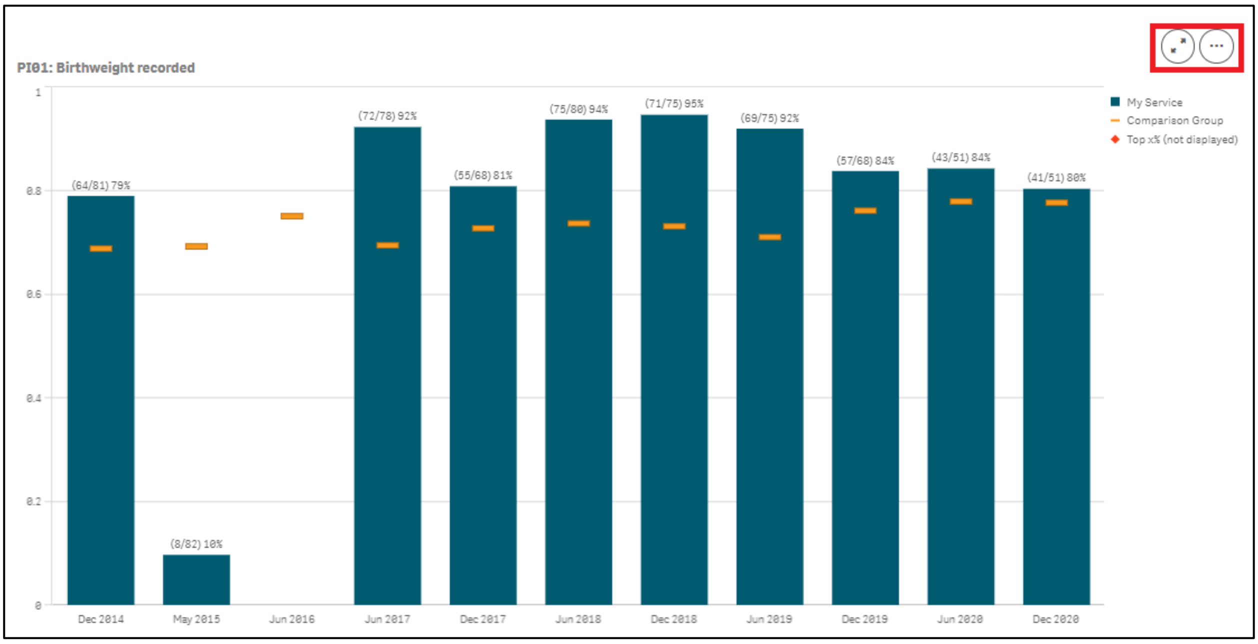

The *Selections Bar* is located directly beneath the *Menu Bar* and allows you to filter the results that are showing for a particular sheet by selecting specific criteria to filter the results by.

- 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 sheet or by selecting a particular parameter on one of the graphs in the sheet, the selection (s) will display on the left hand side of the *Selections Bar* State NSW & ACT.
- Select Selections to select the criteria you wish to filter the 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.

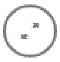
## The Title Bar


The *Title Bar* will display the name of the sheet currently being viewed.

# The Hover Menu

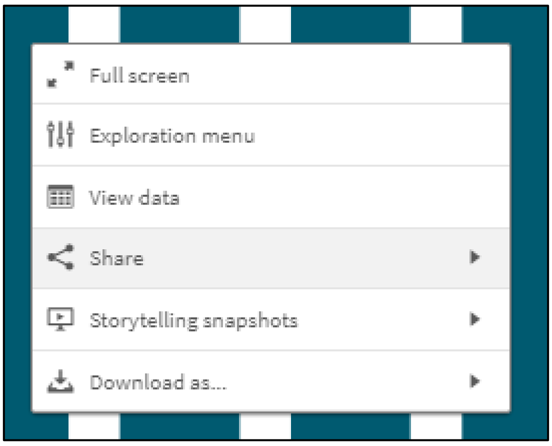



When you hover your mouse pointer over a graph on a particular sheet, a hover menu will appear presenting you with some options regarding what you can do with the data in the selected sheet.

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

 **More** – Takes you to a menu from where you can take data snapshots, access the exploration menu to change the view of the graph and export the graph and its data out of Qlik, amongst other things.

# The Shortcut Menu



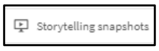

In addition to the hover menu, the shortcut menu also allows you to perform functions within a sheet. The shortcut menu is activated by right clicking on the selected graph.

- Allows you to expand the selected graph to full screen view so the results can be analysed more easily.

- Allows you to quickly change the properties of the results you are viewing. For more information, see *Use the Exploration Menu* later in this guide.

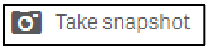
- Changes the selected graph into a table and displays the data included in the graph in a tabular format.

- Allows you to embed the graph into a webpage by selecting the arrow and then *Embed*.



- Takes you to:

- Opens a list of all snapshots you have taken in the sheet so you can add them to your data presentation if needed.



- 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 *Take a Snapshot* later in this guide.

- **Image** - Allows you to export the selected graph as an image so it can be downloaded and saved as required.

**PDF** - Allows you to export the selected graph as a PDF document.

**Data** - Allows you to export the contents of the selected graph into an Excel spreadsheet.

# Filter Sheet Data


As you are interpreting the data in each of your Qlik sheets, 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 sheet 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 Health Service nKPI and OSR Report*:

- 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 sheet, you can quickly and easily select a particular data characteristic to filter the sheet by, using different selection options.

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

**1.** Select the sheet you wish to apply your filter to.

The selected sheet will display.

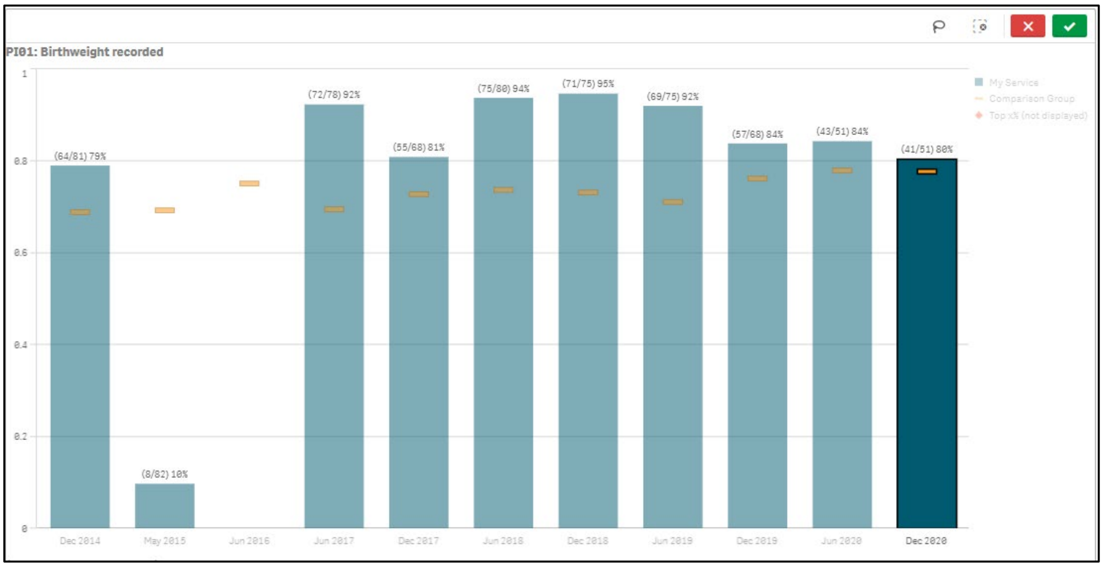
The different options when filtering graphs using selections are:

- **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/select by clicking:**

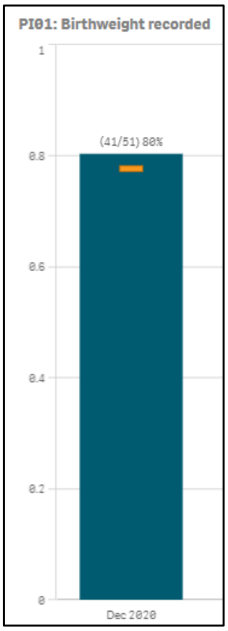
i. Click on the portion of the graph (e.g., Dec 2018) you wish to filter by.

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




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

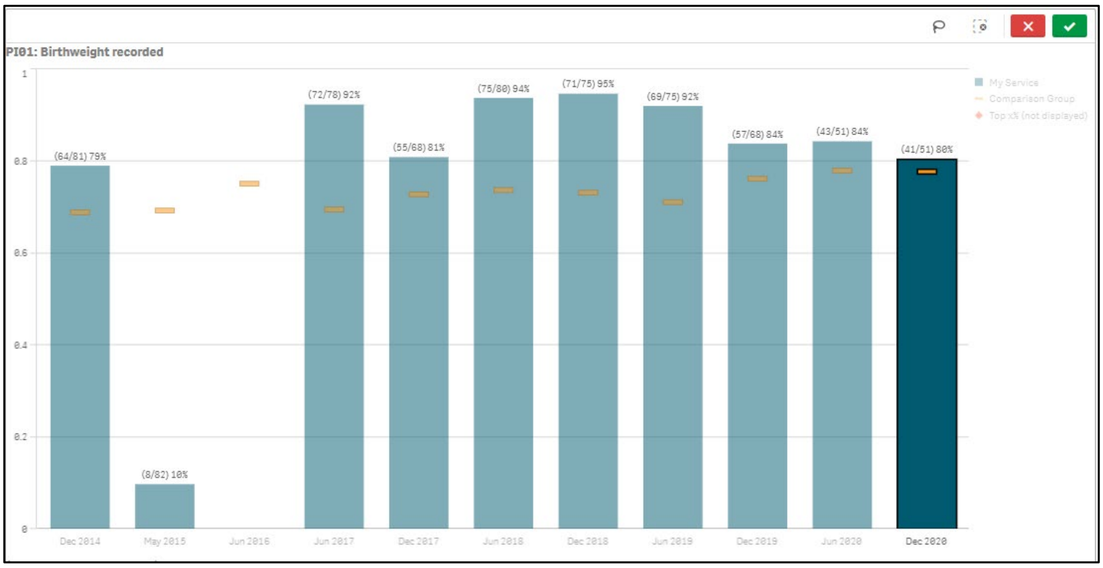
The sheet has now updated to be filtered by the data group(s) selected.



**To filter data/select by drawing:**

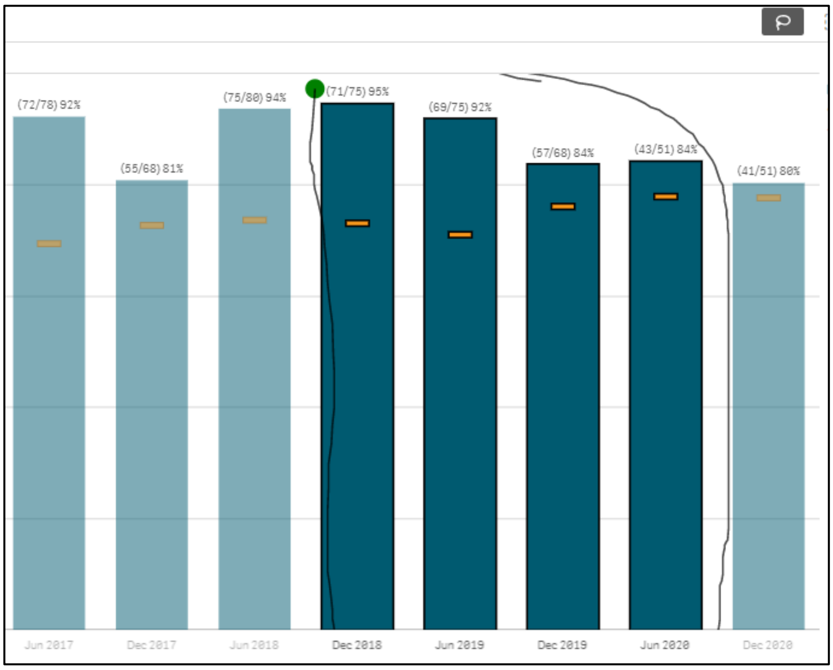
i. Click on the portion of the graph (e.g., Dec 2018) you wish to filter by.

The graph 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 .

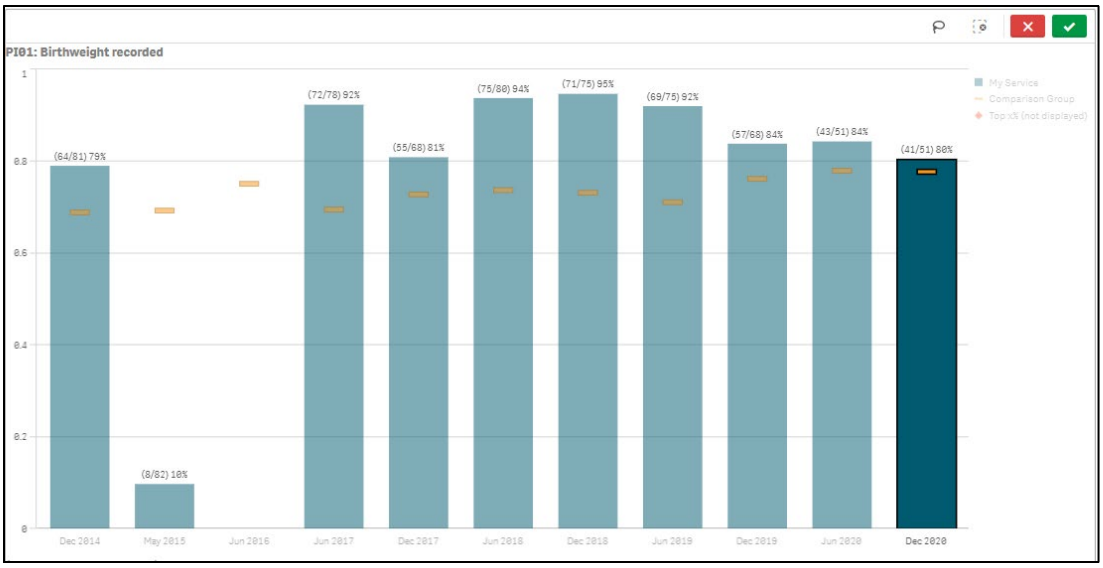
iv. To confirm the selection and apply it to all graphs for the report, select .

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

**To filter data/select by using labels:**

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

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



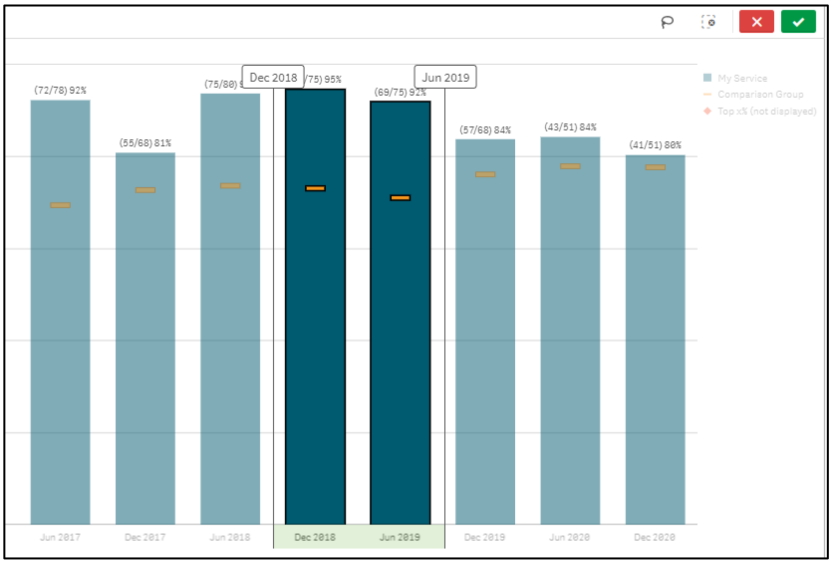

ii. To confirm the selection, select .

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

**To filter data/select by using ranges:**

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

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




i. To confirm the selection, select .

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

## Use the Selections Tool

When filtering data, the *Selections* button 

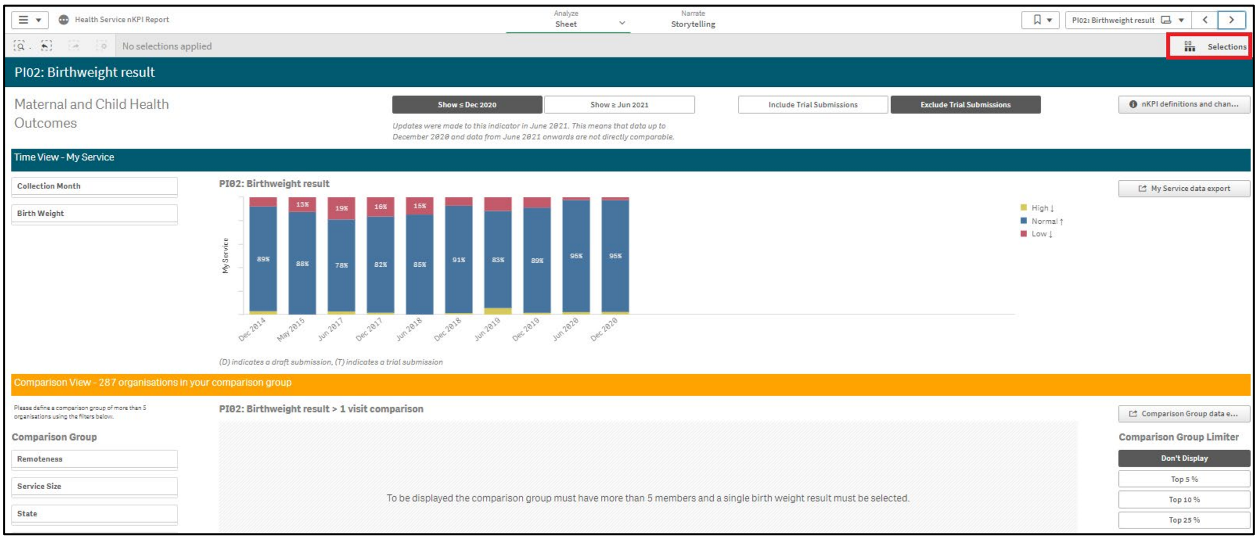
on the *Selections Bar* allows you to make multiple data selections across the entire suite of sheets in the *Qlik Health Service nKPI and OSR Report* rather than making individual selections in different graphs for different sheets. The Selections Tool view will show all the filter options available for the report.

The *Selections* button is located on the far right-hand side of the *Selections Bar*.

The following procedure is used to make data selections in the *Qlik Health Service nKPI and OSR Report* using the *Selections* button.

**1.** Select a sheet from the *Health Service nKPI Report* screen.

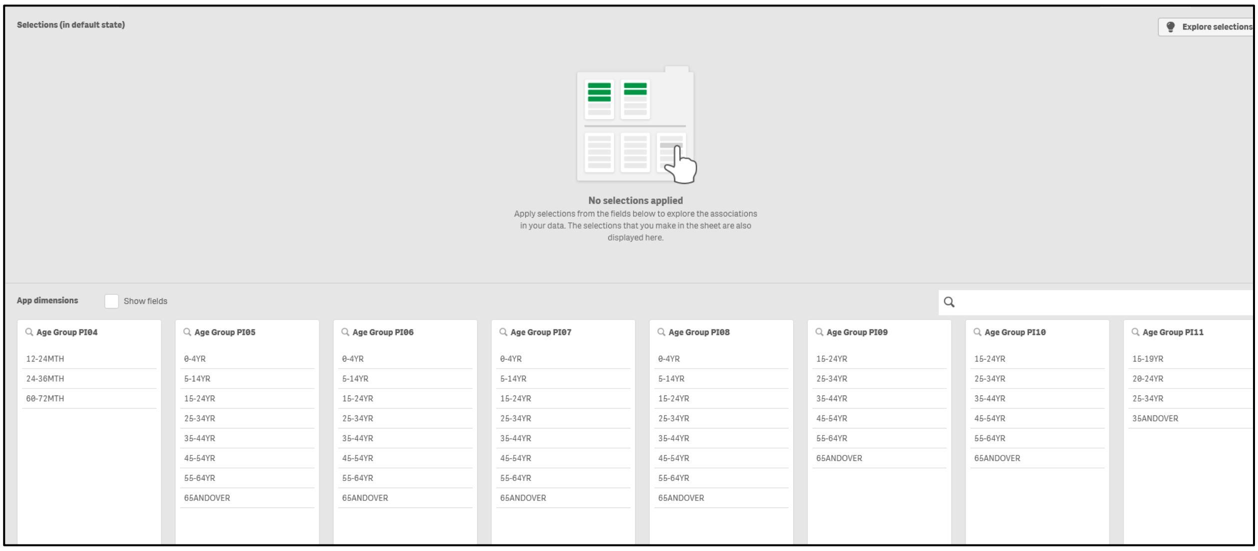
The selected sheet will display, and the Selections Bar will be available at the top of the sheet.




**2.** To continue, select 

on the *Selections Bar.*

The Selections screen will display.

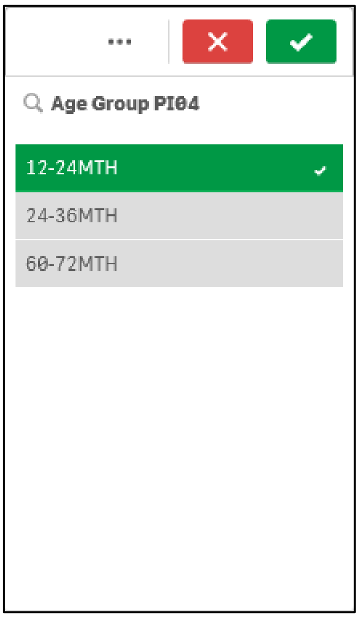



The Selections screen contains two sections:

- **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 available across the different sheets will be shown.

**3.** To continue, 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.

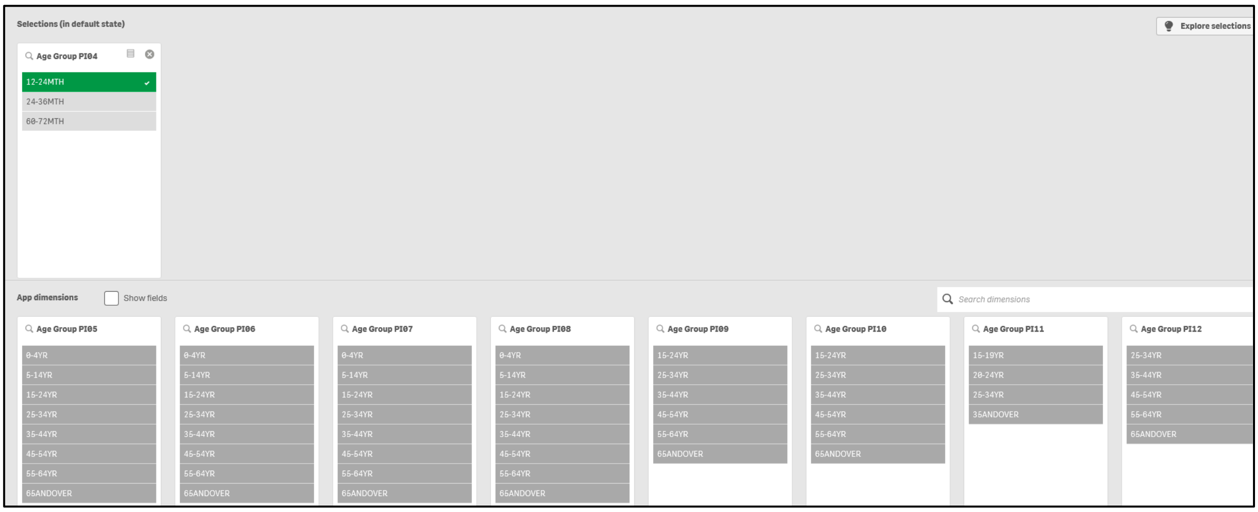
**4.** To confirm the selection you have made, select .

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 sheets with the selected filters applied, select .

The selected sheet will display with all selected filters applied and visible on the *Filter Menu*. The filter will now also be applied to any other sheet you select in the *Health Service nKPI Report.*

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

## Use the Filter Section

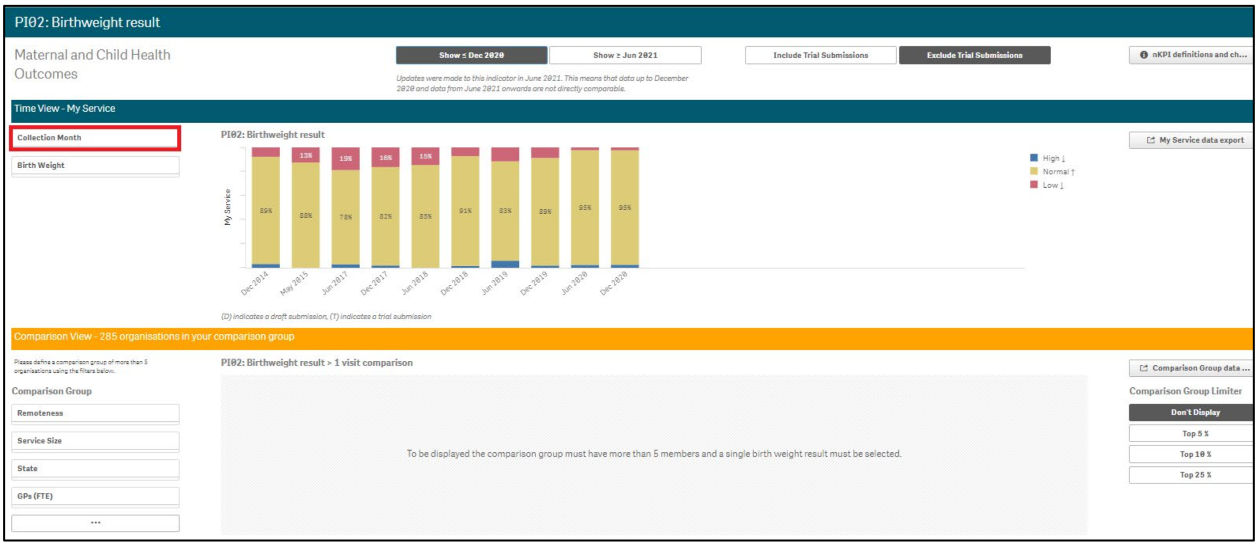
Another way to make selections/filter data when working with a sheet in the *Health Service nKPI Report* is through the *Filter* section that is in the top half of the sheet, underneath the blue Title Bar.

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

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

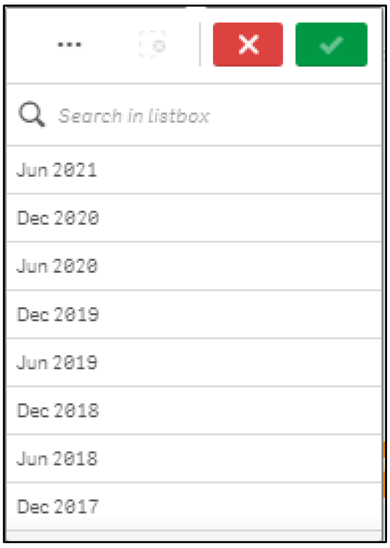
**1.** Select a particular sheet from the *Health Service nKPI Report* screen.

The selected sheet will display, and the *Filter* section will be available for use as required.




**2.** To commence filtering/making your selections, select the applicable filter option from the **Filter** section, as highlighted above in red.

The Selection dialog box will display.




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

You will notice the graphs on the sheet 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 .

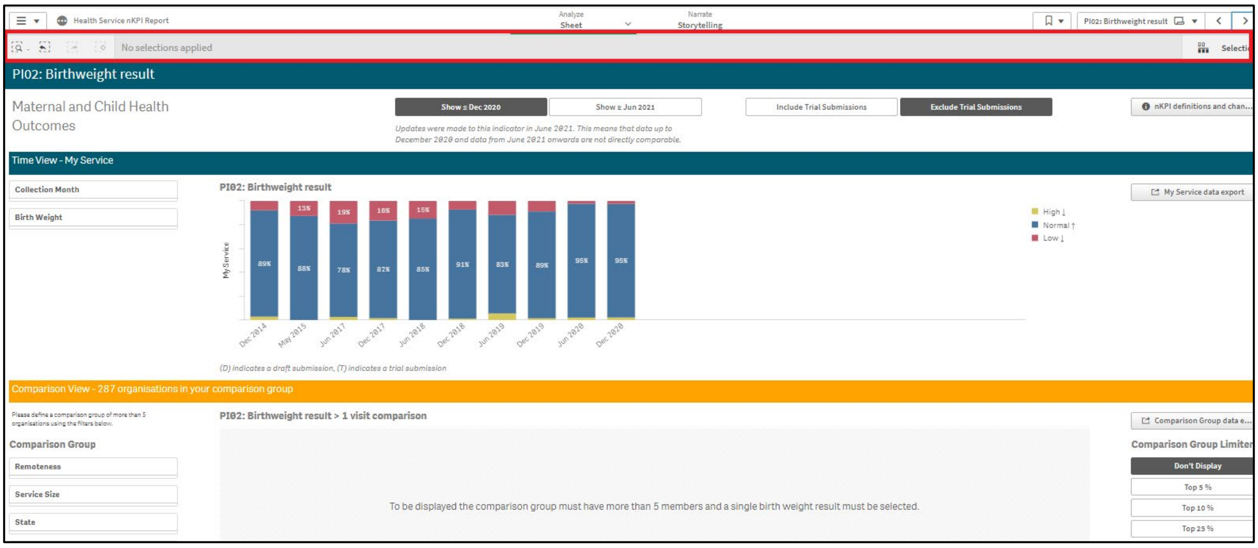
The selected filter field will now update to show a selection has been made.


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

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

## The Selections Bar

The *Selections Bar* is located underneath the *Menu Bar* and is available whenever a particular sheet is selected.




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

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

## Save Comparison Groups for Future Use

When working with sheets in your *Qlik Health Service nKPI and OSR Report* 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.

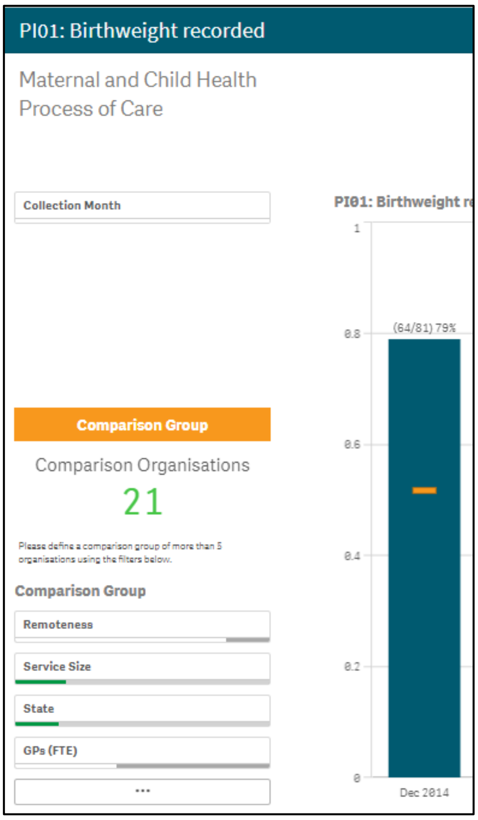
To create your comparison group in your report, you would first select the required components of your new comparison group. For more information on how to do this, see *Filter Sheet Data* earlier in this guide.

When you close the *Qlik Health Service nKPI and OSR Report*, you lose any comparison groups you have created and would then need to create them again the next time you open the report and wish to compare your data against the same comparison group.

To avoid this, you can use the bookmark functionality in Qlik to save the comparison group you create so it can be quickly and easily reapplied each time you need it.

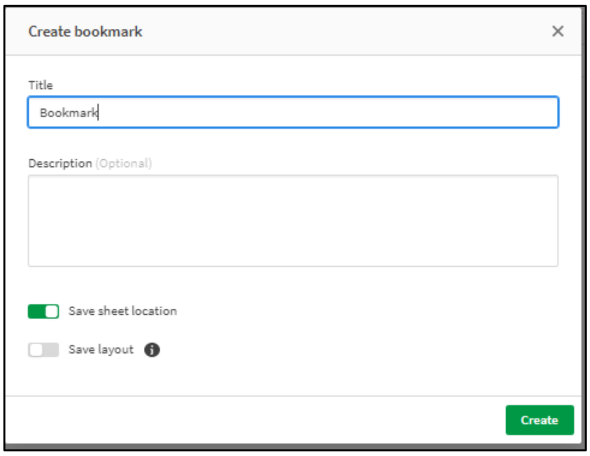
The following procedure is used to save a comparison group for future use.

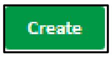
**1.** In an applicable sheet in the *Qlik Health Service nKPI and OSR Report*, select the filter options required to form your comparison group.




**2.** Once you have built your comparison group, from the Menu Bar at the top of the sheet, select  and select **Create new bookmark**.

The Bookmarks dialog box will display, and the title of the bookmark will default as *Bookmark*.




3. Update the title of the bookmark/comparison group in the **Title** field as needed.
4. Enter a description for the new comparison group in the **Description** field.
5. To save the bookmark, select 

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To save the comparison group, click anywhere off the Bookmarks dialog box.

The comparison group 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 Comparison Group*

Once you have created a bookmark to save your comparison group, you can then reapply your comparison group to any sheet within Qlik by selecting the bookmark.

1. From any sheet in the *Qlik Health Service nKPI and OSR Report*, select  and locate the applicable bookmark in the list that displays.
2. Right click on the bookmark and select **Apply selections**.

The comparison group contained within the bookmark will now be added to the *Filter Bar* and the values on the selected sheet will update based on the comparison group that has been applied.

# Work with Snapshots

When working with graphs within the *Qlik Health Service nKPI and OSR Report* to analyse your 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 then use when you build stories within Qlik, 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.

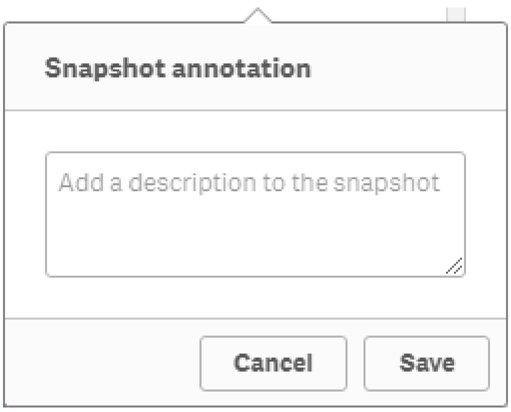
## Take a Snapshot

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

1. In the applicable sheet, 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 ⋯ and then **Storytelling snapshots > Take snapshot** right click on the graph and select **Storytelling snapshots > Take snapshot**.

The Snapshot annotation dialog box will display.




3. Enter a description of the snapshot so you can easily identify it.

4. To save the snapshot, select Save.

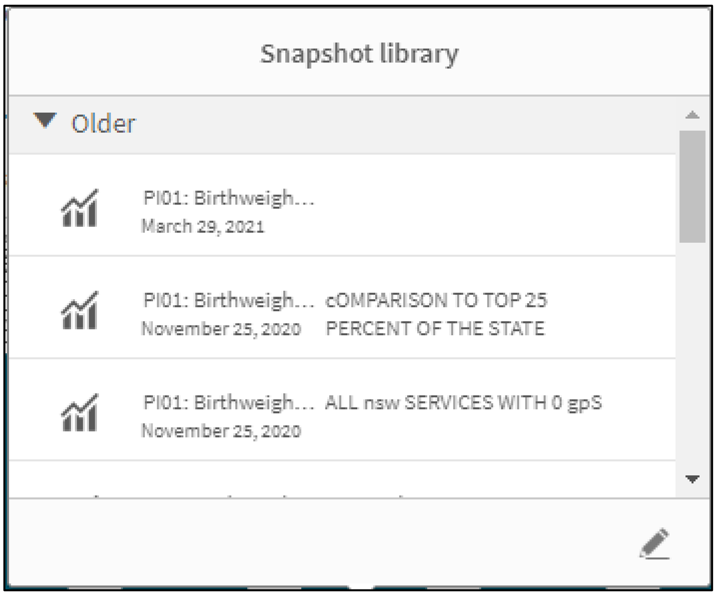
The snapshot is taken and added to the snapshot library for you to access as needed when building your story.

## 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 sheet, right click anywhere on the sheet and select **Storytelling snapshots > Snapshot library**.

The Snapshot library dialog box will display.




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

**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 sheet, 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 sheet. This is done by using the Exploration menu .

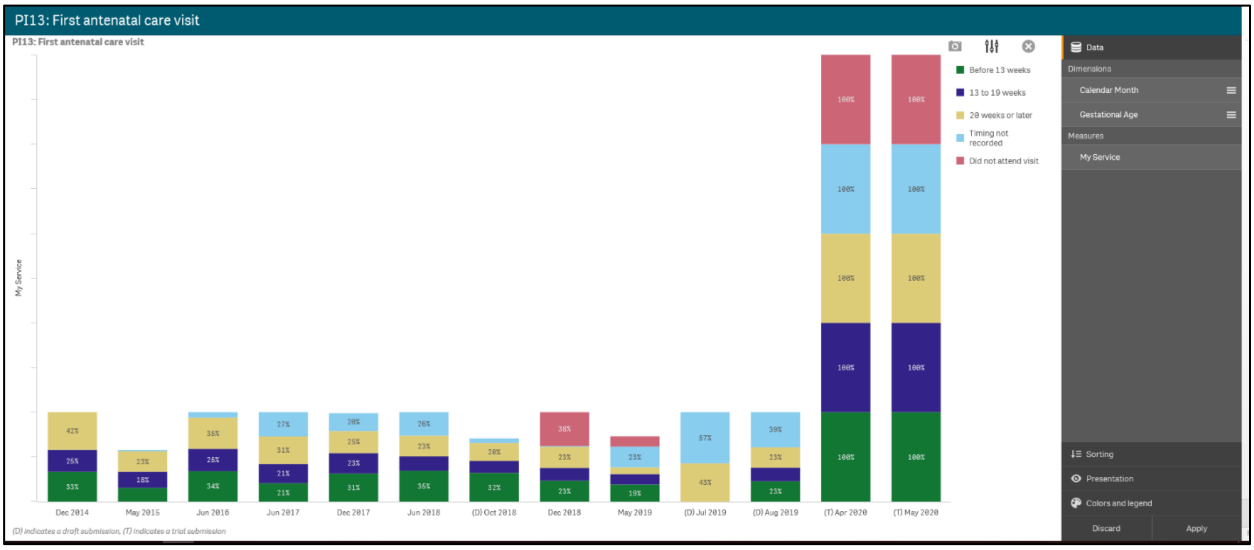
The Exploration menu allows you to change and sort data and change how labels are displayed.

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. Select and then select **Exploration menu**.

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

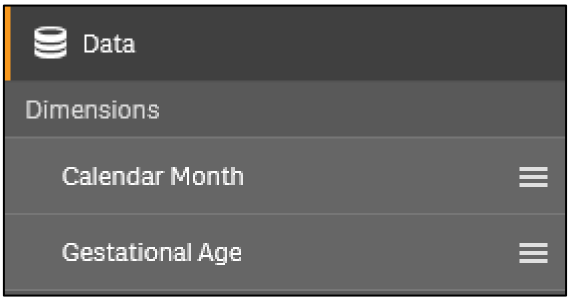
The selected graph will now display in full screen mode with the Exploration menu activated on the right-hand side of the screen.



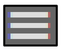

The Exploration menu contains four sections you can use to analyse the data on the selected graph:

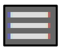
- Data (will default as selected)
- Sorting
- Presentation
- Colors and legend

## The Data Section



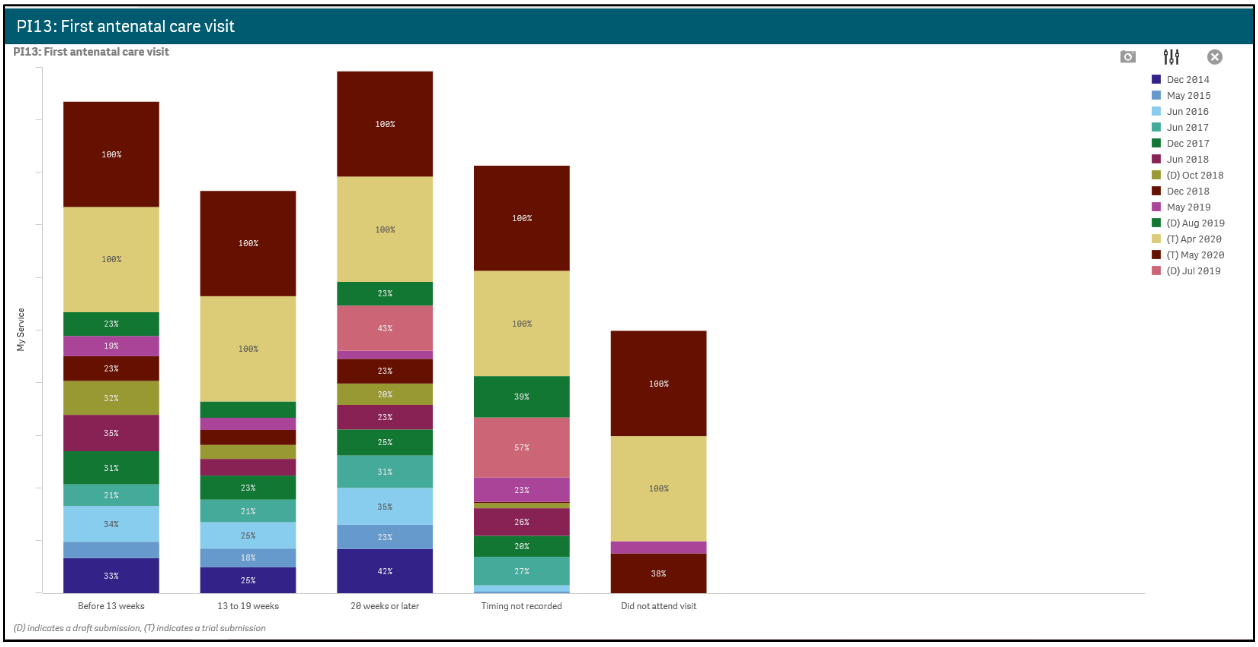

When you have more than one *dimension* (what the data is being measured by, e.g., state or collection month) or *measure* (what is being measured, e.g., immunisations) available in a graph, you can use the Exploration menu to change the data that is used in the graph.

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.

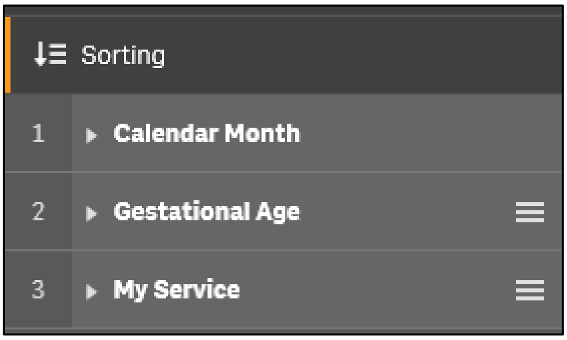
3. To see the display of the graph change, release the mouse button.

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 .

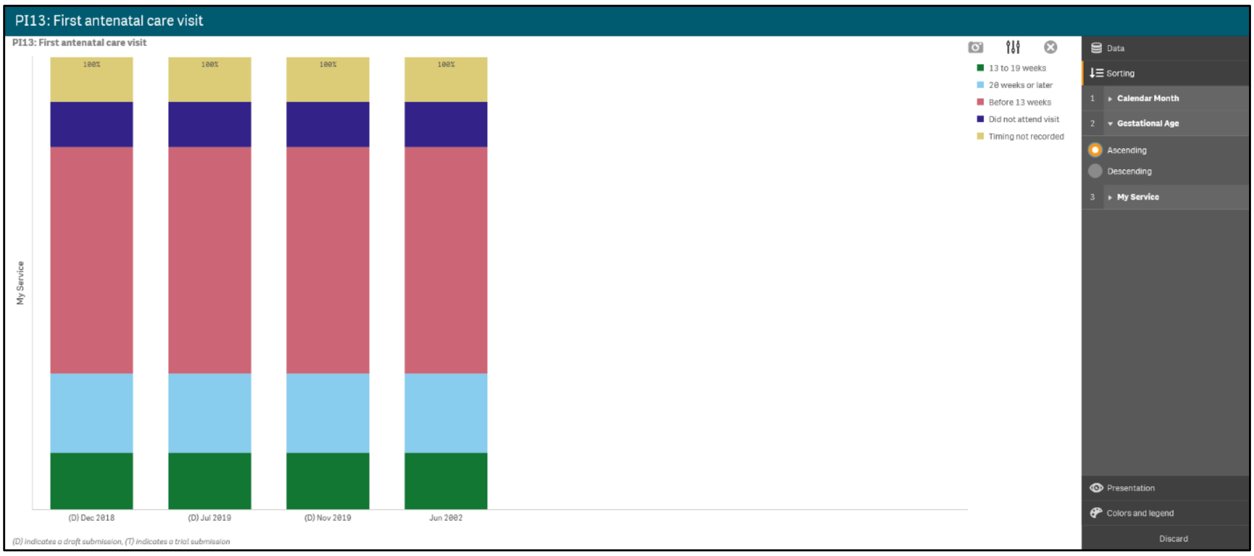
## The Sorting Section




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.

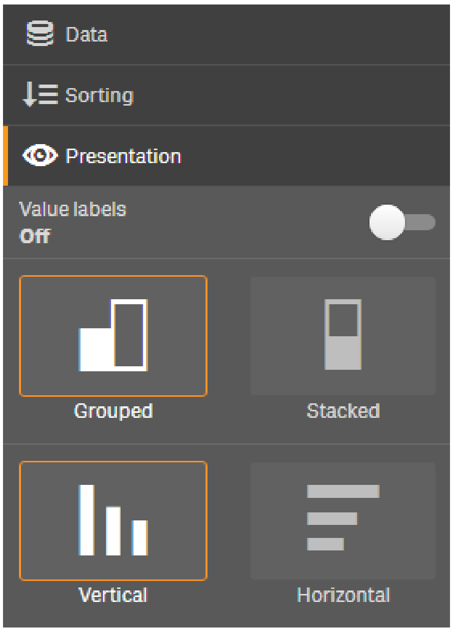
1. To change how the data is being sorted in the graph, select next to the value you wish the data to be sorted by.
2. Hold the left mouse button down and drag up so the selected value is at the top of the list.
3. To see the data sorting order change, release the mouse button.
4. To change the sort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



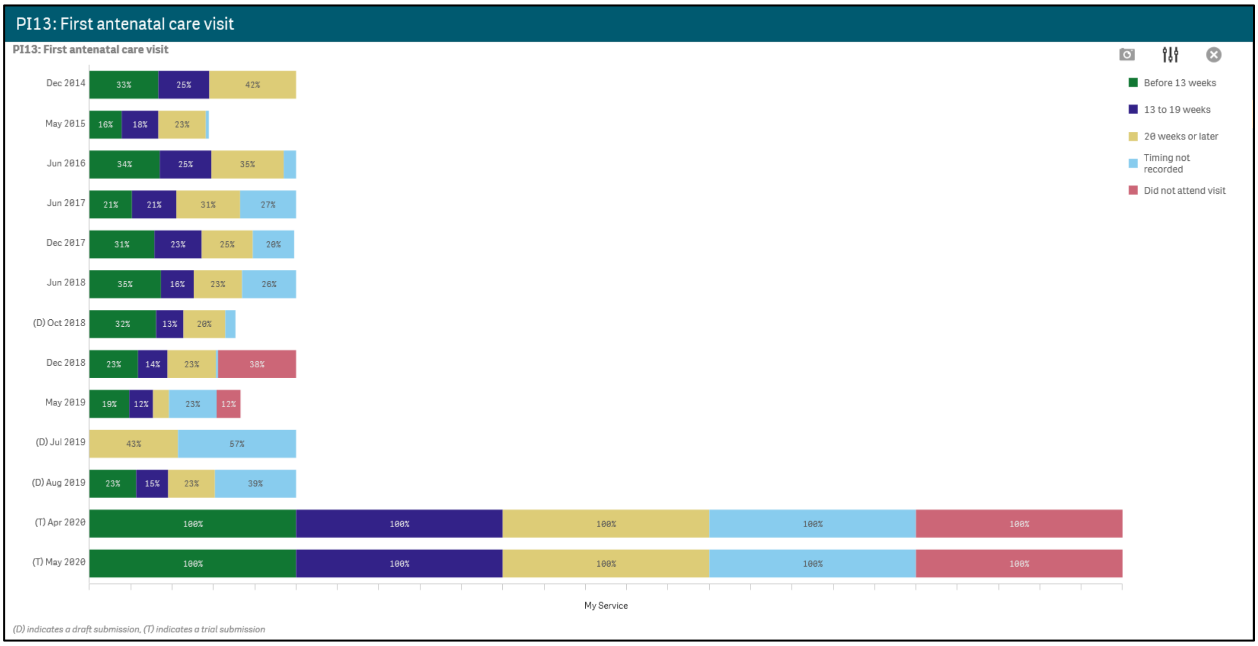

The *Presentation* section of the Exploration menu allows you to add labels to the individual values in the graph and change the way the values are displayed (vertical v horizontal, grouped v stacked).

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

The value labels have now been switched on.

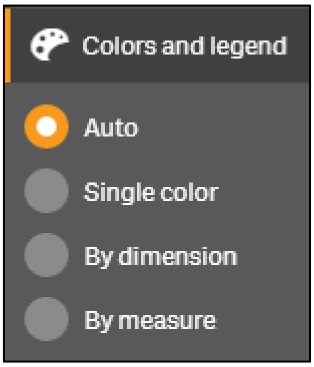
**2.** To change the way the values are displayed, select the required view (grouped or stacked, vertical or horizontal).

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

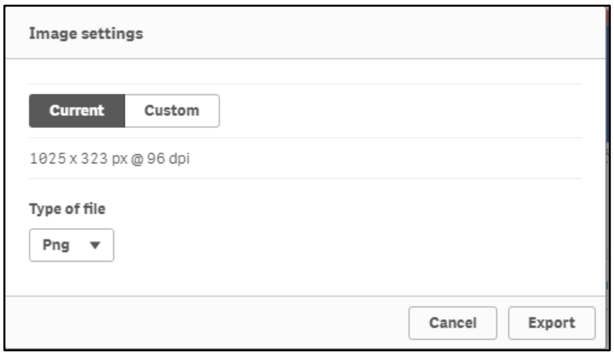
One of the features of Qlik is that you can quickly and easily export your graphs and data tables out of Qlik into several different formats, depending on what you would like to do. Some of the export options you have in Qlik are:

- 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

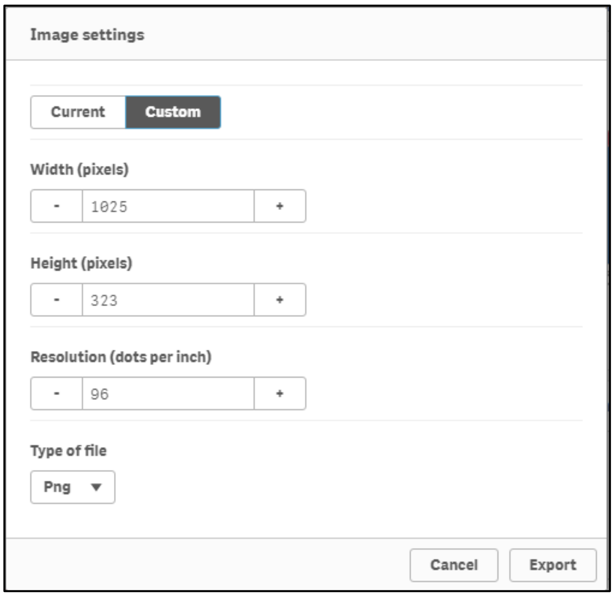
1. Right click on the graph that you wish to export as an image.
2. Select **Download as > Image**.

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.

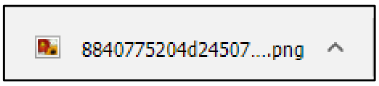
7. To change the type of file the graph is exported as, select ▾ in the **Type of file** field and select **Jpeg** if needed.

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


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

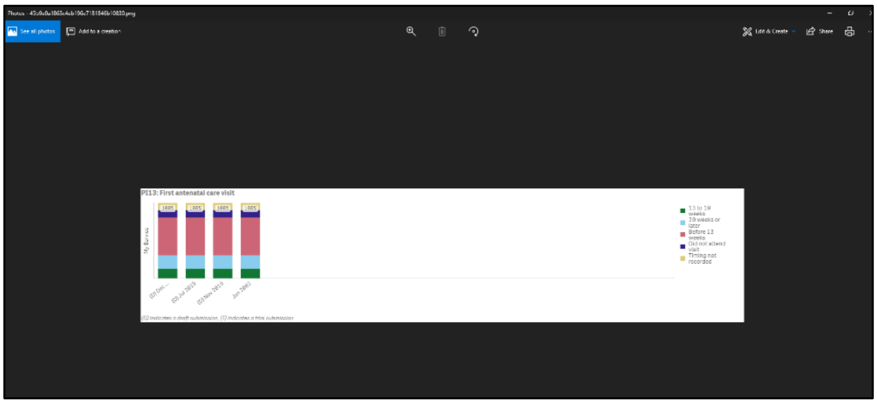
**9.** To commence downloading the image, select **Click here to download your image file**.

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



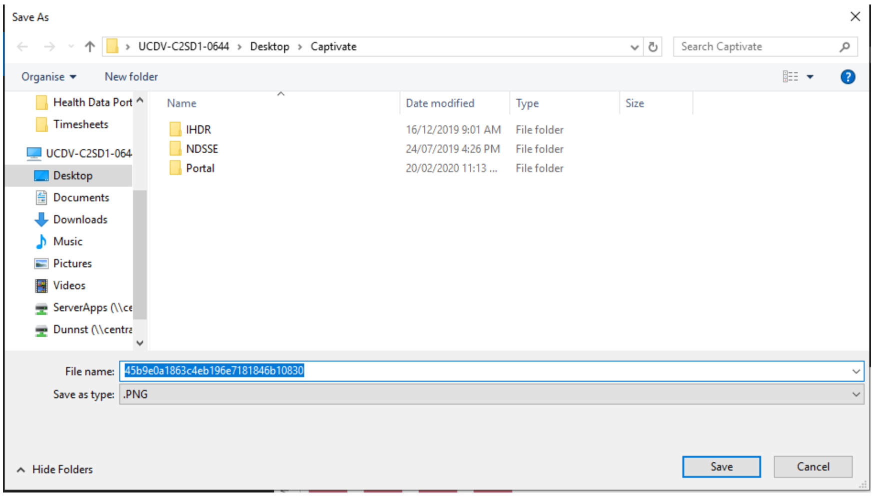

**10.** To download the image, select ^ and select **Open**.

The image will now display as the selected file type.

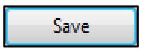


**11.** To save the image, select **… > Save as** from the top right-hand corner of the screen.

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.

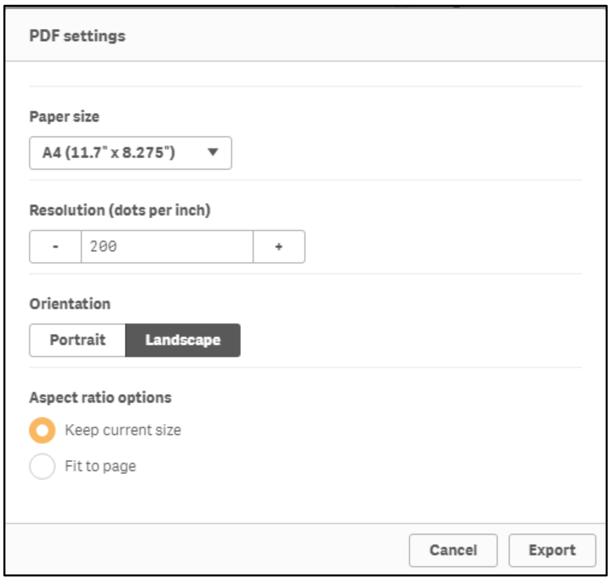
**13.** To save the image, select .


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 **Download as > PDF**.

The PDF settings dialog box will display.

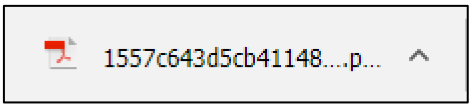



3. To change the size of the PDF document, select ▾ in the **Paper size** field and select the applicable paper size from the list that displays.
4. To change the resolution of the image in the PDF document, select - or + in the **Resolution (dots per inch)** field as needed.
5. To change the orientation of the PDF document, select either Portrait or Landscape 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 Export.

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

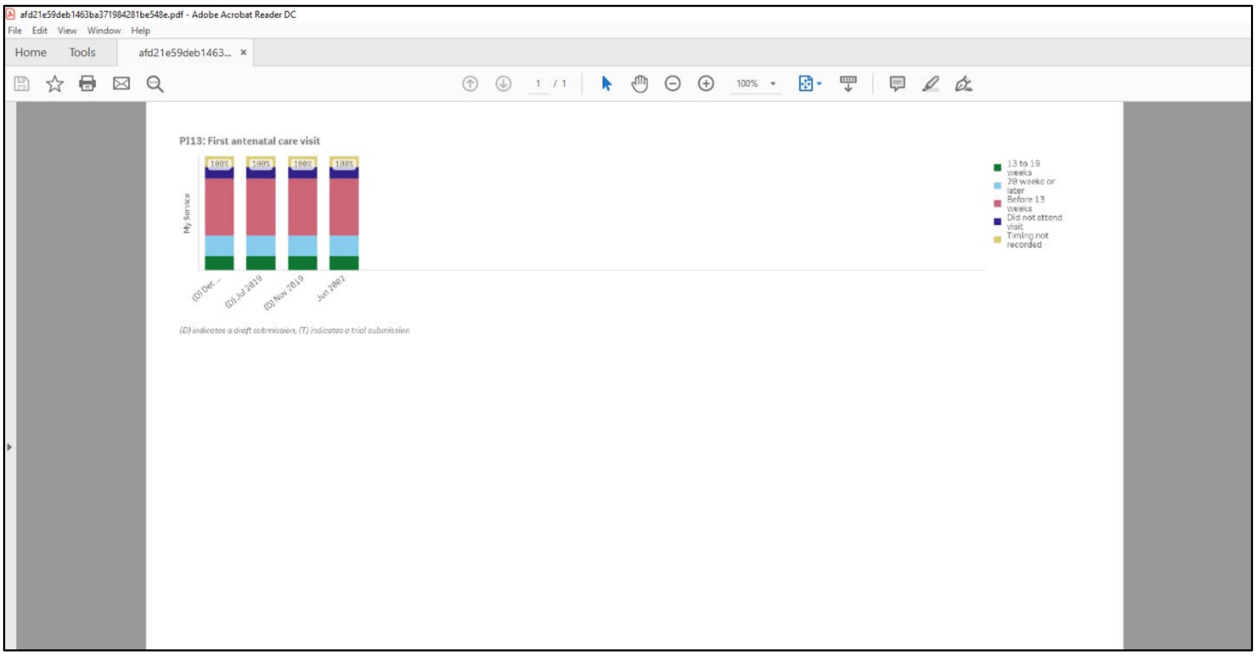
8. To commence downloading the PDF, select **Click here to download your PDF file**.

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



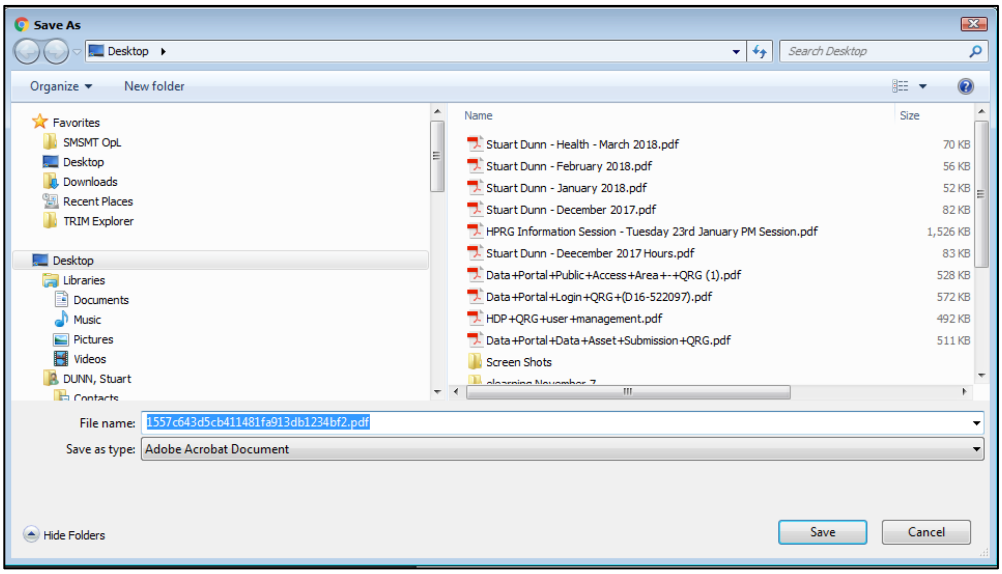

9. To continue, select ^ and select **Open**.

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.

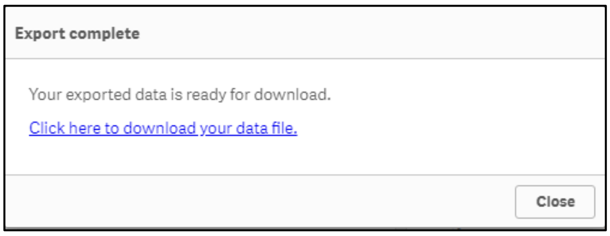
**12.** To save the image, select .


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

## Export Data to an Excel Spreadsheet

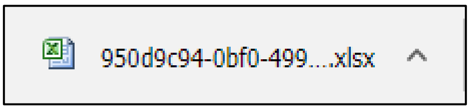
1. Right click on the graph containing the data to be exported to Excel.
2. Select **Download as > Data**.

The Export complete dialog box will display.



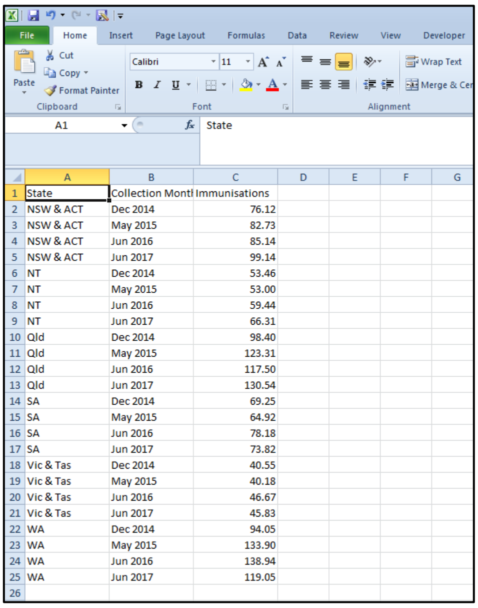

3. To commence downloading the Excel file, select **Click here to download your data file**.

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




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

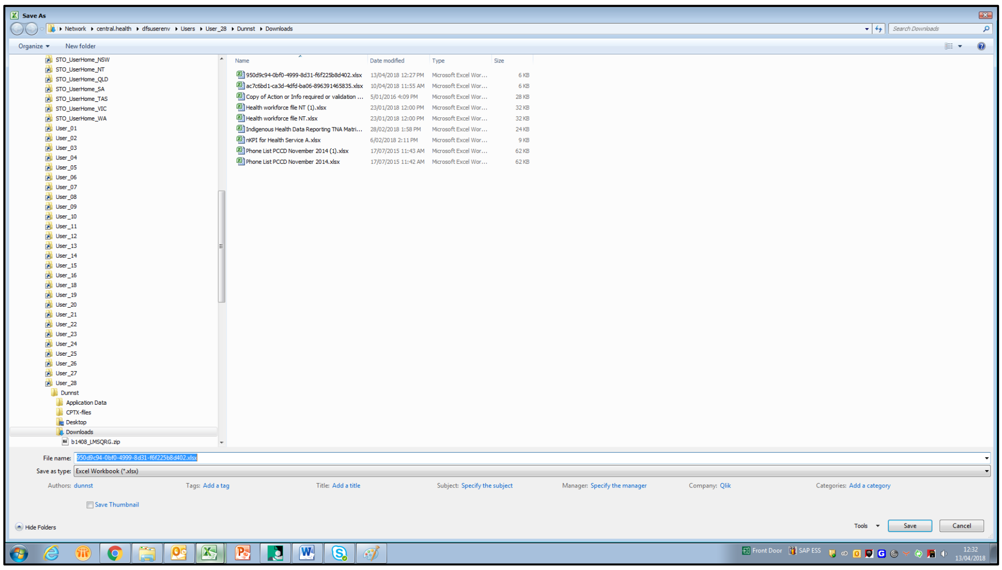
An Excel spreadsheet containing the exported data will display.



| State | Collection Montl | Immunisations |
|---|---|---|
| NSW & ACT | Dec 2014 | 76.12 |
| NSW & ACT | May 2015 | 82.73 |
| NSW & ACT | Jun 2016 | 85.14 |
| NSW & ACT | Jun 2017 | 99.14 |
| NT | Dec 2014 | 53.46 |
| NT | May 2015 | 53.00 |
| NT | Jun 2016 | 59.44 |
| NT | Jun 2017 | 66.31 |
| Qld | Dec 2014 | 98.40 |
| Qld | May 2015 | 123.31 |
| Qld | Jun 2016 | 117.50 |
| Qld | Jun 2017 | 130.54 |
| SA | Dec 2014 | 69.25 |
| SA | May 2015 | 64.92 |
| SA | Jun 2016 | 78.18 |
| SA | Jun 2017 | 73.82 |
| Vic & Tas | Dec 2014 | 40.55 |
| Vic & Tas | May 2015 | 40.18 |
| Vic & Tas | Jun 2016 | 46.67 |
| Vic & Tas | Jun 2017 | 45.83 |
| WA | Dec 2014 | 94.05 |
| WA | May 2015 | 133.90 |
| WA | Jun 2016 | 138.94 |
| WA | Jun 2017 | 119.05 |

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 *Health Service nKPI and OSR Report for* a particular characteristic. You can then select this characteristic and apply it as a filter to the currently selected sheet in your report.

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

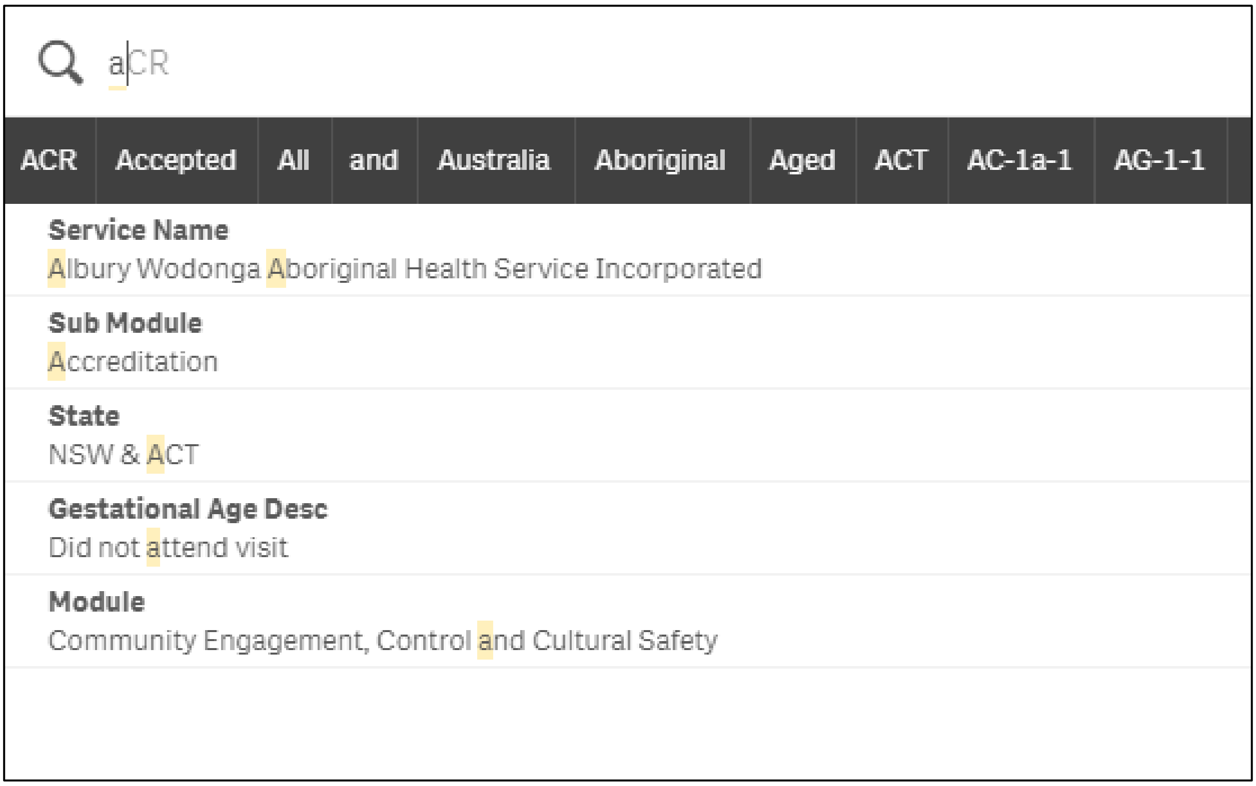
The following procedure is used to run a search in Qlik using Smart Search.

**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.




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

The sheet 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 sheet.

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 sheet you were exploring when you created the bookmark.

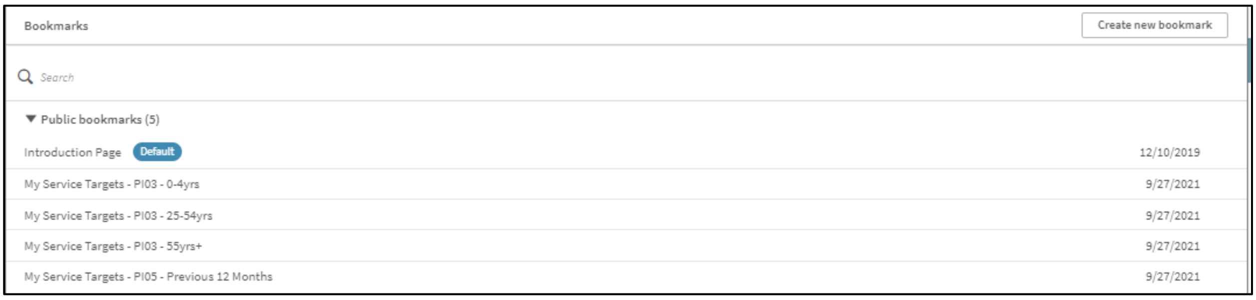
Bookmark functionality can also be used to save filter selections so they can be reapplied.

## Create a Bookmark

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

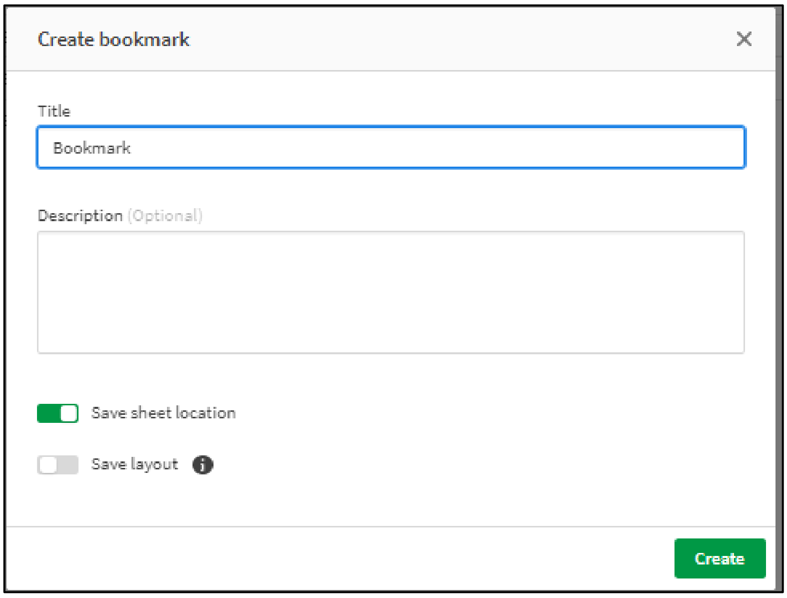
2. On the *Menu Bar*, select .

The Bookmarks dialog box will display.




3. To create the bookmark, select Create new bookmark.

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 sheet and a summary of the selections made.




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

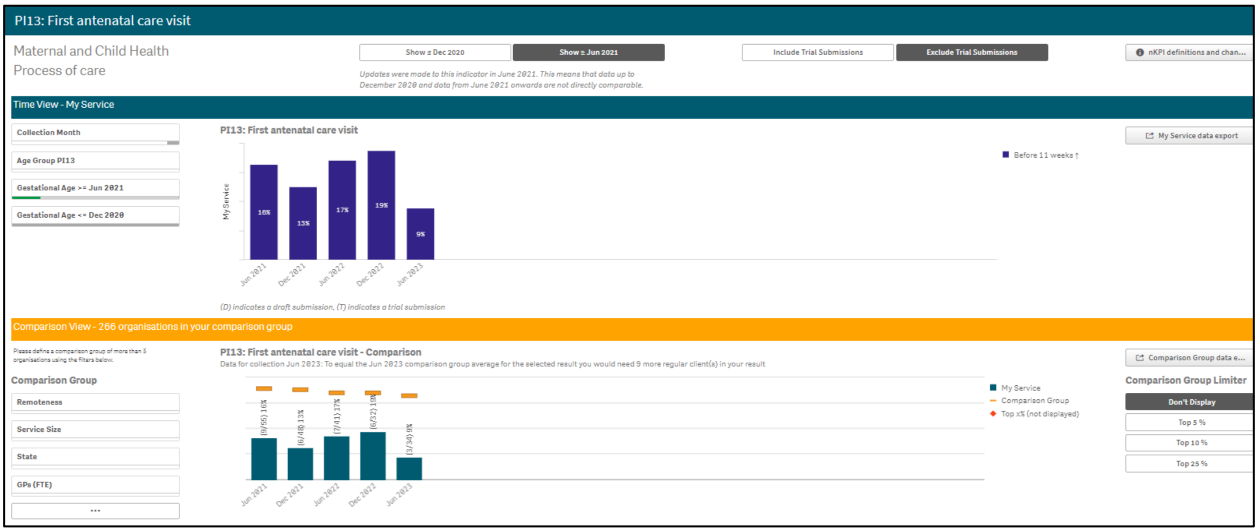
You can apply the selections saved in a bookmark to any sheets and graphs as needed.

1. To commence, open the sheet 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 sheet/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 .

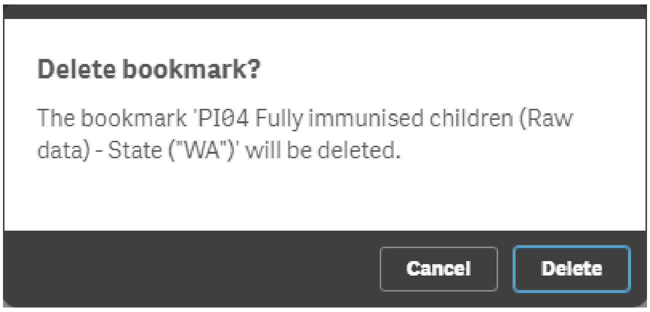
The Bookmarks dialog box will display.


**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 Delete.

The bookmark has now been deleted.

# Work with Stories

Stories allow you to share your insights into your 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 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 *Health Service nKPI and OSR Report* 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.

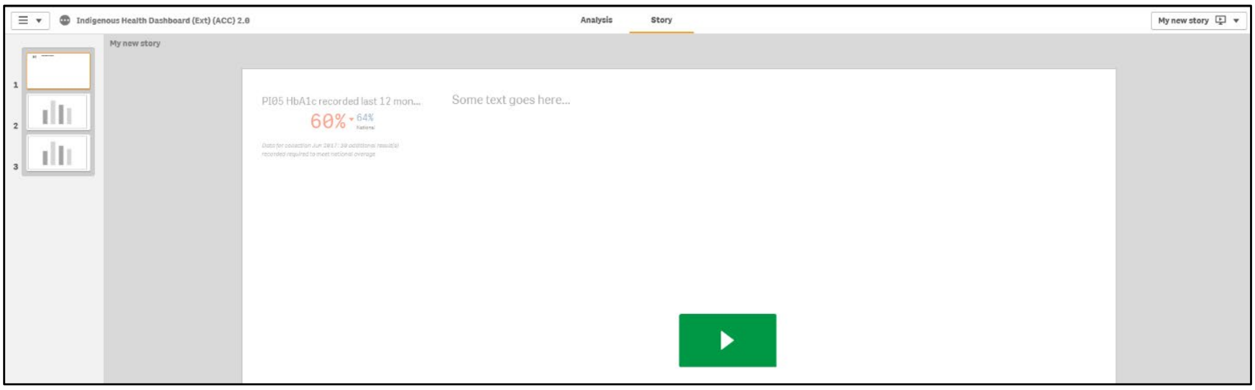
## Create a Story

Once you have taken the required snapshots of your data, you can start to build your story in your *Qlik Health Service nKPI and OSR Report*. 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 sheet in your *Qlik Health Service nKPI and OSR Report,* select **Narrate Storytelling** in the middle of the *Menu Bar.*

The My new story screen will display.

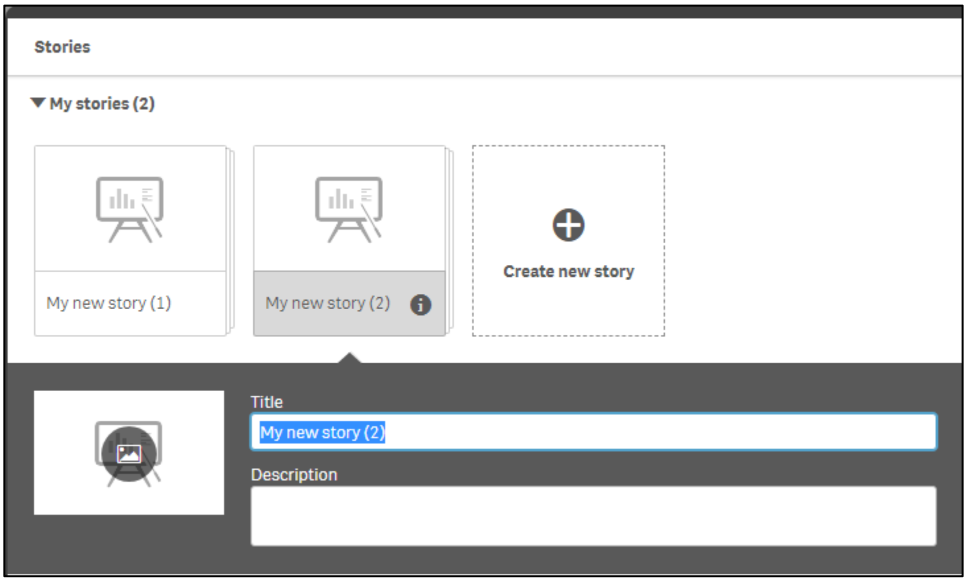



2. To create a new story, select   in the top right-hand corner of the screen.

The Stories dialog box will display.


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

The Stories dialog box will update to display the Title and Description fields.



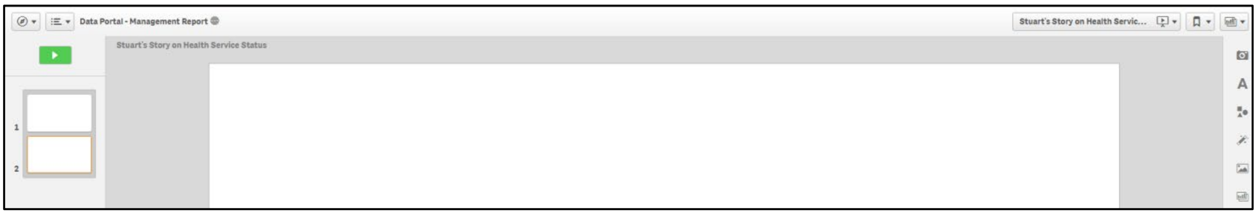
4. Enter a **Title** and **Description** for your new story.
5. Click anywhere outside the text area to save the changes made.

## 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.



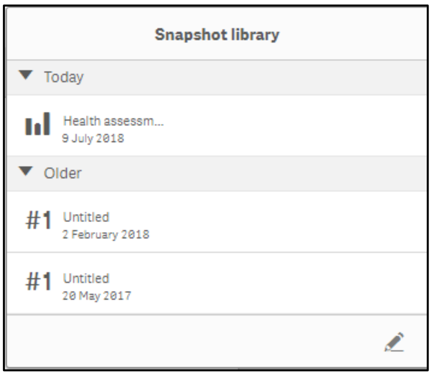

3. Repeat step **2** for any additional slides to be added to the story.

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.

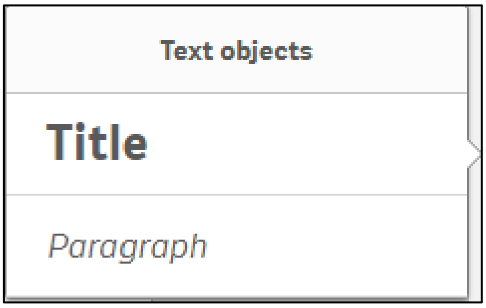
5. Once the snapshot is added to the applicable slide in your story, you can move the snapshot anywhere on the slide by selecting the snapshot, holding the left (primary) mouse button down and moving the snapshot to the appropriate place on the slide.
6. To increase or decrease the size of the snapshot, 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  in the *Menu Bar* on the right-hand side of the screen.

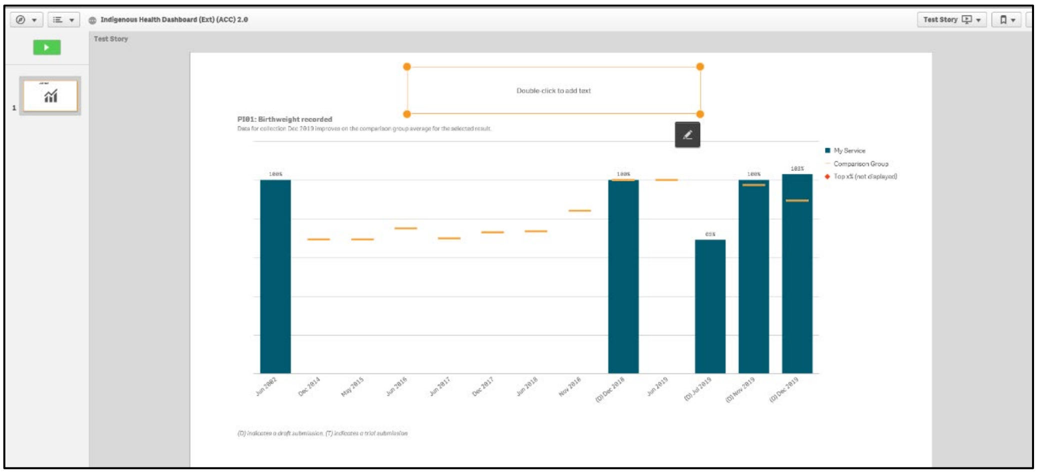
The Text objects dialog box will display.




**To add a title to the slide:**

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

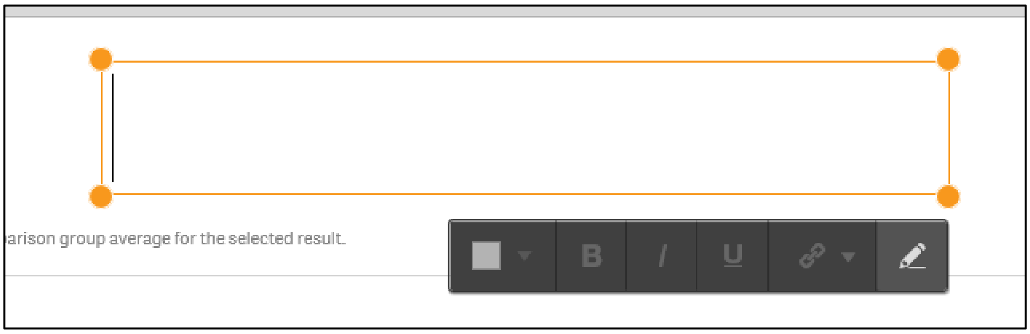
The xxxx (your story name) screen will update to show the Title text box on the slide.




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.



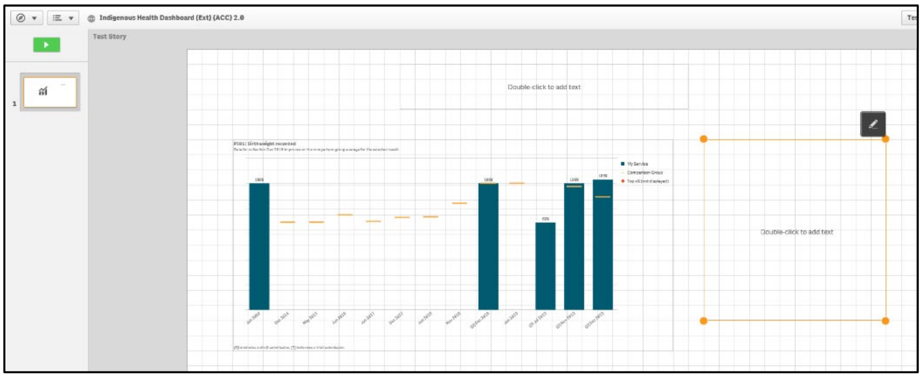

iv. Enter the title for the slide and use the functions in the toolbar that displays above the text box to change the colour, bold, italicise or underline the title as required.

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.

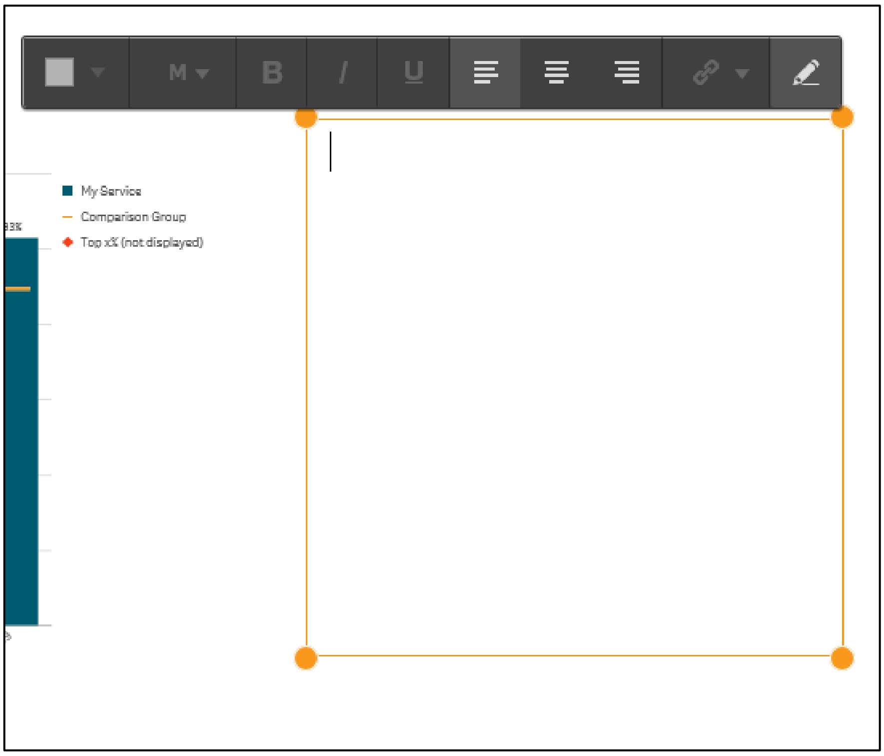
The xxxx (your story name) screen will update to show the Paragraph text box on the slide.




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.

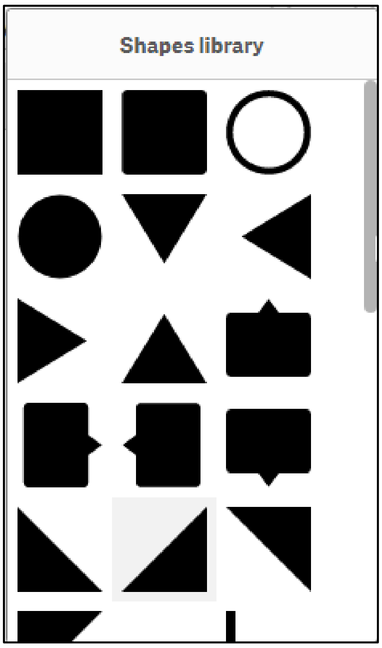
v. If needed, you can also bold, italicise or underline the text as well as changing the justification of the text.

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.

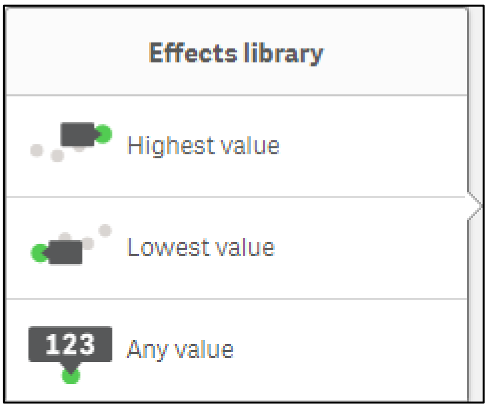

5. Once the shape is added to the applicable slide in your story, you can move it anywhere on the slide by selecting the shape, holding the left (primary) mouse button down and moving the shape to the appropriate place on the slide.
6. To increase or decrease the size of the shape, simply select one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

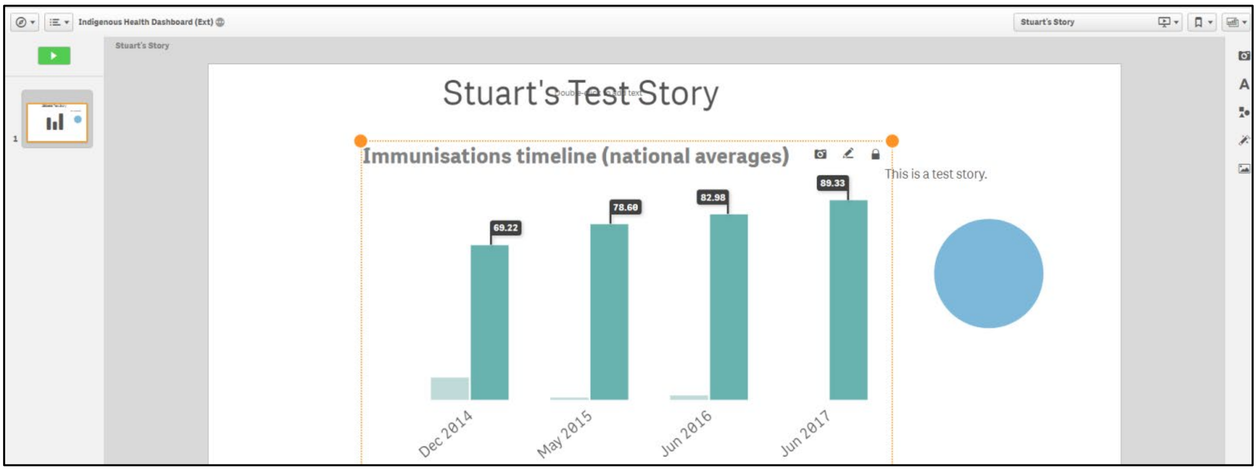
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the effect to from the story timeline in the left-hand side of the screen.
3. To add an effect to your story, select .

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.

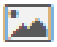



i. To replace the original snapshot in the story with the updated snapshot with the effect added, select in the top right-hand corner of the snapshot.

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

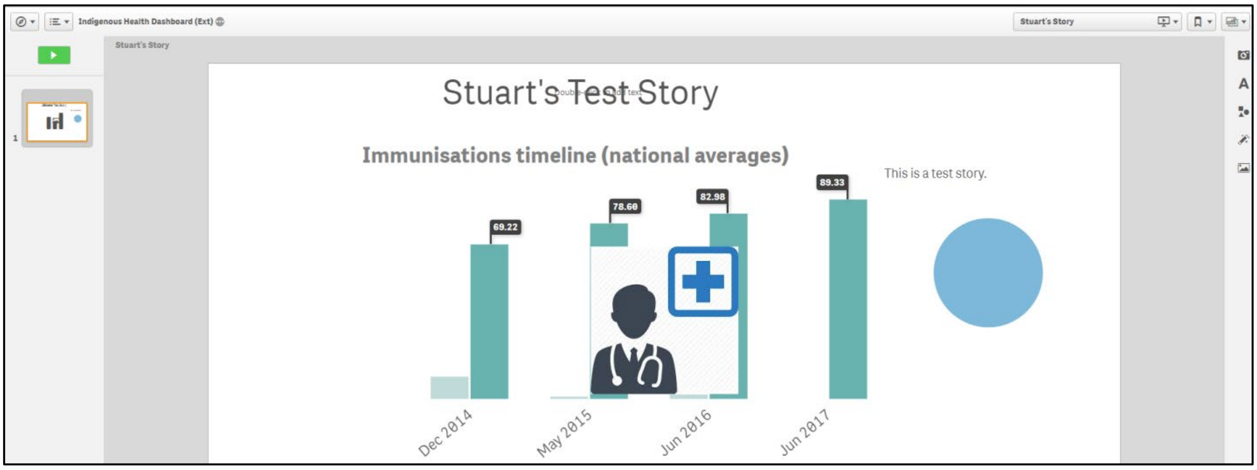
1. Ensure the xxxx (your story name) screen is displayed.
2. Select the slide to add the media object to from the story timeline in the left-hand side of the screen.
3. To add an object to your story, select .

The Media library dialog box will display.


i. To add an object from within the *Health Service nKPI and OSR Report* app, select **In app**, then select the required object from the list and select Insert.

ii. To add an object from within Qlik, select **Default**, then select the required object from the list and select Insert.

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



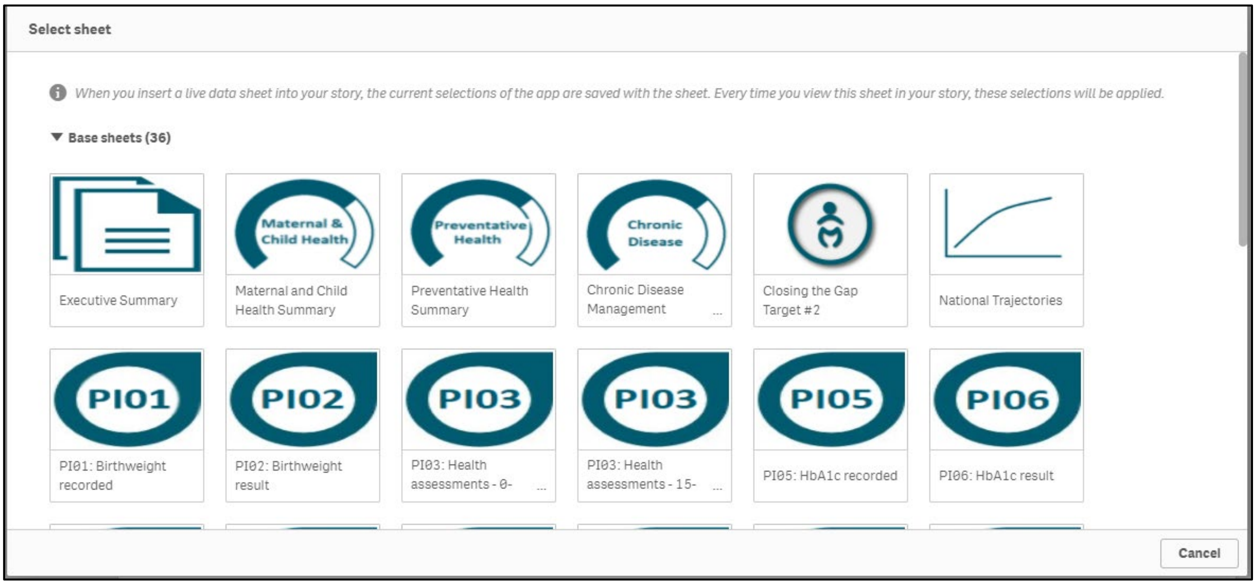

4. To move the object within the slide, select the object, hold the left (primary) mouse button down and move the object to the required location.

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 .

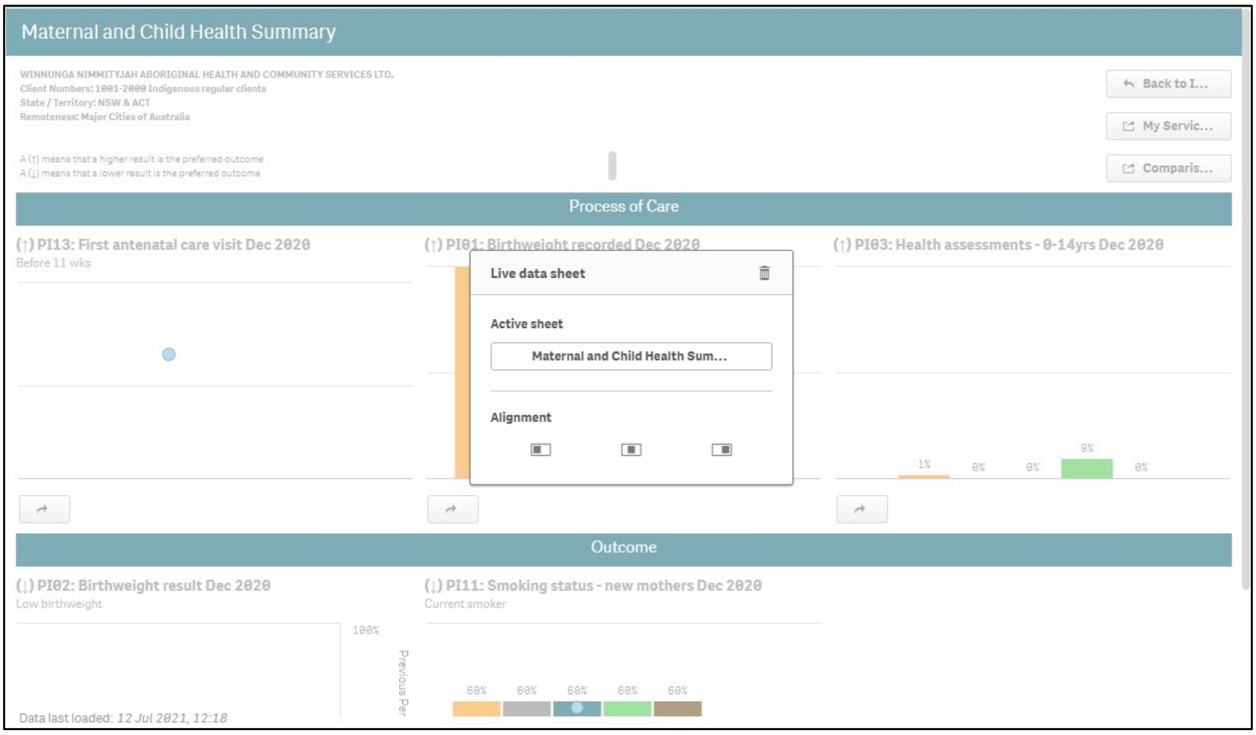
The Select sheet dialog box will display.




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

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

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

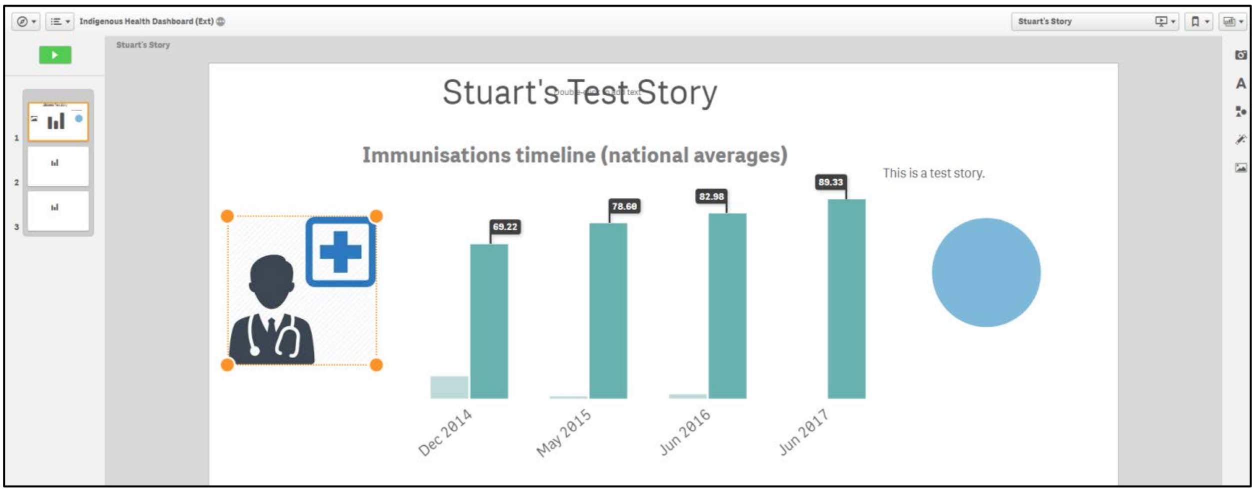



The Live data sheet dialog box displays, allowing you to delete the sheet, select a new sheet or realign the sheet on the slide as/if needed.

## 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 .

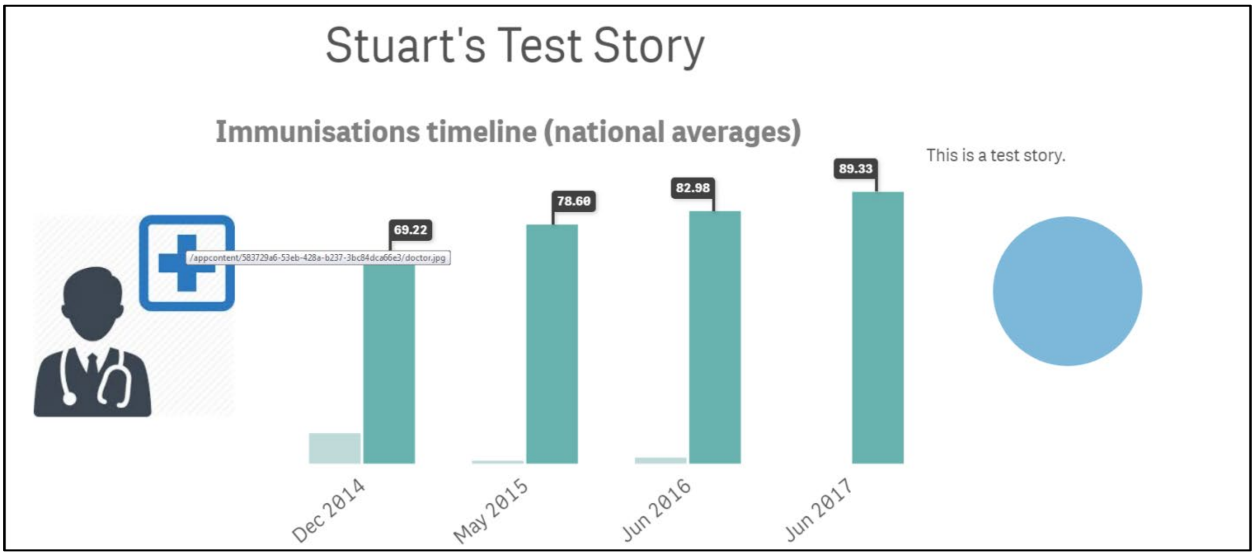
iv. To delete the item from the slide, select .

## 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 .

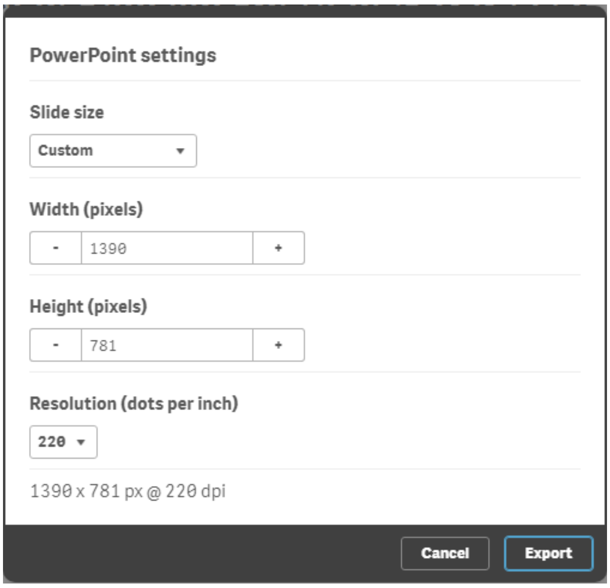
The story has now been deleted.

## Export a Story to PowerPoint

Once you have developed a story in Qlik, you may wish to export the story from Qlik to PowerPoint so you can easily deliver presentations without needing access to Qlik.

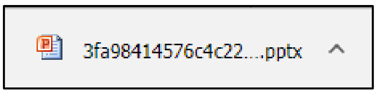
1. Ensure the xxxx (your story name) screen is displayed.
2. Select in the top right-hand corner of the screen and select **Export story to PowerPoint** from the list that displays.

The PowerPoint settings dialog box will display.




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**.

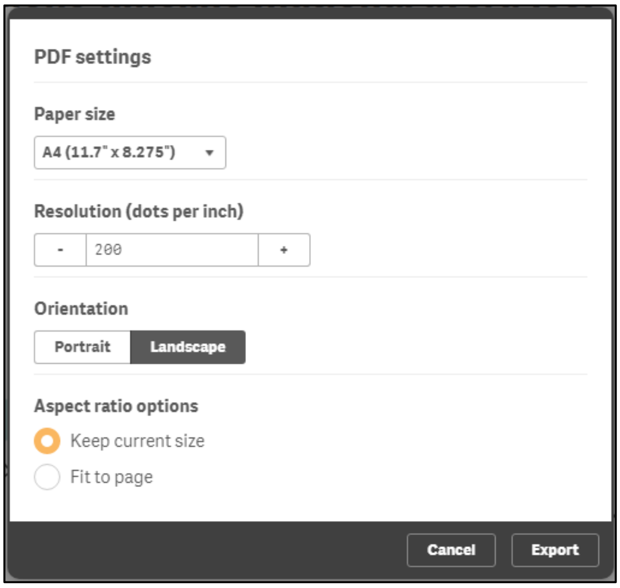
The presentation will now be opened in PowerPoint and can be saved to your desktop, or another suitable location as needed.

## 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.

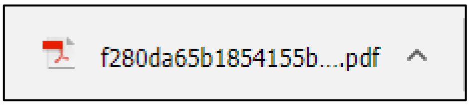
1. Ensure the xxxx (your story name) screen is displayed.
2. Select in the top right-hand corner of the screen and select **Export story to PDF** from the list that displays.

The PDF settings dialog box will display.




3. To export your story as a PDF document, select Export.
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.

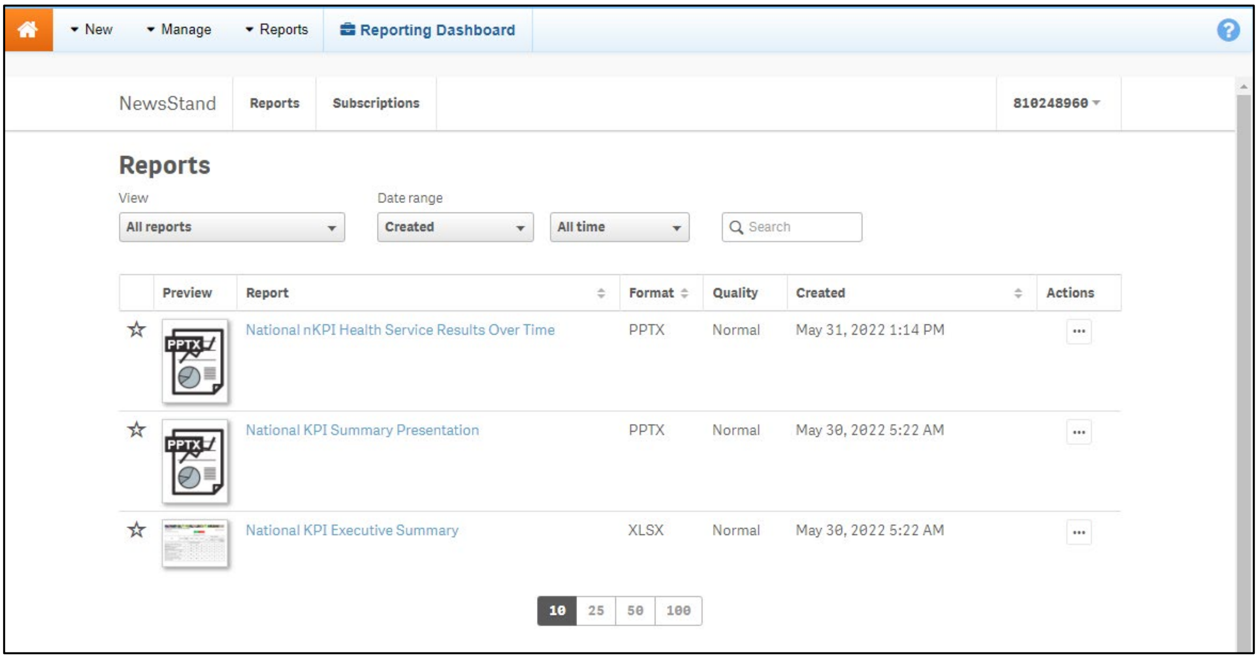
# Access your Published nKPI Reports through the Data Portal

When an Indigenous health data reporting round is complete, you will be able to access your *nKPI Summary Presentation, nKPI Health Services Results Over Time Presentation* and *nKPI Executive Summary* for that reporting round directly through the Health Data Portal, soon after the completion of the reporting round. Once you access your reports, you can save/print/share them as needed.

To be able to access your nKPI published reports, 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 reports that are published **AFTER** you have been given access - you will not be able to see any previous reports.

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

The Qlik NewsStand will display.




You will only ever see the reports 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.

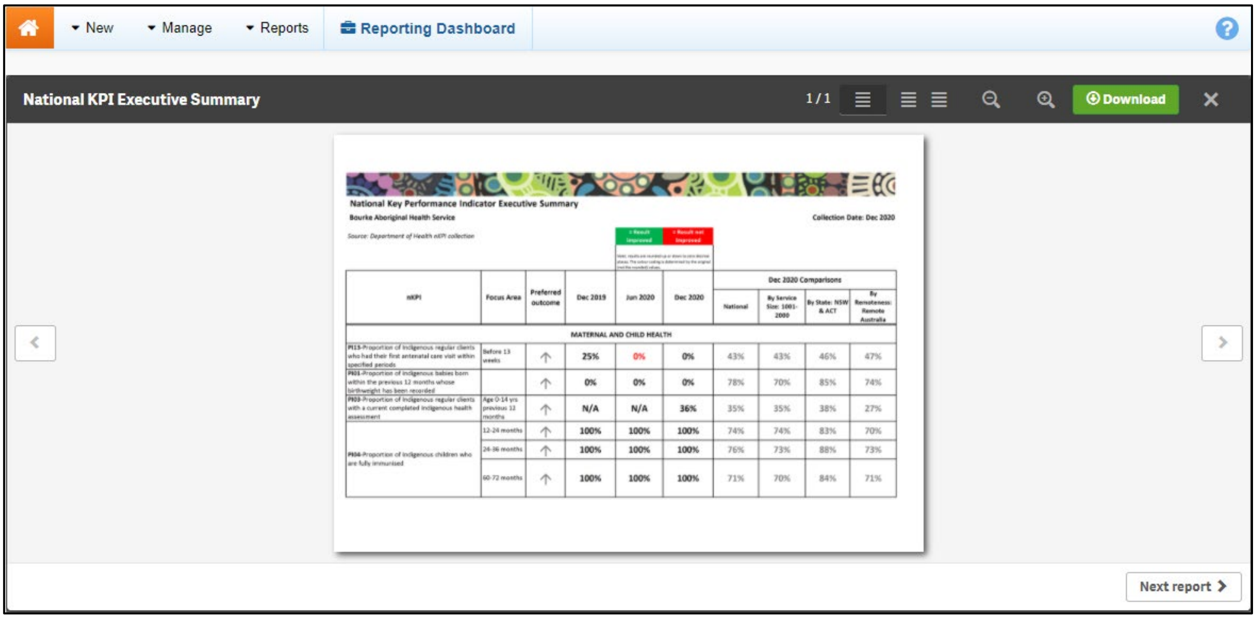
## The National KPI Executive Summary

Your *National KPI Executive Summary* is a Microsoft Excel spreadsheet containing your health service's results, for each indicator, for the current collection period and the previous two periods. It also contains the results for the comparison groups contained within your Qlik interactive report summary sheets.

To download your Executive Summary:

**1.** Select the **National KPI Executive Summary** link in the **Report** column.

A Download window will display.




**2.** To download your Executive Summary, select 
.

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

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

The Excel spreadsheet containing your Executive Summary will open.

**National Key Performance Indicator Executive Summary**

**xxxx Aboriginal Health Service** | **Collection Date: Dec 2020**

*Source: Department of Health nKPI collection*

= Result improved | = Result not improved

Note: results are rounded up or down to zero decimal places. The colour coding is determined by the original (not the rounded) values.

| nKPI | Focus Area | Preferred outcome | Dec 2019 | Jun 2020 | Dec 2020 | Dec 2020 Comparisons | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | National | By Service Size: 1001-2000 | By State: NSW & ACT | By Remoteness: Remote Australia |
| MATERNAL AND CHILD HEALTH | | | | | | | | | |
| **PI13**-Proportion of Indigenous regular clients who had their first antenatal care visit within specified periods | Before 13 weeks | ↑ | 25% | 0% | 0% | 43% | 43% | 46% | 47% |
| **PI01**-Proportion of Indigenous babies born within the previous 12 months whose birthweight has been recorded | | ↑ | 0% | 0% | 0% | 78% | 70% | 85% | 74% |
| **PI03**-Proportion of Indigenous regular clients with a current completed Indigenous health assessment | Age 0-14 yrs previous 12 months | ↑ | N/A | N/A | 36% | 35% | 35% | 38% | 27% |
| **PI04**-Proportion of Indigenous children who are fully immunised | 12-24 months | ↑ | 100% | 100% | 100% | 74% | 74% | 83% | 70% |
| | 24-36 months | ↑ | 100% | 100% | 100% | 76% | 73% | 88% | 73% |
| | 60-72 months | ↑ | 100% | 100% | 100% | 71% | 70% | 84% | 71% |
| **PI02**-Proportion of Indigenous babies born within the previous 12 months whose birthweight results were low, normal or high | Low birthweight | ↓ | - | - | - | 11% | 12% | 10% | 13% |
| **PI11**-Proportion of Indigenous regular clients who gave birth within the previous | | | | | | | | | |

## The National KPI Summary Presentation

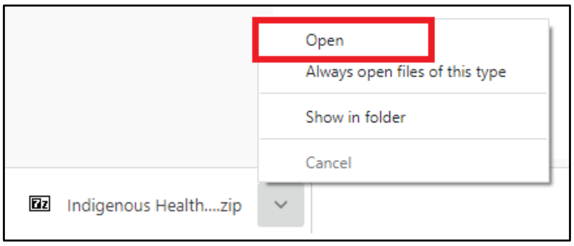
The *National KPI Summary Presentation* is a PowerPoint presentation containing each of the graphs from the summary sheets in the *Qlik Health Service nKPI and OSR Report*, for the most recent reporting round.

To download your *National KPI Summary Presentation*:

1. At the top of the NewsStand, you can use the **View** and **Date range** fields to filter the reports that display if needed.
2. Select the **National KPI Summary Presentation** 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 *National KPI Summary Presentation* will begin to download.

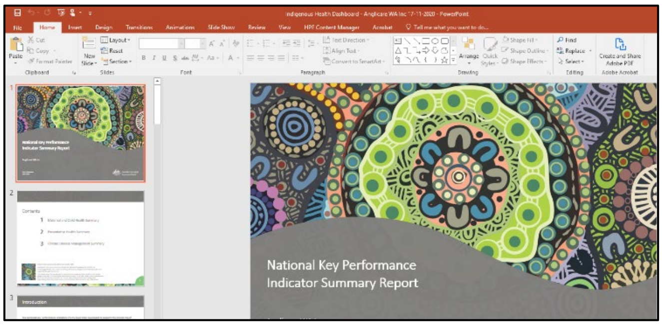
3. Once the download has completed, select the arrow in the Download window and select **Open**.




The .zip file containing your presentation will open.

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

The PowerPoint containing your *nKPI Summary Presentation* will open.




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

5. To exit the presentation, simply close PowerPoint.

## The National nKPI Health Service Results Over Time Presentation

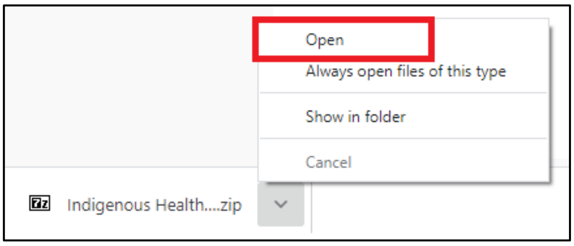
The *National nKPI Health Service Results Over Time Presentation* is a PowerPoint presentation containing each of the graphs from your detailed individual indicator sheets in the *Qlik Health Service nKPI and OSR Report,* for the most recent reporting round.

To download your *National nKPI Results Over Time Presentation*:

1. At the top of the NewsStand, you can use the **View** and **Date range** fields to filter the reports that display if needed.
2. Select the **National nKPI Health Service Results Over Time Presentation** 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 Results Over Time Presentation* will begin to download.

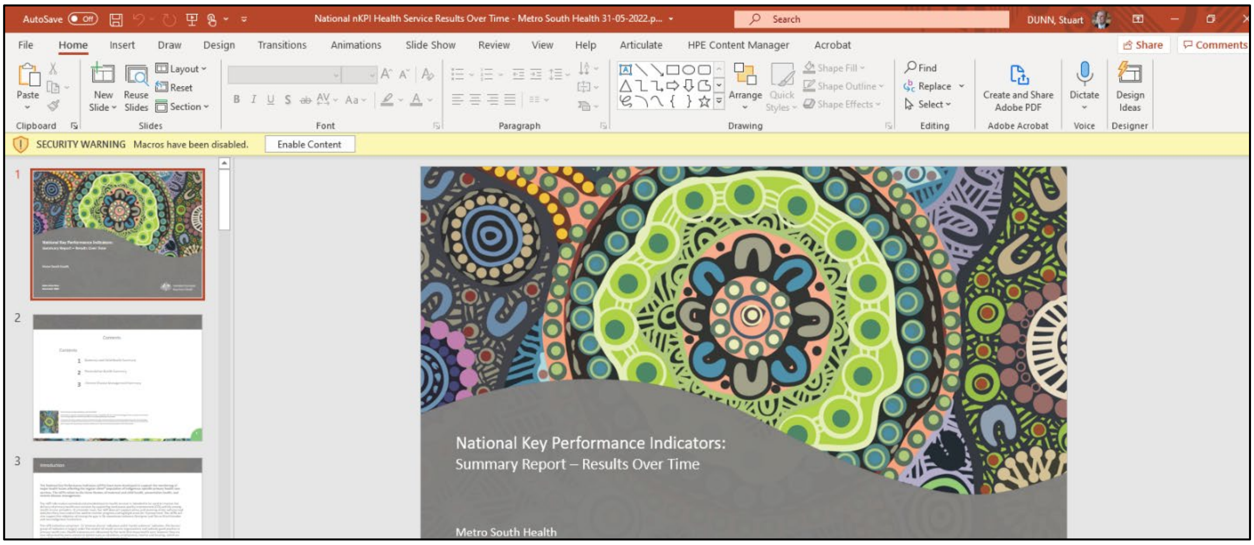
3. Once the download has completed, select the arrow in the Download window and select **Open**.




The .zip file containing your presentation will open.

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

The PowerPoint containing your *nKPI Key Performance Indicators Summary Report – Results over Time Presentation* will open.




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

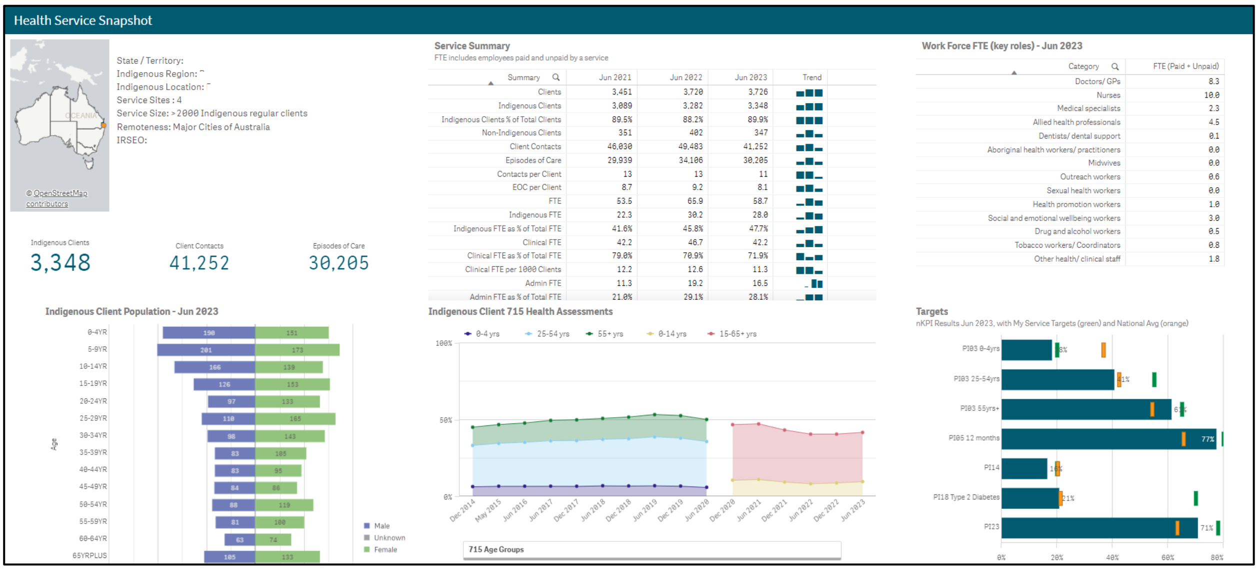
5. To exit the presentation, simply close PowerPoint.

# Specific Sheets in the Qlik Health Service nKPI and OSR Report

In your *Health Service nKPI and OSR Report* in Qlik, there are several summary and detailed sheets that you can use to analyse your Health-related data. These sheets are all accessible through the *Health Service nKPI and OSR Report* screen.

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

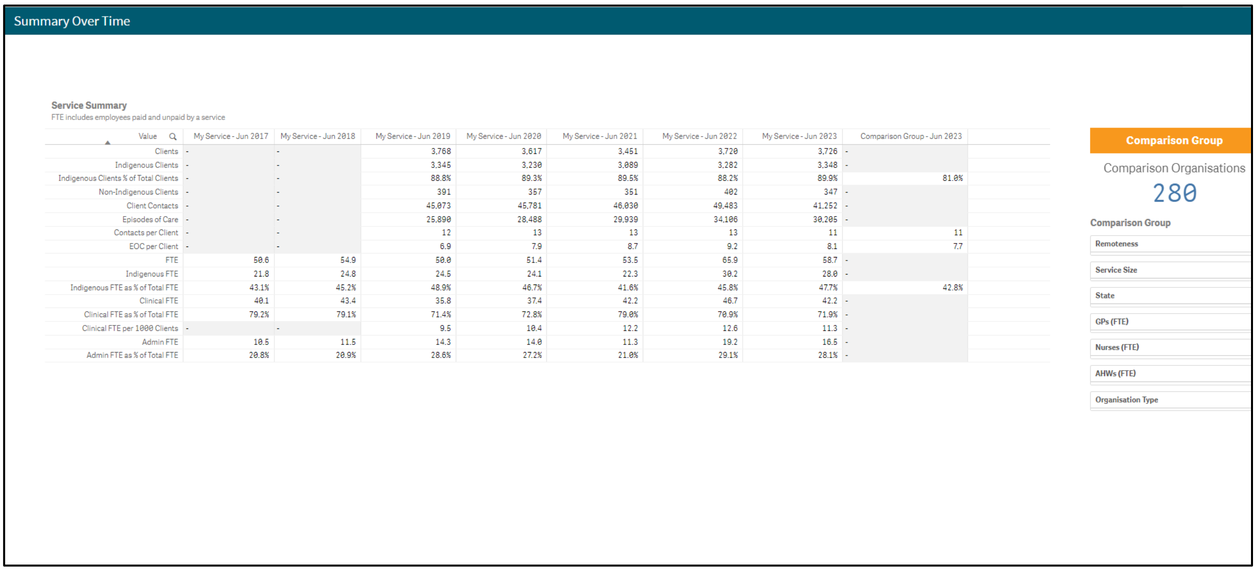
## The Health Service Snapshot




The *Health Service Snapshot* sheet allows you to view key summary nKPI and OSR information for your health service.

- **Summary Info –** is located next to the map and shows information related to your service's location, including the number of sites your organisation has, your remoteness category and your socio-economic IRSEO index number.
- **Indigenous Client Population – Jun 2023 demography graph –** shows the gender breakdown (in numbers) for your Indigenous population, by age group, for the most recently completed collection period.
- **Service Summary table –** shows key summary information for your service for the three most recently completed collection periods, such as your client numbers, episodes of care and FTE numbers. The table also contains a Trend column, which shows how you are trending for each of these elements.
- **Indigenous Client 715 Health Assessments graph –** plots the number of health assessments your service has conducted, by age group, back to December 2014. The information displayed here can be filtered by age group, indigenous status, and gender using the buttons above the graph.
- **Work Force FTE (key roles) – Jun 2023 table –** shows your FTE numbers for key position types, for the most recently completed collection period.
- **Targets graph –** shows your self-determined targets for the applicable nKPIs, along with your actual results and the national average for each of these indicators, for the latest collection period..

## The Summary Over Time sheet


Summary Over Time

Service Summary
FTE includes employees paid and unpaid by a service

| Value | My Service - Jun 2017 | My Service - Jun 2018 | My Service - Jun 2019 | My Service - Jun 2020 | My Service - Jun 2021 | My Service - Jun 2022 | My Service - Jun 2023 | Comparison Group - Jun 2023 |
|---|---|---|---|---|---|---|---|---|
| Clients | - | - | 3,768 | 3,617 | 3,451 | 3,720 | 3,726 | - |
| Indigenous Clients | - | - | 3,345 | 3,230 | 3,089 | 3,282 | 3,348 | - |
| Indigenous Clients % of Total Clients | - | - | 88.8% | 89.3% | 89.5% | 88.2% | 89.9% | 81.0% |
| Non-Indigenous Clients | - | - | 391 | 357 | 351 | 402 | 347 | - |
| Client Contacts | - | - | 45,073 | 45,781 | 46,030 | 49,483 | 41,252 | - |
| Episodes of Care | - | - | 25,890 | 28,488 | 29,939 | 34,106 | 30,205 | - |
| Contacts per Client | - | - | 12 | 13 | 13 | 13 | 11 | 11 |
| EOC per Client | - | - | 6.9 | 7.9 | 8.7 | 9.2 | 8.1 | 7.7 |
| FTE | 50.6 | 54.9 | 50.0 | 51.4 | 53.5 | 65.9 | 58.7 | - |
| Indigenous FTE | 21.8 | 24.8 | 24.5 | 24.1 | 22.3 | 30.2 | 28.0 | - |
| Indigenous FTE as % of Total FTE | 43.1% | 45.2% | 48.9% | 46.7% | 41.6% | 45.8% | 47.7% | 42.8% |
| Clinical FTE | 40.1 | 43.4 | 35.8 | 37.4 | 42.2 | 46.7 | 42.2 | - |
| Clinical FTE as % of Total FTE | 79.2% | 79.1% | 71.4% | 72.8% | 79.0% | 70.9% | 71.9% | - |
| Clinical FTE per 1000 Clients | - | - | 9.5 | 10.4 | 12.2 | 12.6 | 11.3 | - |
| Admin FTE | 10.5 | 11.5 | 14.3 | 14.0 | 11.3 | 19.2 | 16.5 | - |
| Admin FTE as % of Total FTE | 20.8% | 20.9% | 28.6% | 27.2% | 21.0% | 29.1% | 28.1% | - |

Comparison Group
Comparison Organisations
280
Comparison Group
Remoteness
Service Size
State
GPs (FTE)
Nurses (FTE)
AHWs (FTE)
Organisation Type

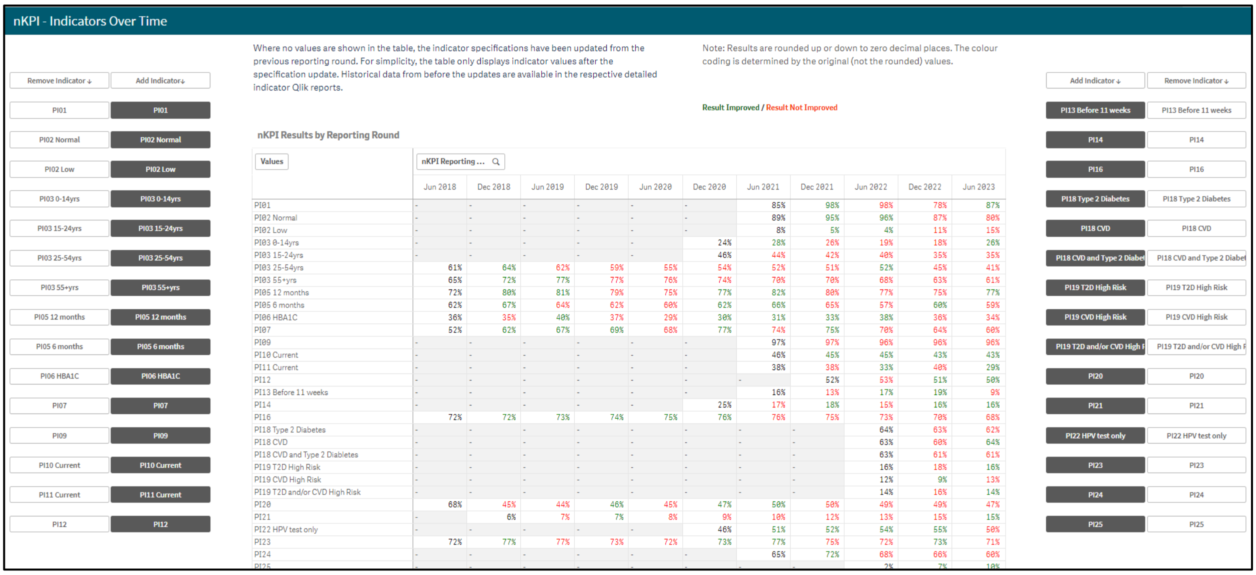
The *Summary Over Time* sheet allows you to see your key OSR summary information (such as client numbers, episodes of care and FTE numbers) for all collection periods, back to June 2016.

It also contains a comparison group column, which allows you to display data for the most recent collection period, for the comparison group of your choice, created using the Comparison Group section on the right-hand side of the sheet.

As well as a table, the sheet contains a graph that presents a pictorial representation of the selected measure, back to June 2016.

Using the *Chart Measure* field to the left of the graph, you can select the characteristic to display your data for in the graph, including clients, episodes of care and FTE.

# The nKPI – Indicators Over Time sheet

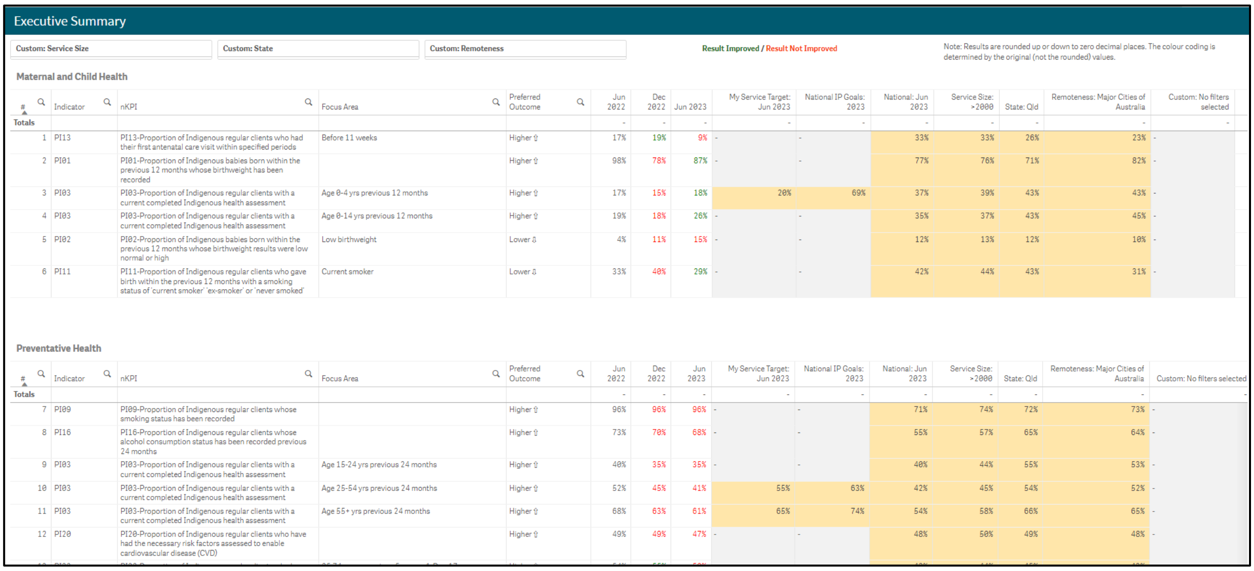



The *nKPI – Indicators over Time* sheet contains the *Aggregated nKPI Results by Reporting Round* table, which displays your results for all indicators/focus areas for all collection periods, back to June 2018. Where your results for an indicator/focus area are improving, the values will display in green. Where your results are getting worse over time, they will display in red.

Where there has been a change to an indicator's specification, a – will display for that indicator prior to the specification change occurring.

1. To remove an indicator's/focus area's results from the table, simply select the applicable button (e.g., PI01) in the Remove Indicator column.

## The Executive Summary Sheet




The *Executive Summary* sheet of the *Qlik Health Service nKPI and OSR Report* allows you to see your health service's results for the three most recent collection periods, for each indicator by indicator grouping. It also shows how your results compare to the results of the pre-determined comparison groups sourced from the *nKPI Summary sheets*.

The following are the key elements of the *Executive Summary* sheet:

- **Custom filter fields** – allow you to build your own customised comparison group for which your results will then display in the *Comparison group* table.
- **Indicator and nKPI columns** – describe each of the indicators included in the specified grouping.
- **The Focus Area column** – where applicable, displays the focus area for the indicator (for example *Low* birthweight for PI02 or *Current* smoker for PI10).
- **The Preferred Outcome column** – informs you whether the desired result for the indicator is for a higher or lower result
- **Collection period columns** – shows your health service's results for the last three collection periods for each of the indicators in the specified grouping.
  - If a result is *better* than the corresponding result for the previous period, the result will display in *green*.
  - If a result is *worse* than the corresponding result for the previous period, the result will display in *red*.
- **The My Service Target column –** shows your selected health service's self-determined target for the most recent collection period, for the applicable indicators.
- **The National IP Goals column –** shows the Implementation Plan goals trajectory set by the AIHW for the applicable indicators, for the most recently completed collection period.
- **Comparison group table** – shows the results for the most recently completed collection period for the comparison groups shown in the *nKPI Summary sheets* and the customised comparison group, that can be set using the custom filter fields at the top of the sheet.

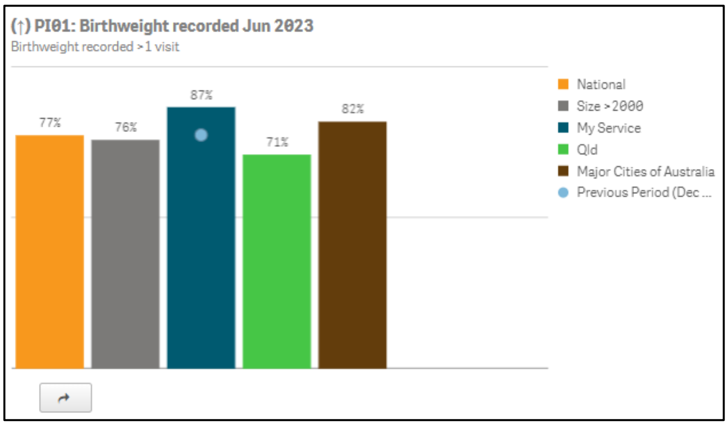
## The nKPI Summary sheets

Qlik contains the following three summary indicator sheets:

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


In the three *nKPI Summary sheets* in the *Qlik Health Service nKPI and OSR Report*, 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 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 sheets but, for some indicators, there may be more than one.




Each of the *nKPI Summary sheets* 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 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 nKPI summary sheets are:

- 

 - Allows you to export your health service data for each of the indicators contained within the sheet, to Excel.
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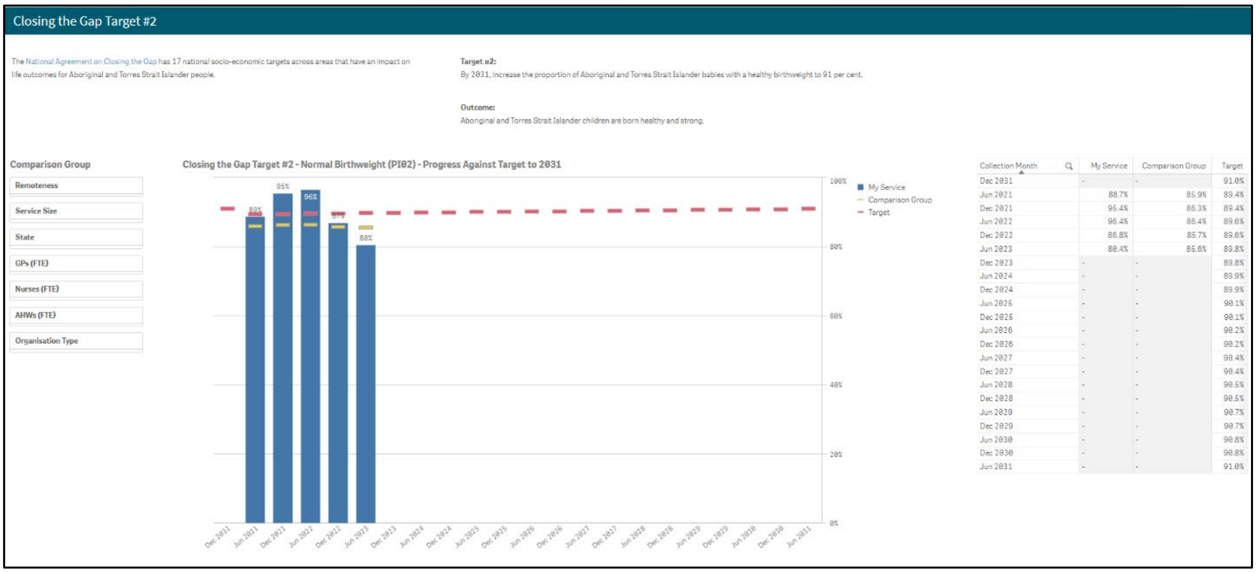
 - Allows you to export your comparison group's data for each of the indicators contained within the sheet, to Excel.
-  - Takes you to the detailed individual indicator sheet for the selected graph. This button appears underneath each graph in each nKPI Summary sheet.

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

# The Closing the Gap Target #2 Sheet




The *Closing the Gap Target #2* sheet shows your results for the *Normal* birthweight band of PI02 (*as the blue bars)* and how these results compare to the *Closing the Gap* target that has been set to be 91% by 2031 and displays as .

In addition to showing your results and the *Closing the Gap* target line, the orange comparison group line will also display in the graph. By default, this line will represent the national average for *PI02 Normal birthweight.*

If needed, you can create your own customised comparison group using the *Comparison Group* section on the left-hand side of the sheet. The comparison group line will then update to reflect the results of your selected comparison group.

In addition to the *Closing the Gap Target #2 – Normal Birthweight (PI02) – Progress Against Target to 2031* graph, a data export table will also display.

| Collection Month | My Service | Comparison Group | Target |
|---|---|---|---|
| Dec 2031 | - | - | 91.0% |
| Jun 2021 | 88.7% | 85.9% | 89.4% |
| Dec 2021 | 95.4% | 86.3% | 89.4% |
| Jun 2022 | 96.4% | 86.4% | 89.6% |
| Dec 2022 | - | - | 89.6% |
| Jun 2023 | - | - | 89.8% |
| Dec 2023 | - | - | 89.8% |
| Jun 2024 | - | - | 89.9% |
| Dec 2024 | - | - | 89.9% |
| Jun 2025 | - | - | 90.1% |
| Dec 2025 | - | - | 90.1% |
| Jun 2026 | - | - | 90.2% |
| Dec 2026 | - | - | 90.2% |
| Jun 2027 | - | - | 90.4% |
| Dec 2027 | - | - | 90.4% |
| Jun 2028 | - | - | 90.5% |
| Dec 2028 | - | - | 90.5% |
| Jun 2029 | - | - | 90.7% |

The *Closing the Gap Data Export Table* shows the applicable data collection months, your health service's *PI02 Normal birthweight* results for each collection period, the corresponding results for your selected comparison group, and the *Closing the Gap Target* percentage for each collection period, out until *December 2031*.

If needed, you can export the data from the table to Microsoft Excel by right-clicking on the table, selecting **Export** and then **Export data**. You can then click on the link to that displays to download the Excel spreadsheet, which you can then filter and save as needed.

# The National Trajectories Sheet


The *National Trajectories* sheet displays your nKPI results (represented by the blue bars) along with the corresponding national trajectories (represented by ) back to *December 2014*, for the five indicators that have had national trajectories set for them by the AIHW. There are eight graphs on the sheet across the five applicable indicators, due to some of the indicators containing multiple result bands.

- If needed, you can select the *Collection Month* filter field to only show your results against the national trajectories for a particular collection period(s).

# The Individual Indicator Sheets – Overview


There are 26 individual indicator sheets in Qlik for the 22 indicators currently reported on by health services through the Health Data Portal. There are common elements contained within each of these sheets, as indicated by the highlighted sections in the above screenshot.

These elements are explained below:

1. **Sheet Title** – The title of each individual indicator sheet displays in the title bar at the top of the sheet.

2. **Include/Exclude Trial Submission toggle** [Include Trial Submissions | Exclude Trial Submissions] – Allows you to switch the display of trial submission data on and off in the graphs contained within each individual indicator sheet. For more information see *Displaying Trial Submission Data* later in this section of the user guide.

3. **Time Series toggle buttons** [Show ≤ Jun 2020 | Show ≥ Dec 2020] - Allow you to choose whether you view your data for before or after the specification changes were made to the applicable indicators for either the *December 2020* or *June 2021* collection periods. Please be aware that if you select either [Show ≥ Dec 2020] or [Show ≥ Jun 2021] you will only see one or two bars.

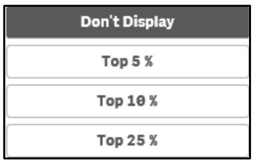
4. **nKPI Definitions and change history button** [nKPI definitions and ch...] - When selected, this button will take you to a sheet that lists the definition for each of the indicators. For those indicators that have hade specification changes made to them, it also summarises what these changes are.

5. **Filter fields** [Collection Month] - Allows you to filter the results displayed in the graph/graphs on the sheet by certain characteristics, such as *Collection Month* or *Service Mode*. When a selection is made through a filter field, this selection will appear in the grey *Filter Bar* at the top of the sheet. For more information, see *Working with Filters* later in this section of the user guide.

6. **Main window –** This is where the applicable graph/graphs displaying your 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 sheet later in this guide.

7. **Export buttons** [My Service Data Export], [Comparison Group Dat...] - Allow you to export your results, and those of a selected Comparison Group, for the selected indicator to an Excel spreadsheet for analysis as needed.

8. **Comparison Group section –** Allows you to create a comparison group of your choice (e.g., all services from the same state) to compare your results against for the selected indicator. This section will either display in the bottom left-hand corner of the sheet, or in the bottom half of the sheet, depending on which indicator you are working with. For more information, see the *Working with Comparison Groups* section later in this user guide.

9. **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.

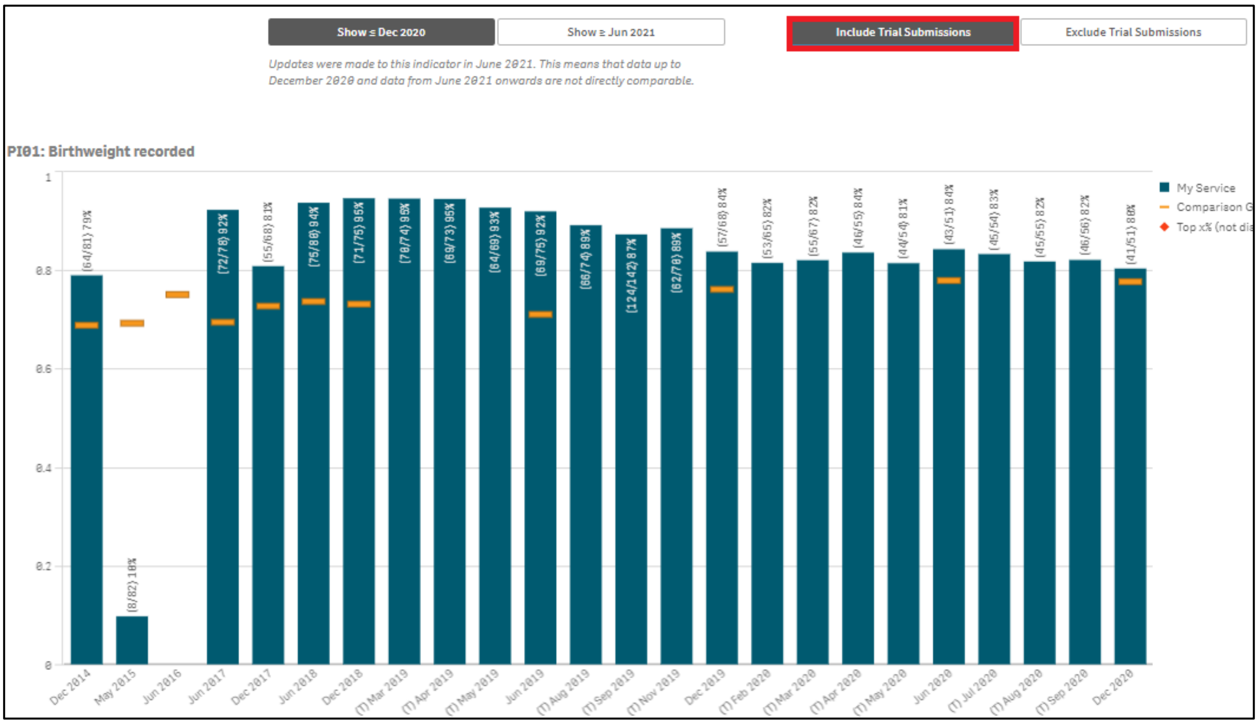
## Display Trial Submission Data

If you wish to track your data trends over time in your individual indicator sheets in the *Qlik Health Service nKPI and OSR Report*, 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 individual indicator sheets in Qlik.

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

Once entered through the Data Portal, your trial submission data will appear in all detailed individual indicator sheets in your *Qlik Health Service nKPI and OSR Report.*




The individual indicator sheets 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 sheet) 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 sheet (*highlighted in the above screenshot*).

## Breaks in Time Series

Prior to the *January* and *July 2021* and the *January 2022* nKPI reporting rounds in the Health Data Portal, specification changes were made to some of the indicators being reported on.

The following indicators had changes made to them for the **January 2021** reporting round:

- **PI03: Health assessments 0-14** – age group change from **0-4** to **0-14** years
- **PI03: Health assessments 15-65yrs+** - addition of the **15-24**, **55-64** and **65 year and over** age groups.
- **PI14: Immunised against Influenza** – age groups included changed from **50+** to **6 months +**
- **PI22: Cervical screening** – The **65-69yr** and **70-74yr** age groups were combined to form the **65 – 74yr** age group and the *2*, *3* and *5* year break down was removed.

The following indicators had changes made to them for the **July 2021** reporting round:

- **PI01: Birthweight recorded** – the definition of the indicator changed to only record the birthweight for those babies who had more than one visit to the service
- **PI02**: **Birthweight result** - the definition of the indicator changed to only record the birthweight result for those babies who had more than one visit to the service
- **PI09**: **Smoking status recorded** – the **11-14** age group was added
- **PI10**: **Smoking status result** - the **11-14** age group was added
- **PI11**: **Smoking status new mothers** – the **15–19**, **20-24** and **25-34** age groups were changed to **less20yr** and **20-34yr**.

The following indicators had changes made to them for the **January 2022** reporting round:

- **PI12: Body Mass Index** - the *underweight*, *normal weight* and *not calculated* categories were added and the inclusion age was lowered from *25 and over* to *18 and over*.
- **PI18: Kidney Function Test recorded** – The *0-14 year* age group was added and eGFR and ACR reporting was changed to *'both tests'*, *'one test'* or *'neither test'*. Also, an '*either or both'* category was added to count the number of clients with any of the included conditions.

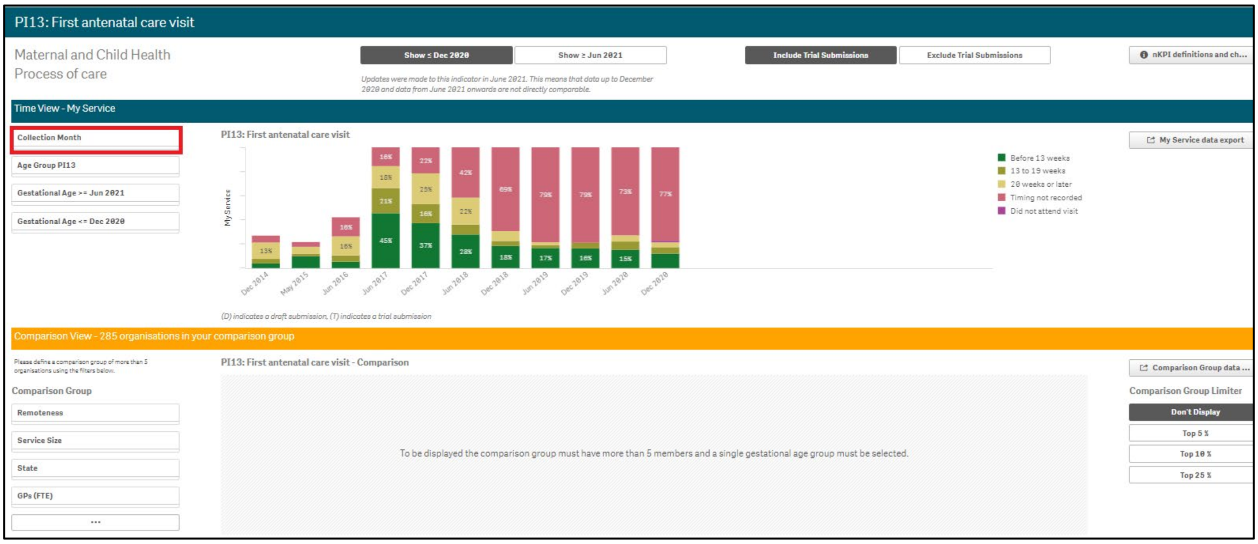
The following indicators have had changes made to them for the **July 2022** reporting round:

- **PI18: Kidney Function Test recorded –** The *0-14 year* age group that was added for *January 2022* reporting has been removed, and the *15 – 24 year* age group has been changed back to *18 – 24 years*.
- **PI19: Kidney function result categories –** The *Severe* and *Indeterminate* risk categories have been removed from the indicator.

The data for these indicators before and after the changes can't directly be compared in the *Qlik Health Service nKPI and OSR Report* so, to resolve this, the **Show ≤ Jun 2020**, **Show ≥ Dec 2020**, **Show ≤ Dec 2020**, **Show ≥ Jun 2021, Show ≤ Jun 2021** and **Show ≥ Dec 2021** buttons were added to the top of each of the applicable individual indicator sheets as needed (*as highlighted in red below*).

These buttons allow you to choose which time periods you wish to view your data for in the applicable sheet.


## Work with Filters




When your data displays in the individual indicator sheets in Qlik, it shows all your health service's results for the selected indicator for each collection period (*and including trial submissions if applicable*) back to *December 2014*. There may be times, however, when you don't want to see all your data in the sheet 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 sheet will differ depending on the indicator. Some indicator sheets 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 an individual indicator sheet:**

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 sheet.

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 sheet.

## Export Sheet Data


When working with your data in the various individual indicator sheets 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 an individual indicator sheet 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 .

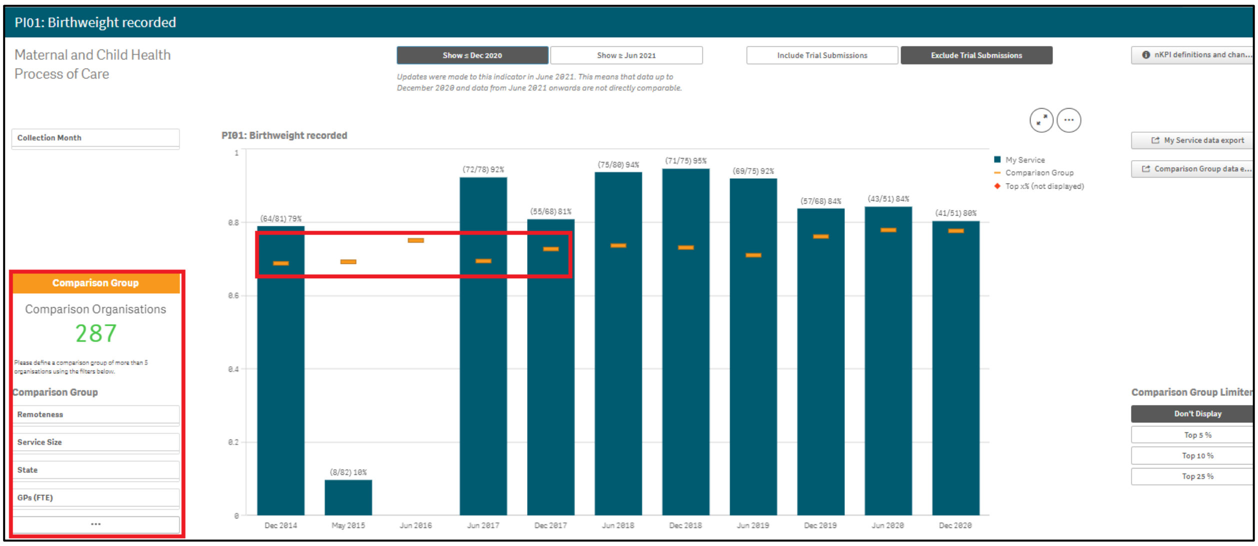
You can now analyse/manipulate the data in the spreadsheet as required.

## Work with Comparison Groups

As mentioned above, comparison groups allow you to build a customised group of health services to compare your own results to for certain indicators. For example, you may wish to compare your 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 individual indicator sheets in Qlik will appear differently, depending on the individual indicator sheet you are working in.

### *Single Dimension Indicators*

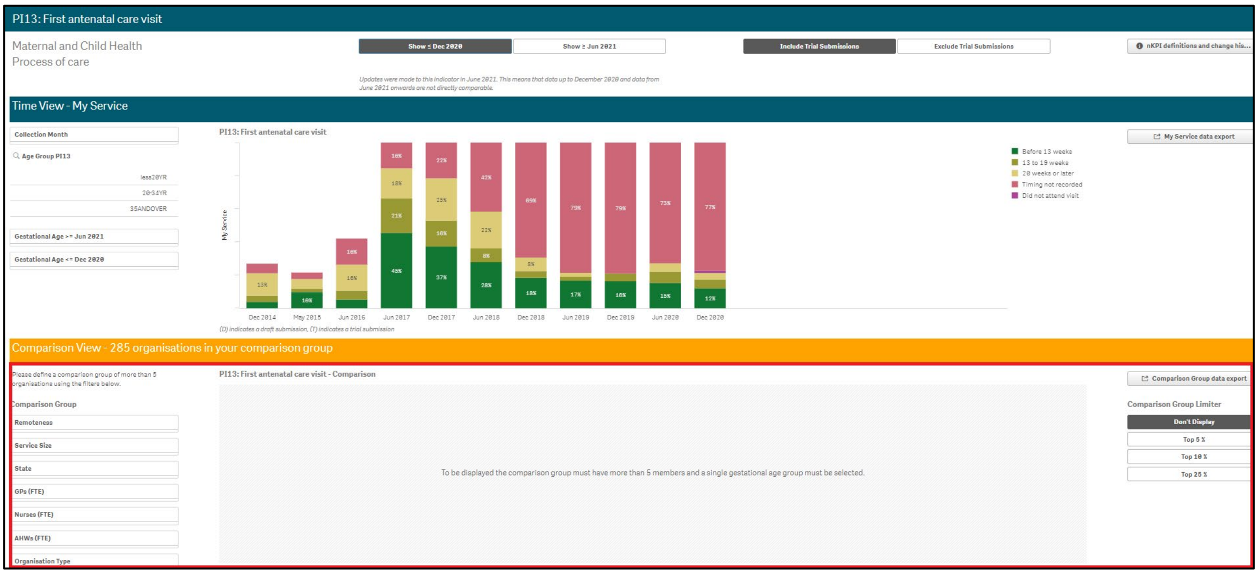



For those indicators with a single dimension (e.g., *PI01: Birthweight recorded*) one bar chart is used to display both your health service's results over time and comparison data from the national average or other organisations.

The *Comparison Group* section will appear in the bottom left-hand corner of the sheet (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 sheet 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 sheet. The top chart displays all result bands for your 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.


You 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 sheet. 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 sheet:

i. 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.

ii. Select the applicable option and then select ✓ to confirm.

iii. 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 sheet, 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 sheet using a comparison group limiter:

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

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.

# The Detailed Indicator Sheets – Maternal and Child Health

## *PI01: Birthweight recorded*

The *PI01 Birthweight recorded* individual indicator sheet contains a graph which shows the percentage of your health service's babies born (*along with the raw values*) that have had a birthweight recorded, for each collection period, from the current collection period back to *December 2014*.


**Show ≥ Jun 2021** will default as selected at the top of the sheet and your service's birthweight recorded data from *June 2021* onwards, when a change was made to the indicator to include the birthweight recorded only for babies with more than one visit, will display.

To show your birthweight data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

If needed, you can filter your results by *Collection Month*, using the **Collection Month** *Filter* field on the left-hand side of the screen.

The graph contains the results of the selected comparison group (the national average if no comparison group has been selected) identified by the . You can change the comparison group as needed, using the different options available in the *Comparison Group* section on the left-hand side of the screen.

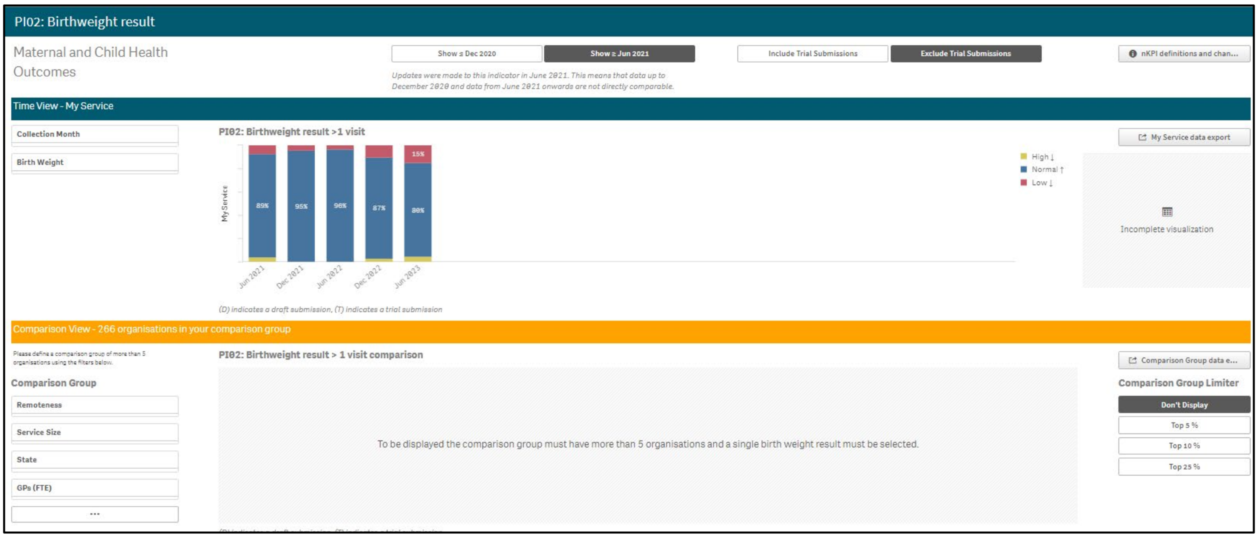
For more information on how to create a comparison group, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI02: Birthweight result*

The *PI02: Birthweight result* individual indicator sheet contains two separate sections: *Time View – My Service* (*top half of the screen*) and *Comparison View* (*bottom half of the screen*).




The *PI02 Birthweight result > 1 visit* graph in the *Time View – My Service* section of this sheet shows birthweight results for babies born for each collection period, from the current collection period back to *December 2014*. For each collection period, the graph will show your birthweight result percentages by *Low, Normal* and *High* birth weight.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, and your service's birthweight results for *June 2021* onwards, when a change was made to the indicator to include the birthweight results only for babies with more than one visit, will display.

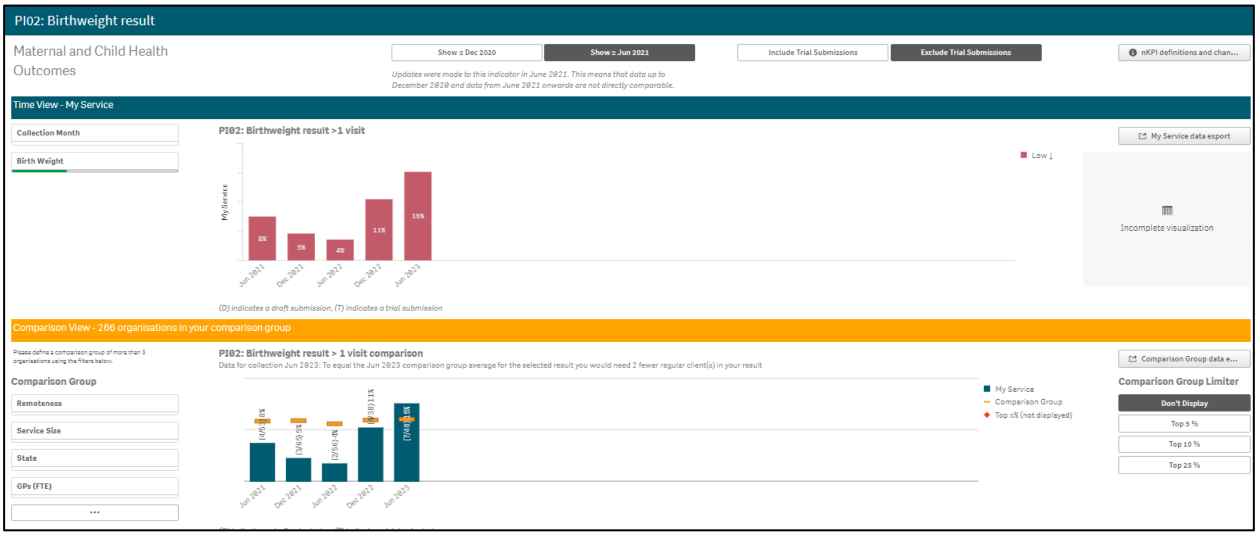
To show your birthweight results from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to select **Birth Weight** on the left-hand side of the sheet and select a particular birth weight (*Low*, *Normal* or *High*) to compare results for.

The following filter is also 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.

Once this is done, the comparison graph will display in the *Comparison View* section, showing your results for the selected birth weight, in comparison to the national average.




You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

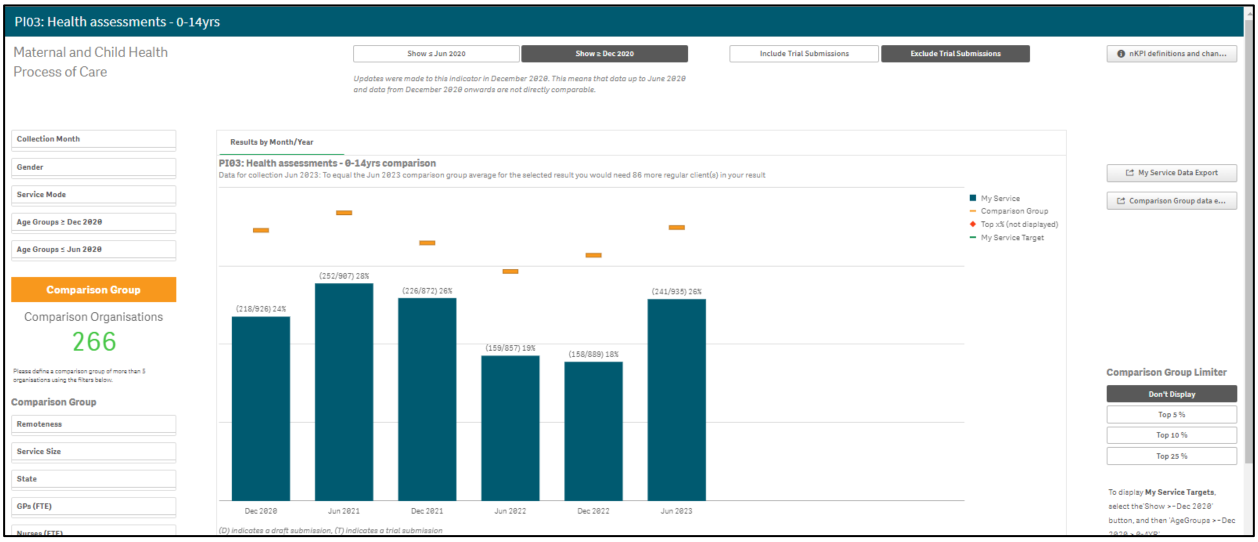
For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select 

in the top right-hand corner of the sheet.

## *PI03: Health assessments – 0-14 years*

The *PI03: Health assessments – 0-14 years* individual indicator sheet contains a graph which shows the percentage of your health service's clients from *0* to *14* years of age that have had a health assessment (either *In Person* or via *Telehealth*) for each collection period from the current collection period back to *December 2014*.




**Show ≥ Dec 2020** will default as selected at the top of the sheet, and your service's health assessment results for *December 2020* onwards, when a change was made to the age groups in the indicator, will display.

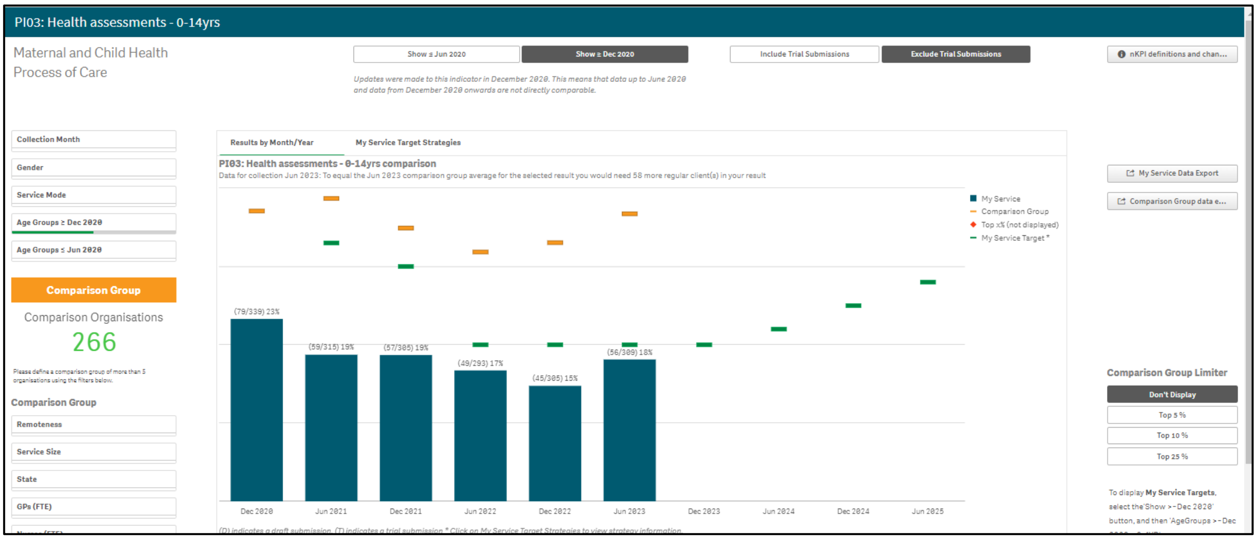
To show data for *0-4* year old clients from *June 2020* back to *December 2014*, before the change was made, select **Show ≤ Jun 2020** at the top of the sheet. The data displaying in the graph will change and the title of the sheet will change to *PI03: Health assessments - 0-4 years*.

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.
- **Gender** - Allows you to filter your data by gender.
- **Service Mode** - Allows you to filter your data by either *In Person* or *Telehealth*.
- **Age Groups ≥ Dec 2020** - Allows you to filter your data to show your values for either *0-4* or *5-14 years* clients, as this data from *December 2020* on.
- **Age Groups ≤ Jun 2020** - Allows you to filter your data to show your values for only *0-4 years* clients up until *June 2020*.

You can change the comparison group that displays in the graph as needed, using the *Comparison Group* section on the left-hand side of the sheet.

To show your self-determined targets on the graph (as entered on the *nKPI Targets* tab of the nKPI form in the Health Data Portal) ensure **Show ≥ Dec 2020** is selected at the top of the sheet and then select **Age Groups ≥ Dec 2020** on the left-hand side of the sheet and select **0–4YR**. Your targets will now display on the comparison graph as –.




You can also display your targets for *PI03 0-4 yrs* by selecting , right-clicking on *My Service Targets - PI03 – 0-4 yrs – In Person* and selecting *Apply selections*. Your targets will now display on the graph.

If you entered accompanying strategy text for your *PI03 0-4yrs* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

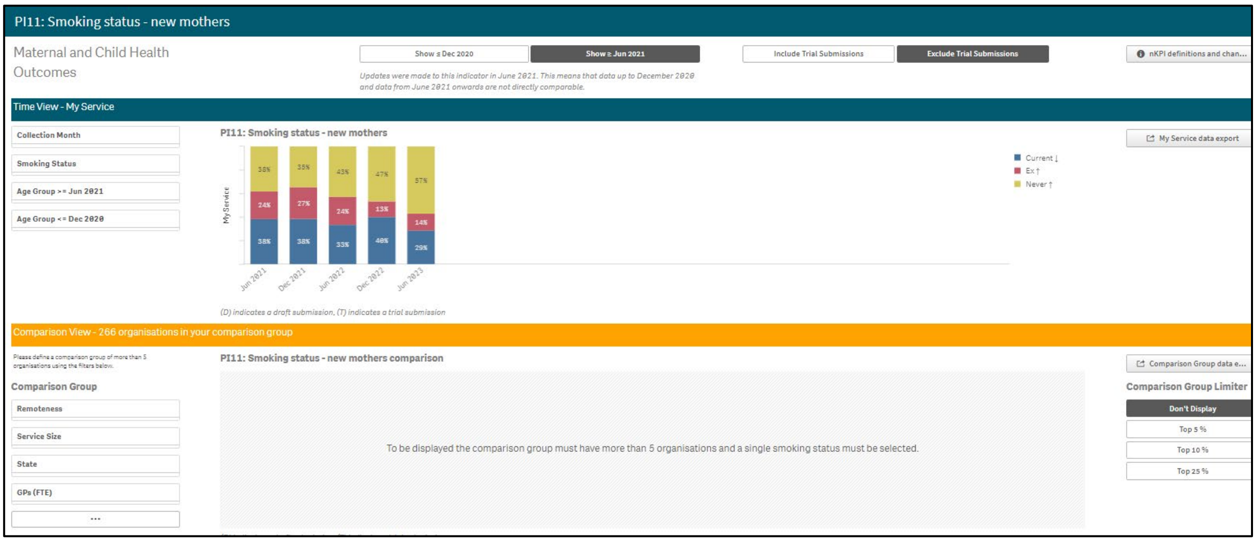
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI11: Smoking status – new mothers*

The *PI11: Smoking status – new mothers* individual indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).




The *PI11 Smoking status – new mothers* graph in the *Time View – My Service* section at the top of the sheet 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*.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing your new mother smoking status results from *June 2021* onwards, when a new age group of *less than 20 years* was added.

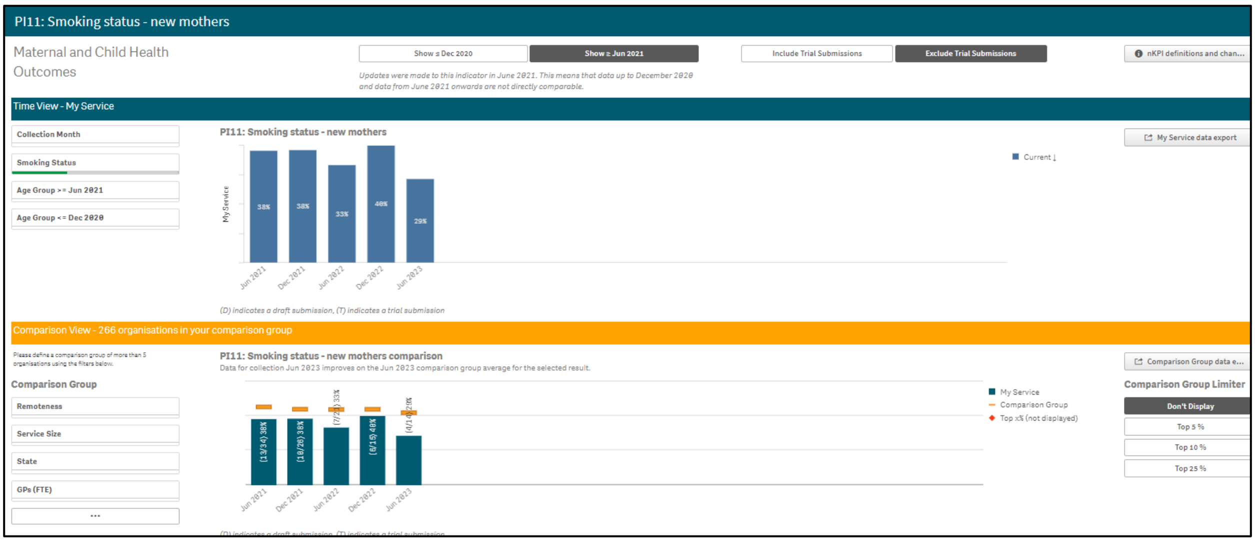
To show your data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Smoking Status** in the top left-hand corner of the sheet to select a particular smoking status (*Current*, *Ex* or *Never*) to compare results for.

The following filters are also available on the left-hand side of the sheet 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 >= Jun 2021** - Allows you to filter your data to show your values for new mothers of *less20YR, 20-34YR* and 35ANDOVER as these age groups apply from June 2021 on
- **Age Group <= Dec 2020** - Allows you to filter your data to show your values for new mothers of *15-19yr*, *20-24yr*, *25-34yr* and 35ANDOVER, which applied up until *December 2020*.

Once this is done, the comparison graph will display in the *Comparison View* section, showing your health service's results for the selected smoking status, in comparison to the national average.




You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

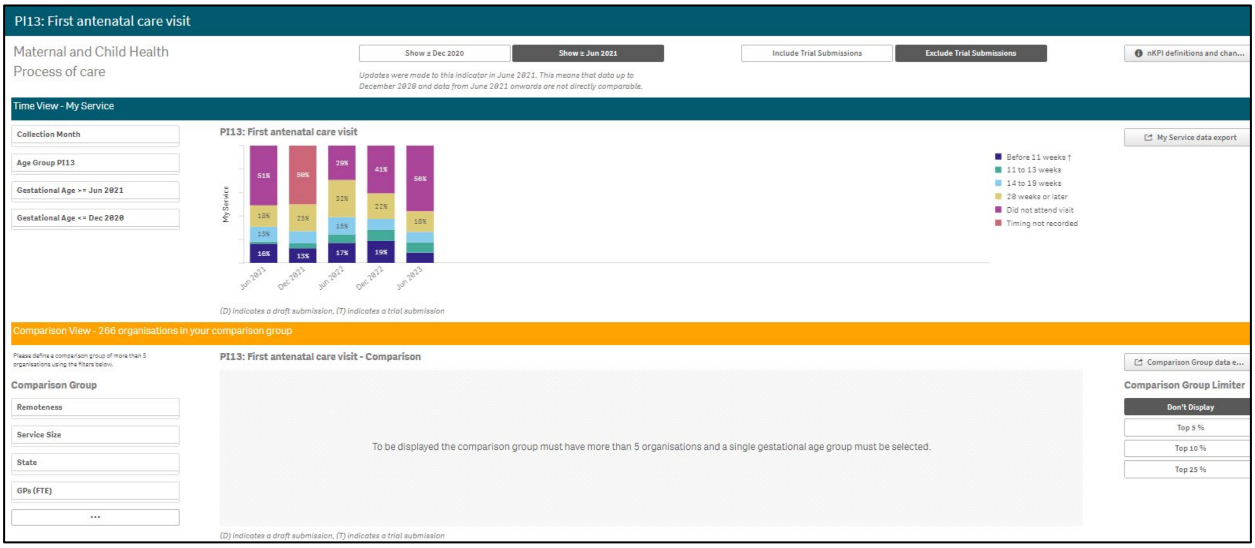
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top right-hand corner of the sheet.

## *PI13: First antenatal care visit*

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




The *Time View - My Service* section at the top of the sheet contains a graph showing your service's results for each collection period, for each gestational age group (*before 11 weeks*, *11 to 13 weeks*, *14* to *19* weeks, *20 weeks or later, timing not recorded*, and *did not attend visit)* back to *December 2014.*

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing your antenatal care visit results from *June 2021* onwards, when a change was made to the indicator to include the age ranges of *before 11 weeks*, *11-13 weeks* and *14 – 19 weeks)*.

To show your data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

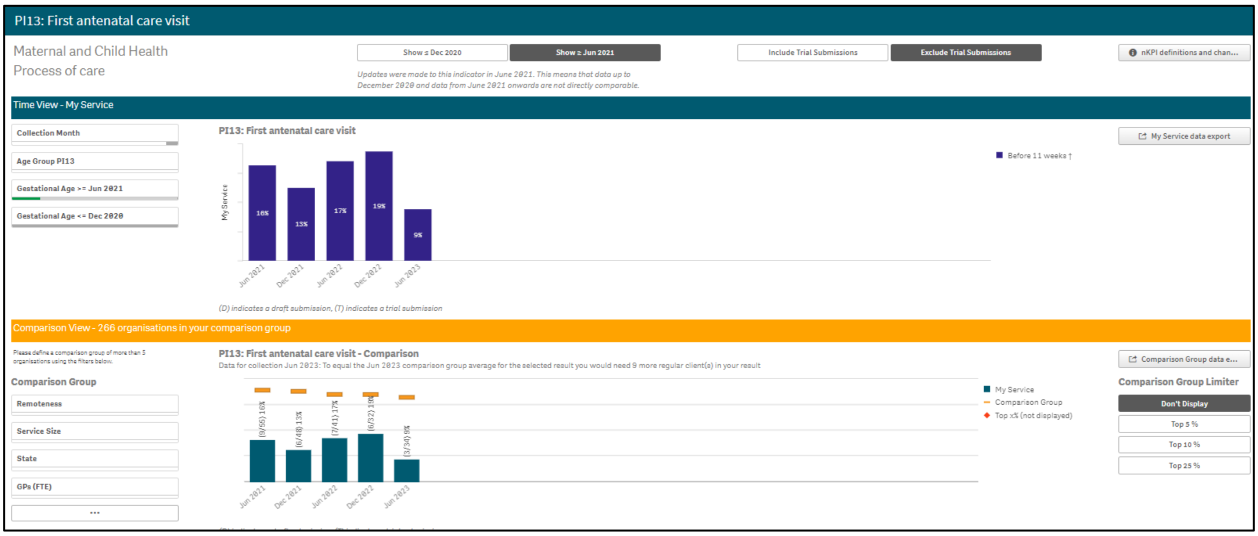
To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Gestational Age** on the left-hand side of the sheet to select a particular gestational age to compare results for.

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

- **Collection Month** - Allows you to filter your health service's data by a particular collection period.
- **Gestational Age >= Jun 2021** - Allows you to filter your data in the *Time View – My Service* graph by gestational ages that have been applicable since *June 2021* (*Before 11 weeks*, *11 to 13 weeks*, *14 to 19 weeks*, *20 weeks or later*, *Timing not recorded* and *Did not attend visit*).
- **Gestational Age <= Dec 2020** - Allows you to filter your data in the *Time View – My Service* graph by gestational ages that were applicable up until Dec 2020 (*Before 13 weeks*, *13 to 19 weeks*, *20 weeks or later*, *Timing not recorded* and *Did not attend visit*).

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

Once this is done, the comparison graph will display in the *Comparison View* section, showing your health service's results for the selected gestational age, in comparison to the national average.




You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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 sheet, please refer to the applicable section of the guide above.

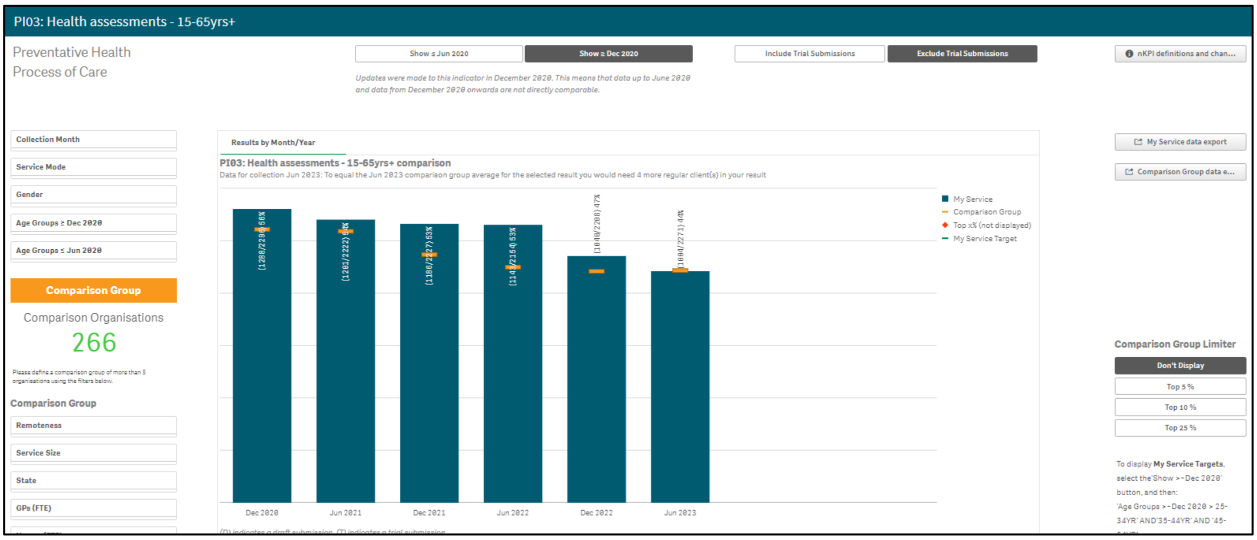
For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select 

in the top right-hand corner of the sheet.

# The Individual Indicator Sheets – Preventative Health

## *PI03: Health assessments – 15-65yrs+*

The *PI03: Health assessments – 15-65yrs+* individual indicator sheet shows the percentage of your clients aged between 15 and 65+ that have claimed a health assessment (either *In Person* or via *Telehealth*) for each collection period from the current collection period back to *December 2014*.



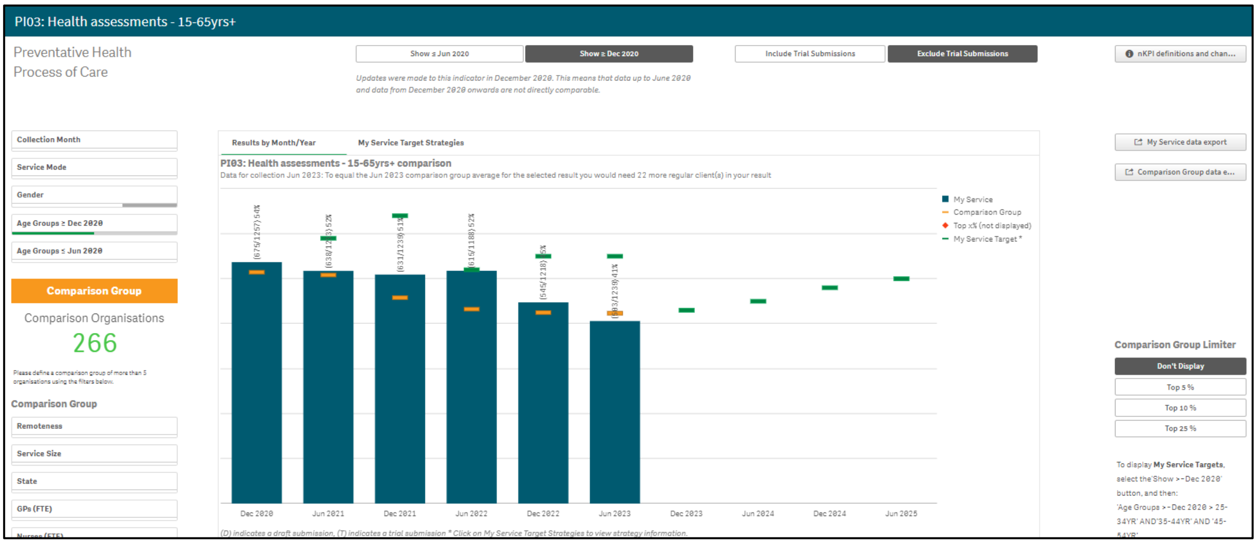

**Show ≥ Dec 2020** will default as selected at the top of the sheet, and your service's health assessment results for *December 2020* onwards, when a change was made to the age groups in the indicator, will display.

To show data for *25 – 54* year old clients from *June 2020* back to *December 2014*, before the change was made, select **Show ≤ Jun 2020** at the top of the sheet. The data displaying in the graph will change and the title of the sheet will change to *PI03: Health assessments - 25-54 years*.

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

- **Collection Month** - Allows you to filter your health service's data by a particular collection period.
- **Service Mode** - Allows you to filter your data by either *In Person* or *Telehealth*.
- **Gender** - Allows you to filter your data by gender.
- **Age Groups ≥ Dec 2020** - Allows you to filter your data to show your values for either *15-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr* and 65ANDOVER clients from *December 2020* on.
- **Age Groups ≤ Jun 2020** - Allows you to filter your data to show your values for only *25-34yr, 35-44yr and 45-54yr* clients up until June 2020.

To show your self-determined targets on the graph (as entered on the *nKPI Targets* tab of the nKPI form in the Health Data Portal) ensure **Show ≥ Dec 2020** is selected at the top of the sheet and then select **Age Groups ≥ Dec 2020** on the left-hand side of the sheet and select the applicable age groups. Your targets will now display on the comparison graph as –.




You can also display your targets for both *PI03 25-54* and *55+ years* by selecting and then right-clicking on either *My Service Targets - PI03 – 25-54 yrs – In Person* or *My Service Targets - PI03 – 55+ yrs – In Person*. When you then select *Apply selections* your targets will display on the graph.

If you entered accompanying strategy text for your *PI03 25-54yrs* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

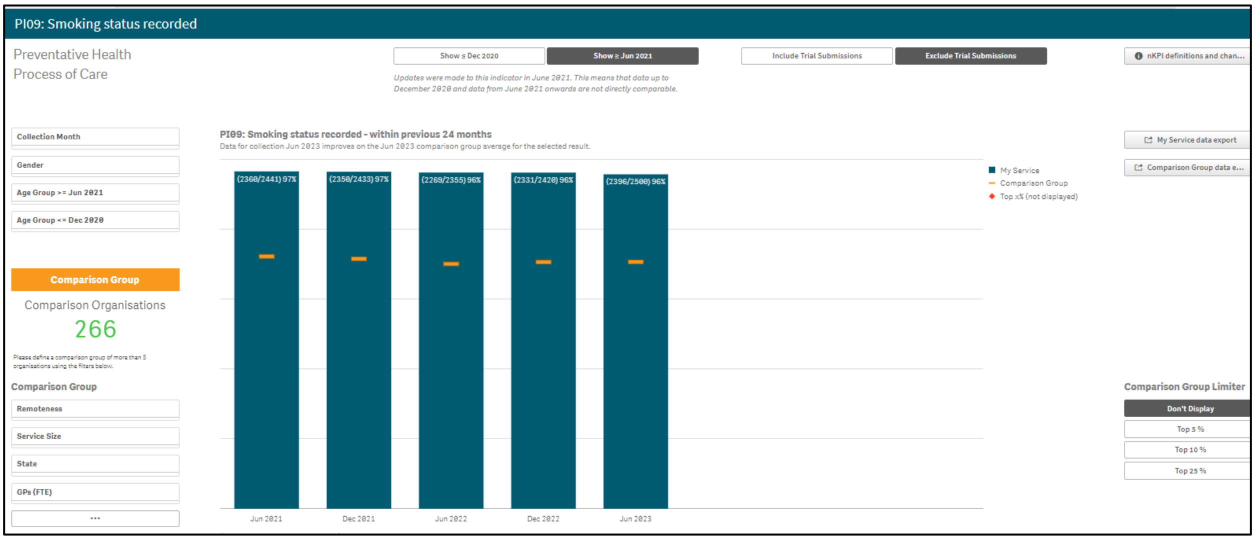
You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *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.*

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing the percentage of your clients with a recorded smoking status from *June 2021* onwards, when a change was made to the indicator to include the *11 – 14* age group.

To show your data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

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:

- **Collection Month** - Allows you to filter your health service's data by a particular collection period.
- **Gender** - Allows you to filter your data to only display your results for a particular gender.
- **Age Group >= Jun 2021** - Allows you to filter your smoking status recorded data from *June 2021* by the applicable age groups (11-14yr, 15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- **Age Group <= Dec 2020** - Allows you to filter your smoking status recorded data up until *Dec 2020* by the age groups applicable at that time (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).

You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

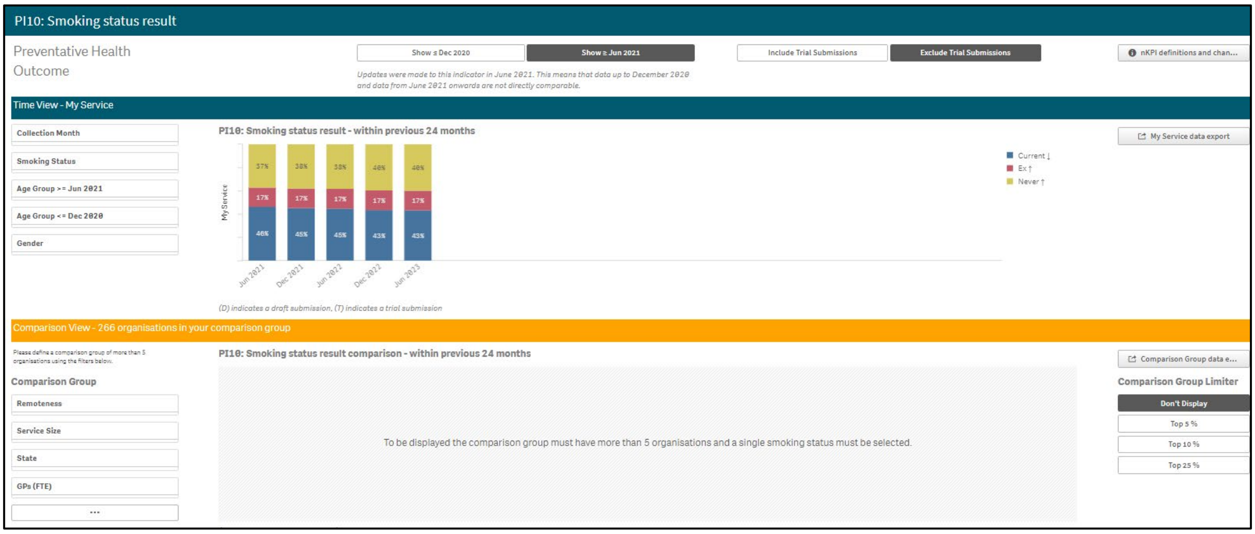
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top right-hand corner of the sheet.

## *PI10: Smoking status result*

The *PI10: Smoking status result* individual indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).




The *PI10 Smoking status result – within previous 24 months* graph in the *Time View – My Service* section at the top of the sheet shows your regular clients' smoking status result 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*.

Show ≥ Jun 2021 will default as selected at the top of the sheet, showing your smoking status results from *June 2021* onwards, when a change was made to the indicator to include the *11 – 14* year age group.

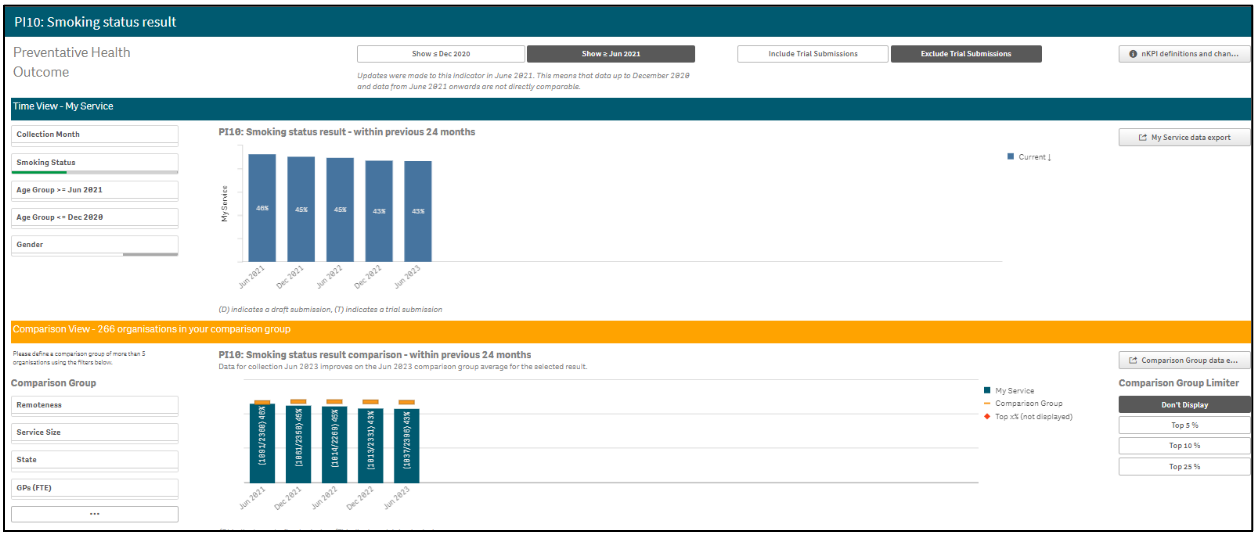
To show your smoking status results from *December 2014* to *December 2020*, before the change was made, select Show ≤ Dec 2020 at the top of the sheet.

To display the accompanying comparison group in the *Comparison View* section in the bottom half of the sheet, you need to use Smoking Status in the top left-hand corner of the sheet to select a particular smoking status to compare results for.

The following filters are also available on the left-hand side of the sheet 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 >= Jun 2021 - Allows you to filter your smoking status results from *June 2021* by the applicable age groups (11-14yr, 15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- Age Group <= Dec 2020 - Allows you to filter your smoking status results up until *Dec 2020* by the age groups applicable at that time (15–24yr, 25–34yr, 35–44yr, 45-54yr, 55-64yr, 65ANDOVER).
- Gender – Allows you to filter your smoking status results by gender.

Once this is done, the comparison group will display in the *Comparison View* section, showing your health service's results for the selected smoking status, in comparison to the national average.




You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

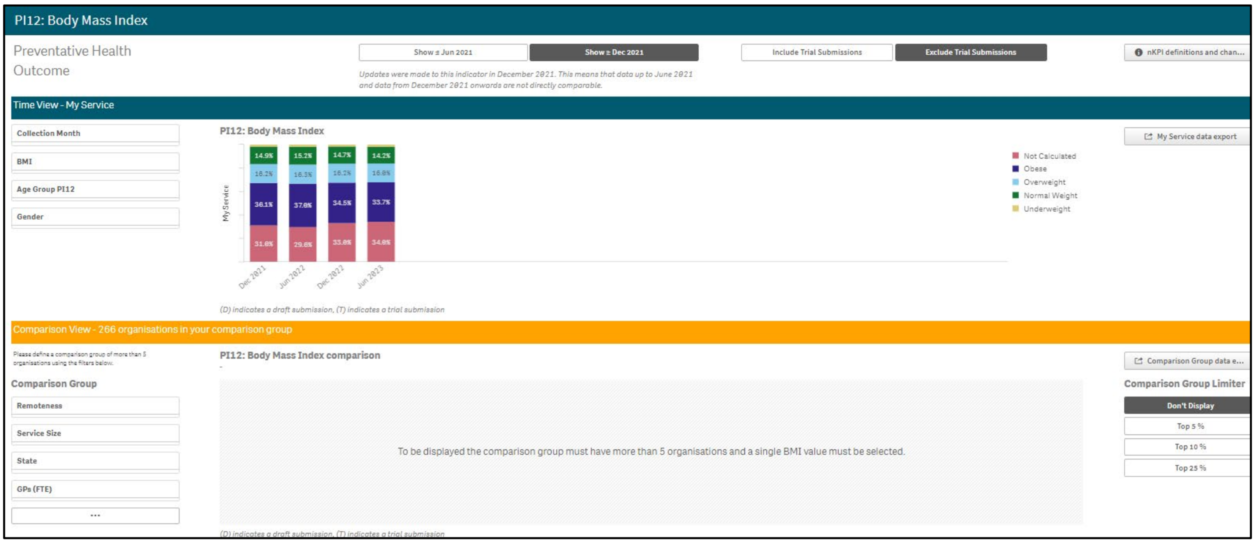
For more information on how to perform other functions for the sheet, please refer to the applicable section of the guide above.

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select 

in the top right-hand corner of the sheet.

## *PI12: Body Mass Index*

The *PI12: Body Mass Index* individual indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).




The *PI12: Body Mass Index* graph in the *Time View – My Section* of the sheet shows the percentage of your *obese, overweight, normal weight* and *underweight* clients for each collection period, from the current collection period back to *December 2014*. It also shows any clients who didn't have their BMI calculated.

**Show ≥ Dec 2021** will default as selected at the top of the sheet, showing your BMI results from *December 2021* onwards, when a change was made to the indicator to include the *normal*, underweight, and *not calculated* categories and the *18 – 24* year age group.

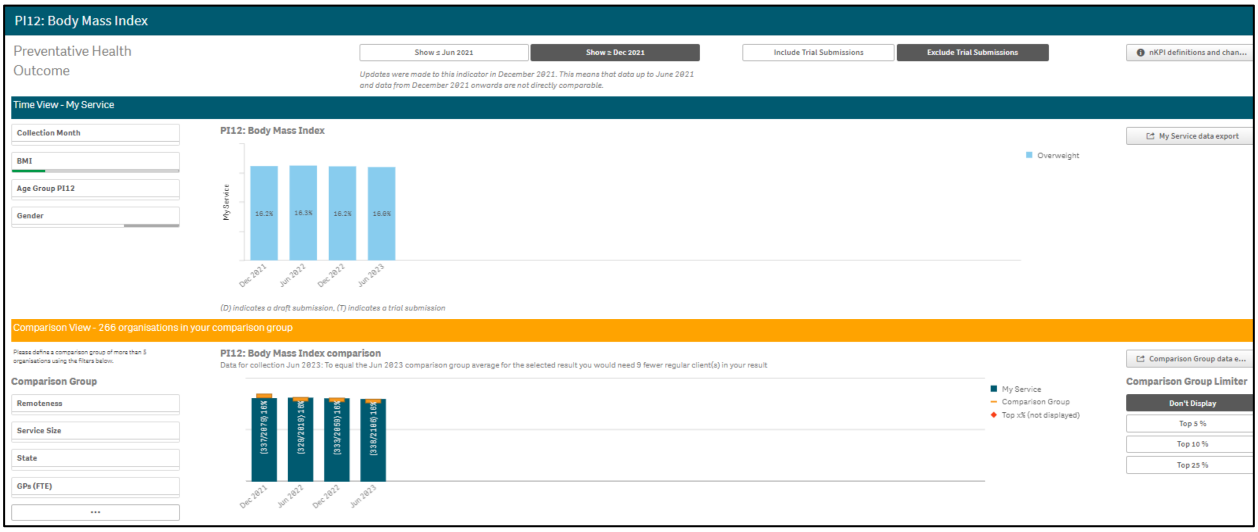
To show BMI results from *December 2014* to *June 2021*, before the change was made, select **Show ≤ Jun 2021** at the top of the sheet.

To display the accompanying comparison group in the *Comparison View* section in the bottom half of the sheet, you need to use **BMI** on the left-hand side of the sheet to select a particular BMI to compare results for. The options are *Not Calculated*, *Obese, Overweight*, *Normal Weight*, and *Underweight*.

The following filters are also 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 PI12** - Allows you to filter your health service's results by a particular age group (*18-24*, *25-34*, *35-44, 45-54*, *55-64* and *65ANDOVER*).
- **Gender** – Allows you to filter your results by gender.

Once this is done, the comparison group will display in the *Comparison View* section, showing your health service's results for the selected BMI, in comparison to the national average.



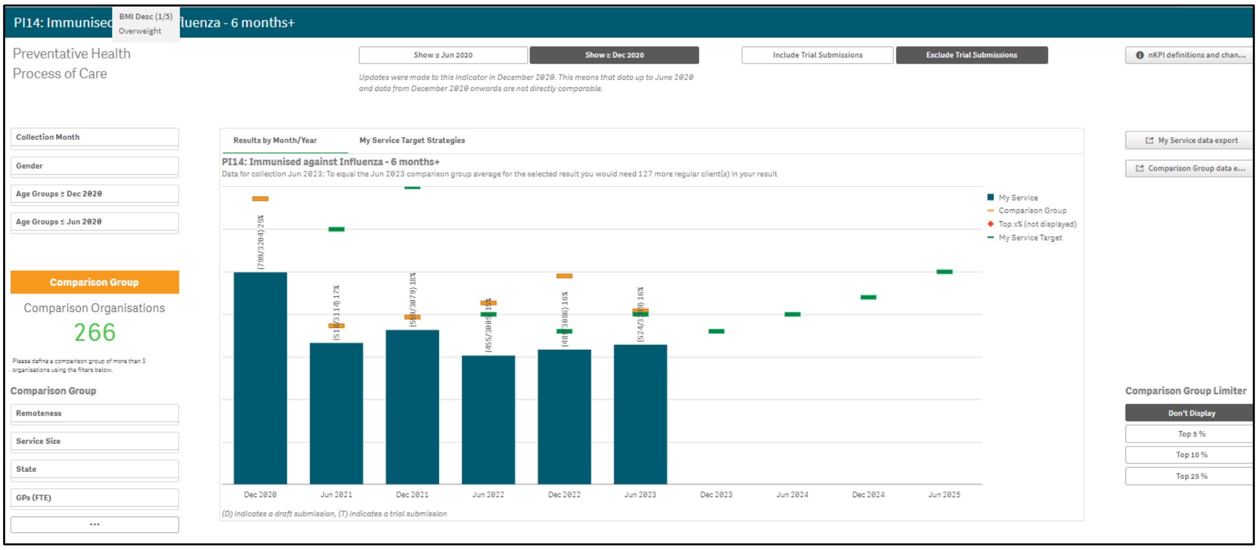

You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI14: Immunised against influenza*




The *PI14: Immunised against influenza* graph shows the percentage of your clients that are immunised against influenza for each collection period.

**Show ≥ Dec 2020** will default as selected at the top of the sheet, showing your influenza immunisation results from *December 2020* onwards, when a change was made to the indicator to include the results for all age groups from 6+ months.

To change the parameters of the sheet and display your Immunisation data for *December 2014* to *June 2020*, before the age change was made, select **Show ≤ Jun 2020** at the top of the sheet. The title of the sheet will change to *PI14: Immunised against influenza 50+.*

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

Your self-determined targets for future collection periods also display on the comparison graph as —.

If you entered accompanying strategy text for your *PI14* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

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

- **Collection Month** - Allows you to filter your health service's results by a particular collection period.
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.
- **Age Groups ≥ Dec 2020** - Allows you to filter your data to show your values for either *5-14yr, 15-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr* and *65ANDOVER* clients from *December 2020* onwards.
- **Age Groups ≤ Jun 2020** - Allows you to filter your data to show your values for *50YRS+*

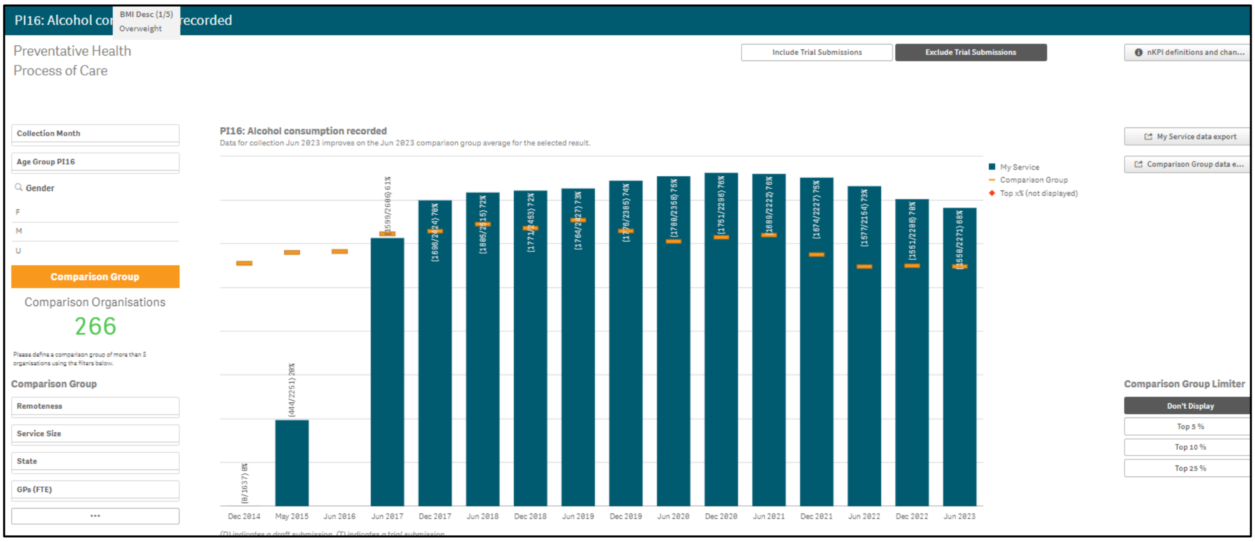
You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *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:

- **Collection Month** - Allows you to filter your health service's data by a particular collection period.
- **Age Group PI16** - 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).
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.

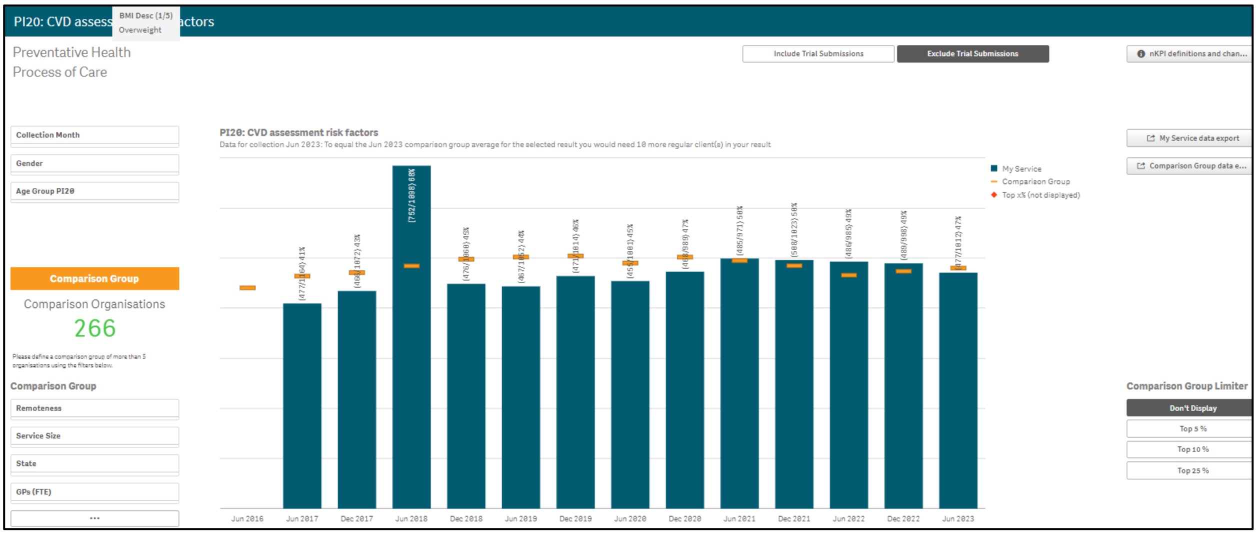
You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *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 sheet to filter your results by if needed:

- Collection Month - Allows you to filter your health service's data by a particular collection period.
- Gender - Allows you to filter your health service's data to only display your results for a particular gender.
- Age Group PI20 - Allows you to filter your health service's data by a particular age group (35–44yr, 45-54yr, 55-64yr, 65-74yr).

You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

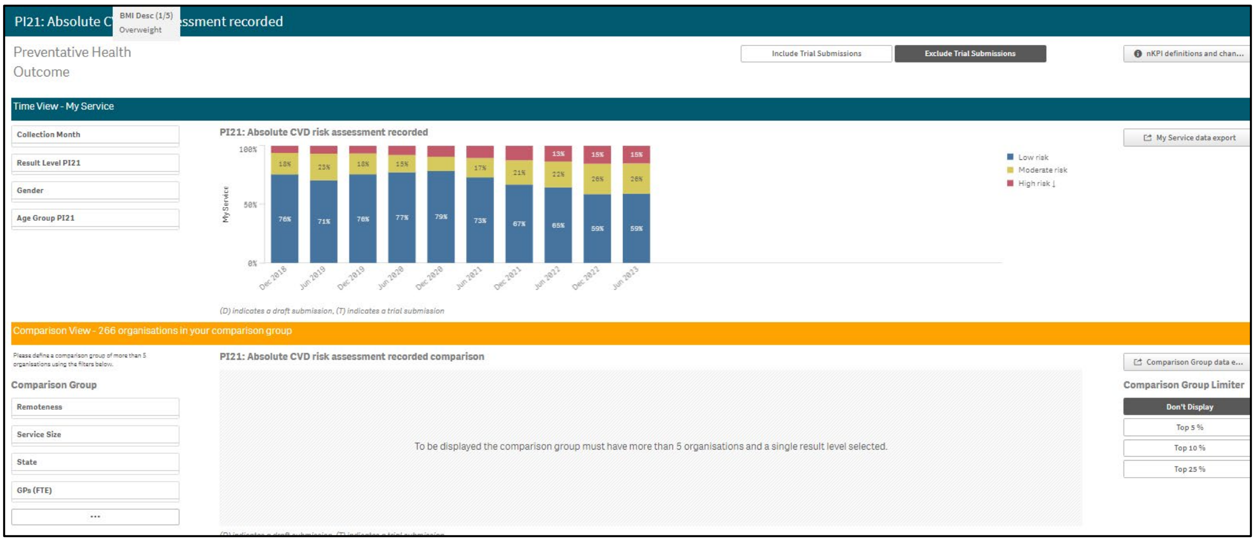
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top right-hand corner of the sheet.

## *PI21: Absolute CVD risk assessment recorded*

The *PI21: Absolute CVD risk assessment recorded* indicator sheet contains two separate sections: *Time View – My Service* (*top half of the sheet*) and *Comparison View* (*bottom half of the sheet*).




The *PI21: Absolute CVD risk assessment recorded* graph in the *Time View – My Service* section of the sheet 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* (*Low risk*, *Moderate risk*, *High risk*).

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Result Level PI21** in the top left-hand corner of the sheet to select a particular risk level to show results for.

The following filters are also 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.
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.
- **Age Group PI21** – Allows you to filter your health service's results by a particular age group (35-44, 45-54, 55-64 and 65-74).

Once this is done, the comparison graph will display in the *Comparison View* section, showing your health service's results back to *December 2014* for the selected risk level, in comparison to the national average.


You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select 

in the top right-hand corner of the sheet.

## *PI22: Cervical screening*


The *PI22: Cervical screening – HPV test only* graph shows your health service's percentage of clients with a cervical screening result for each collection period.

**Show ≥ Dec 2020** will default as selected at the top of the sheet, showing your cervical screening results from *December 2020* onwards, when a change was made to the indicator to group the *65-69* and *70–74* year age groups into the one *65–74* year age group.

To change the parameters of the sheet and display cervical screening data broken down over the last *2*, *3* or *5 years*, select **Show ≤ Jun 2020** at the top of the sheet.

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

- **Collection Month** - Allows you to filter your health service's data by a particular collection period.
- **Age Groups ≥ Dec 2020** - Allows you to filter your data to show your values for *20-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr* and *65-74yr* clients from December 2020 onwards.
- **Age Groups ≤ Jun 2020** - Allows you to filter your data to show your values for *20-24yr, 25-34yr, 35-44yr, 45-54yr, 55-64yr, 65-69yr* and *70 to 74yr* clients up until June 2020.
- **Time Period ≤ Jun 2020** - If **Show ≤ Jun 2020** has been selected at the top of the sheet, you will need to select a *Time Period* (*2, 3* or *5* years) from here display results in the graph.

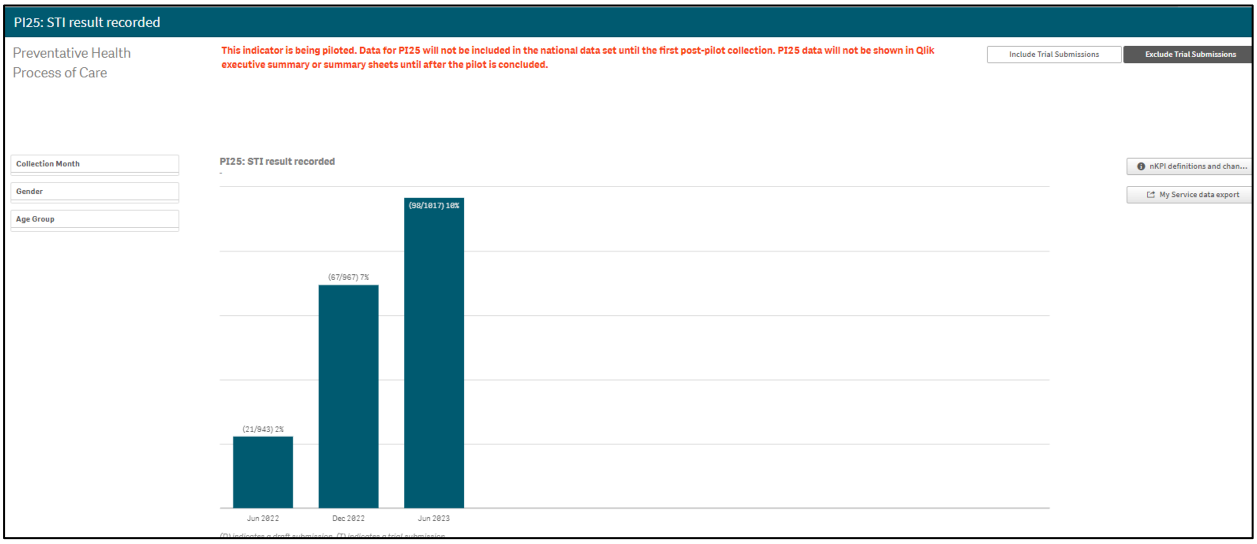
You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI25: STI result recorded*




The *PI25 STI result recorded* individual indicator sheet shows the percentage of your clients with a Sexually Transmissible Infection test result recorded, from *June 2022*.

As PI25 is currently being piloted, the data will not be included in the national data set until after the pilot has been concluded.

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

- Collection Month - Allows you to filter your health service's results by a particular collection period.
- Gender - Allows you to filter your health service's data to only display your results for a particular gender.
- Age Group - Allows you to filter your results by a particular age group (15-19, 20-24, 25-29 or 30-34yrs).

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top right-hand corner of the sheet.

# The Individual Indicator Sheets – Chronic Disease Management

## *PI05: HbA1c recorded*

The *PI05: HbA1c recorded* indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).


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* (for the previous 6 months and the previous 12 months).

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Time Period PI05** in the top left-hand corner of the sheet to select a particular period (*6* or *12 months*) to compare results for.

The following filters are also 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.
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.
- **Age Group PI05** – 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).

Once this is done, the comparison graph will display in the *Comparison View* section, showing your health service's results back to *December 2014* for the selected period, in comparison to the national average.


Your self-determined targets as entered in the nKPI Targets tab of the nKPI form will also display on the comparison graph as – for future collection periods, if *Previous 12 months* was selected in the *Time Period PI05* filter field.

You can also display your targets for *PI05* by selecting , right-clicking on *My Service Targets - PI05 – Previous 12 months* and selecting *Apply selections*. Your targets will now display on the comparison graph.

If you entered accompanying strategy text for your *PI05* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select nKPI definitions and change his... in the top right-hand corner of the sheet.

## *PI06: HbA1c result*

The *PI06: HbA1c result* indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).


The *PI06: HbA1c result* graph, in the *Time View – My Service* section, shows your health service's percentage of clients with HbA1c results for each collection period (≤ 53 mmol/mol, > 53 to ≤ 64 mmol/mol, > 64 to ≤ 86 mmol/mol and ≥ 86 mmol/mol from the current collection period back to *December 2014*.

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Result Level PI06** in the top left-hand corner of the sheet to select a particular result to compare results for.

The following filters are also 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.
- **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 period. The options are *Previous 6 months* and *Previous 12 months*.
- **Age Group PI06** – 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).
- **Calendar Month** - Allows you to filter your health service's results by a particular month if you have results for that month.

Once this is done, the comparison graph will display the *Comparison View* section, showing your health service's results back to *December 2014* for the selected result, in comparison to the national average.


You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

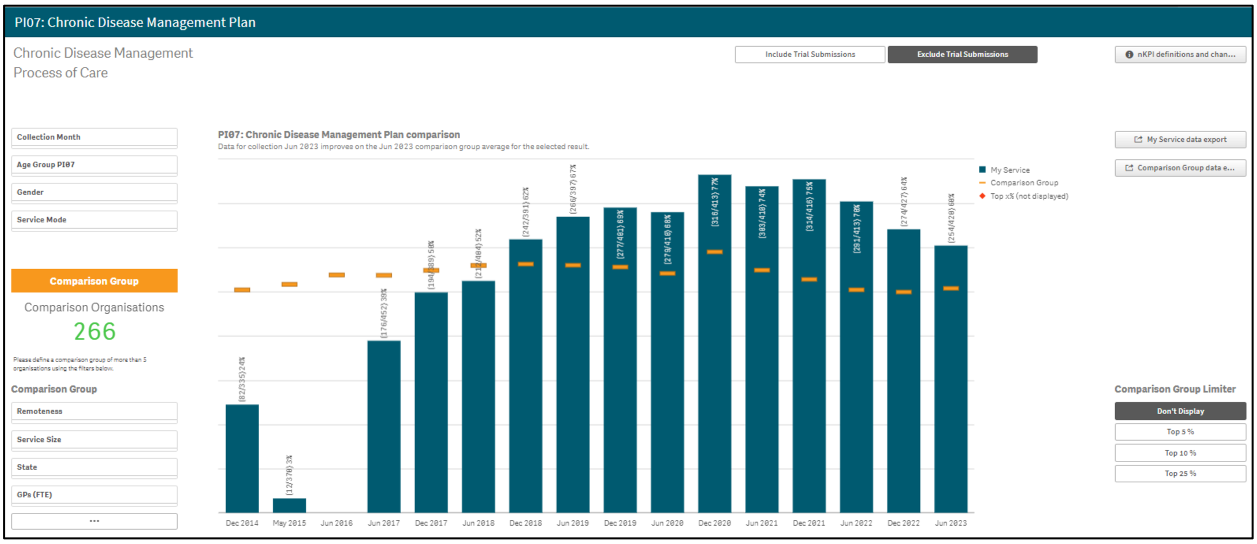
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## PI07: Chronic Disease Management Plan

The *PI07: Chronic Disease Management Plan* indicator sheet shows the percentage of your clients that are on a Chronic Disease Management Plan (either *In Person* or via *Telehealth*) for each collection period, from the current collection period back to *December 2014*.




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

- **Collection Month** - Allows you to filter your health service's results by a particular collection period.
- **Age Group PI07** – 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** - Allows you to filter your health service's data to only display your results for a particular gender
- **Service Mode** - Allows you to filter your data by either *In Person* or *Telehealth*.

You can now change the comparison group that displays in the comparison graph as needed, using the different options available on the left-hand side of the *Comparison View* section.

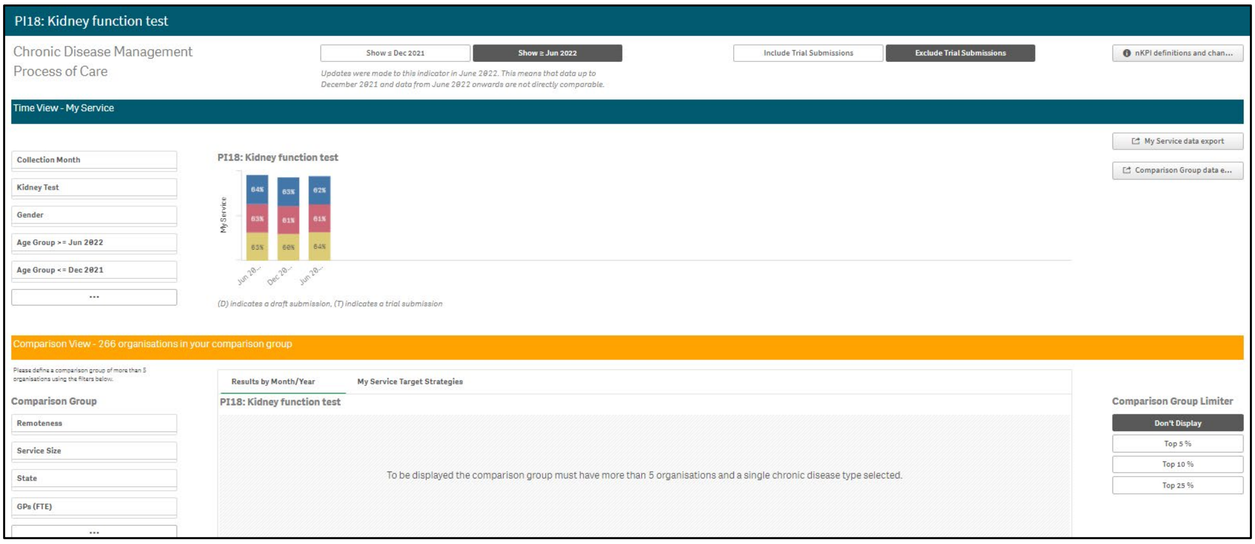
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI18: Kidney function test*

The *PI18: Kidney function test* individual indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).




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

The results displayed here are for *Cardiovascular Disease*, *Type II Diabetes* and *Type II Diabetes AND/OR Cardiovascular Disease (CVD).*

**Show ≥ Dec 2021** will default as selected at the top of the sheet, showing your kidney function test results from *December 2021* on, when a change was made to the indicator.

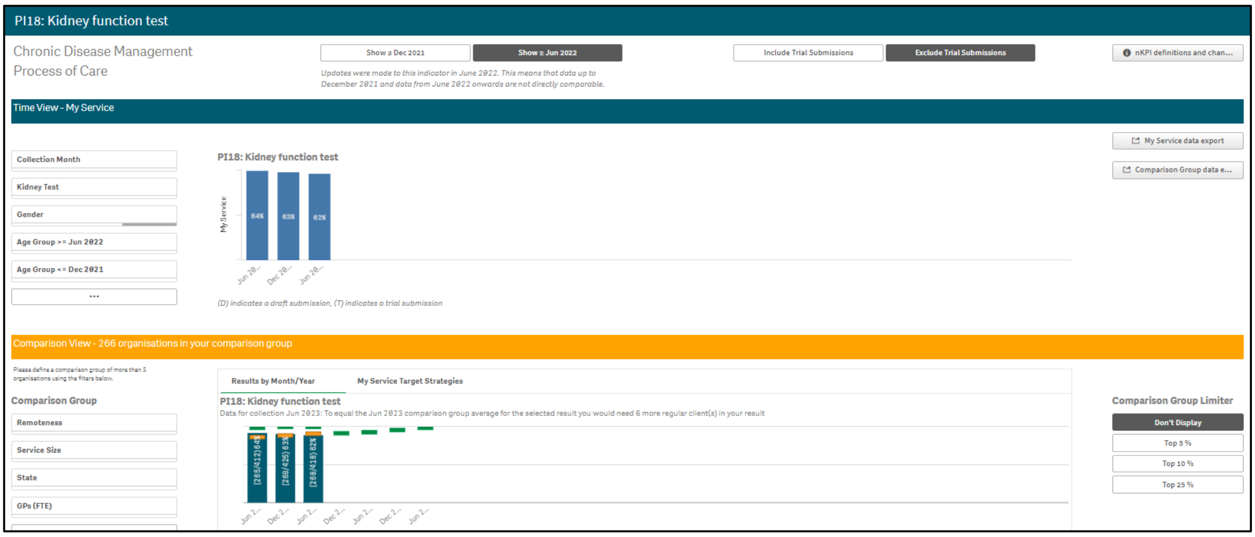
To show results from *December 2014* to *June 2021*, before the change was made, select **Show ≤ Jun 2021** at the top of the sheet.

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Chronic Disease PI18** in the top left-hand corner of the sheet to select a particular disease to compare results for.

The following filters are also 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 results by a particular collection period.
- **Kidney Test** - Allows you to filter your results by the type of kidney test. The options are *eGFR only*, *ACR only*, *Both eGFR and ACR* and *Neither eGFR and ACR*.
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.
- **Age Group PI18** - Allows you to filter your results by a particular age group (0-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).

Once this is done, the comparison graph will display in the *Comparison View* section, showing your health service's results back to *December 2014* for the selected result level, in comparison to the national average.




Your self-determined targets for future collection periods also display on the comparison graph as ▬ for future collection periods.

If you entered accompanying strategy text for your *PI18* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

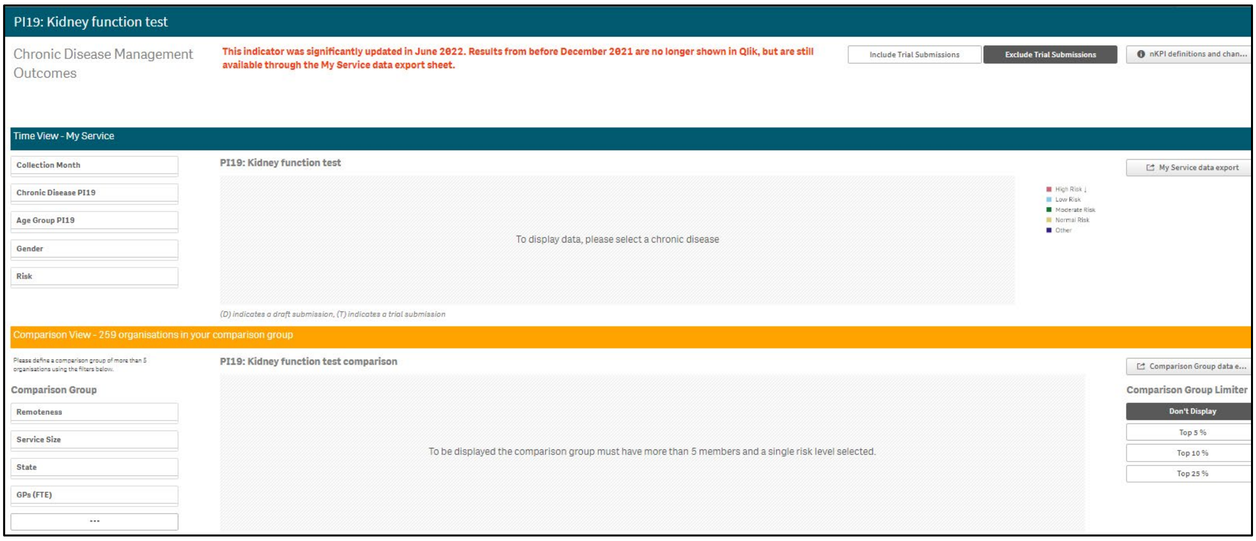
For more information on how to create a comparison group for this sheet, see the *Create a Comparison Group* section earlier in this guide.

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

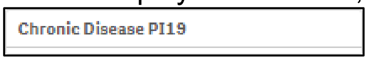
For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *PI19: Kidney function test*

The *PI19: Kidney function test* individual indicator sheet contains two separate sections: *Time View – My Service* (top half of the sheet) and *Comparison View* (bottom half of the sheet).

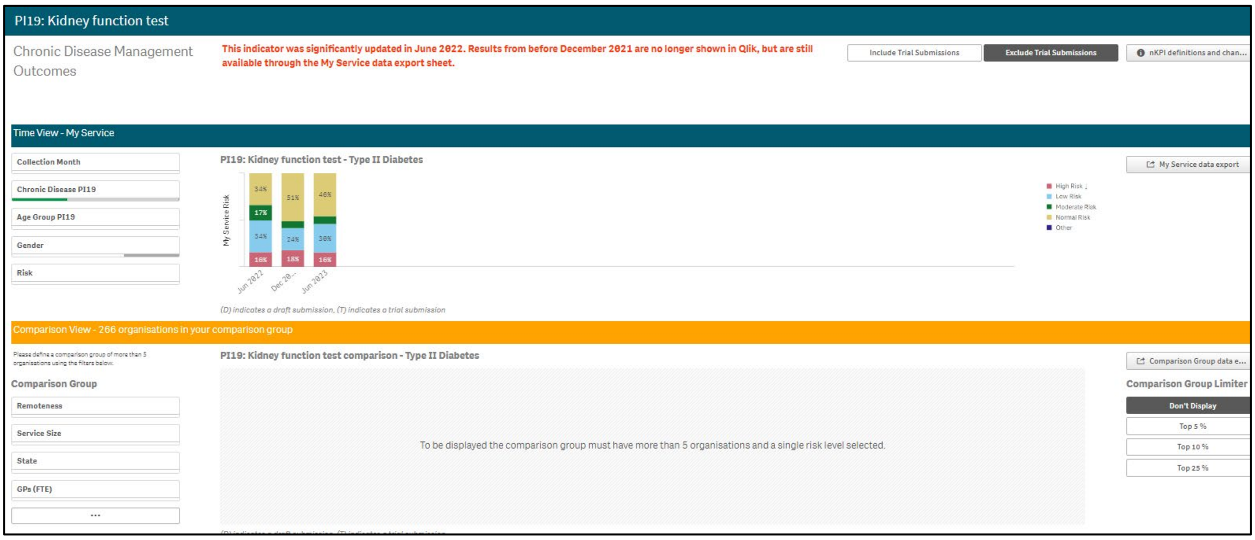



By default, the *PI19: Kidney function test* individual indicator sheet will display as blank. To get data to display in this sheet, you first need to select a chronic disease using




on the left-hand side of the sheet. The options are *Cardiovascular disease*, *Type II Diabetes*, and *Type II Diabetes AND/OR Cardiovascular disease*.

The sheet will now update to display results for the selected chronic disease.




The *PI19: Kidney function test* graph, in the *Time View – My Service* section, shows your health service's percentage of clients, with the selected chronic disease, with kidney function test results from *June 2022*.

Due to significant changes made to the indicator, only data from June 2022 onwards will display here. The historical data will still be available through the data export sheets, if needed.

The risk levels that display in the graph are:

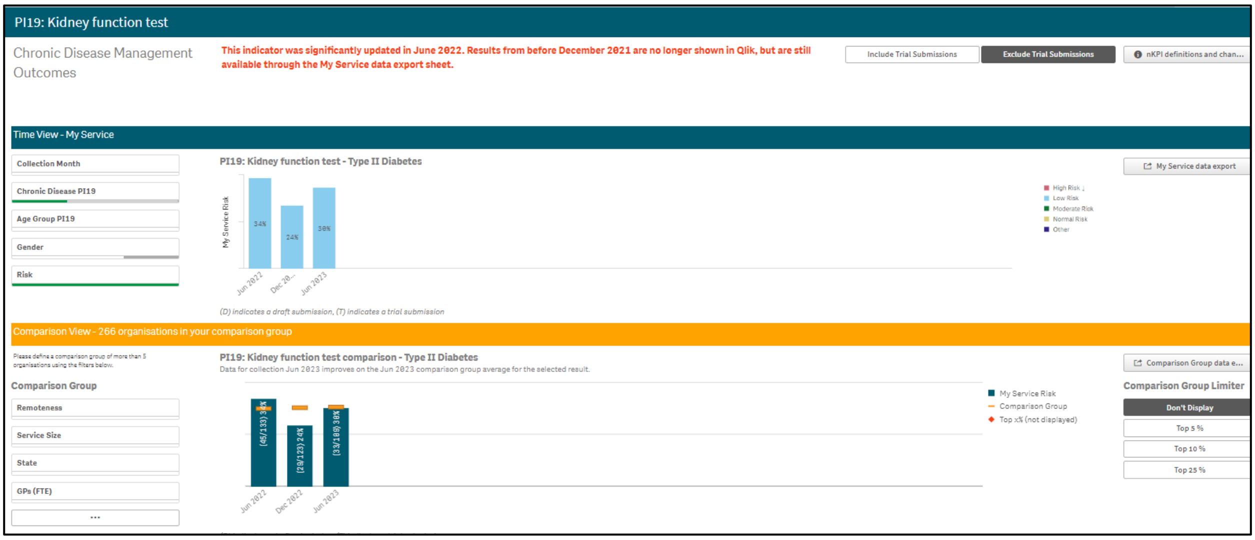
- High
- Low
- Moderate
- Normal
- Other

To display the accompanying comparison graph in the *Comparison View* section in the bottom half of the sheet, you need to use **Risk** on the left-hand side of the sheet to select a particular risk level to compare results for.

The following filters are also 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.
- **Age Group PI19** – 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** – Allows you to filter your health service's data to only display your results for a particular gender.

Once this is done, the comparison graph will display in the Comparison View section, showing your health service's results for the selected risk level, in comparison to the national average.




You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## 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 .

Your self-determined targets for future collection periods also display on the graph as .

If you entered accompanying strategy text for your *PI23* targets in the *nKPI Targets* tab of your nKPI form, select the *My Service Target Strategies* tab to display this text.

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

- **Collection Month** - Allows you to filter your health service's results by a particular collection period.
- **Age Group PI23** – 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** - Allows you to filter your health service's data to only display your results for a particular gender.

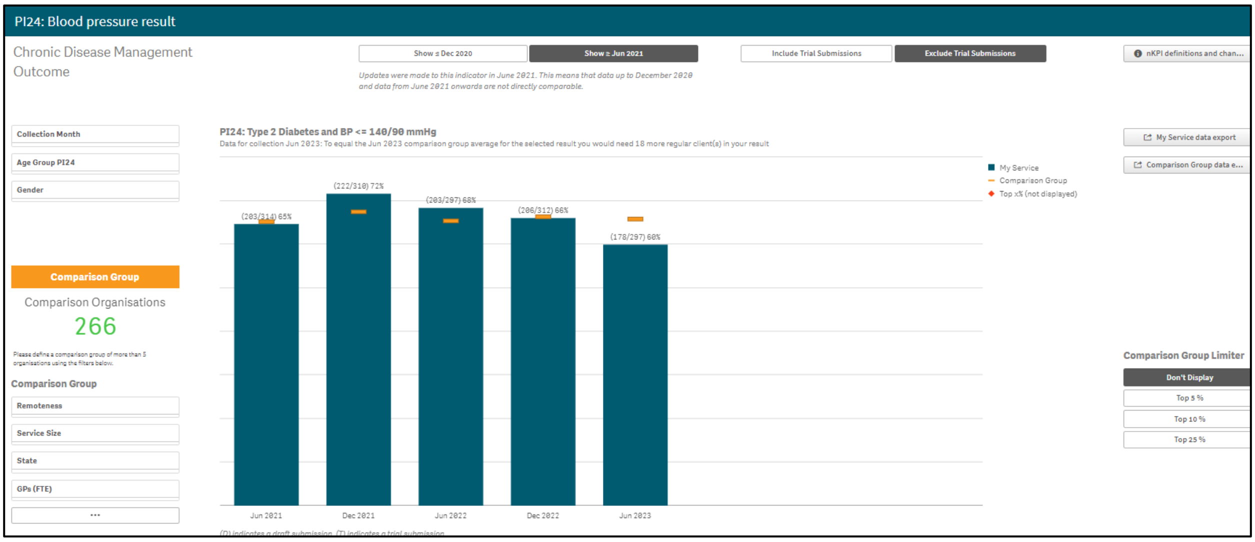
You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

## *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*.

**Show ≥ Jun 2021** will default as selected at the top of the sheet, showing your blood pressure results from *June 2021* onwards, when a change was made to the indicator to record results for clients whose blood pressure is less than or equal to *140/90mmHg*.

To show your data from *December 2014* to *December 2020*, before the change was made, select **Show ≤ Dec 2020** at the top of the sheet.

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 sheet to filter your results by if needed:

- **Collection Month** - Allows you to filter your health service's results by a particular collection period.
- **Age Group PI24** - Allows you to filter your results by a particular age group (0-4, 5-14, 5-24, 25-34, 35-44, 45-54, 55-64, 65ANDOVER).
- **Gender** - Allows you to filter your health service's data to only display your results for a particular gender.

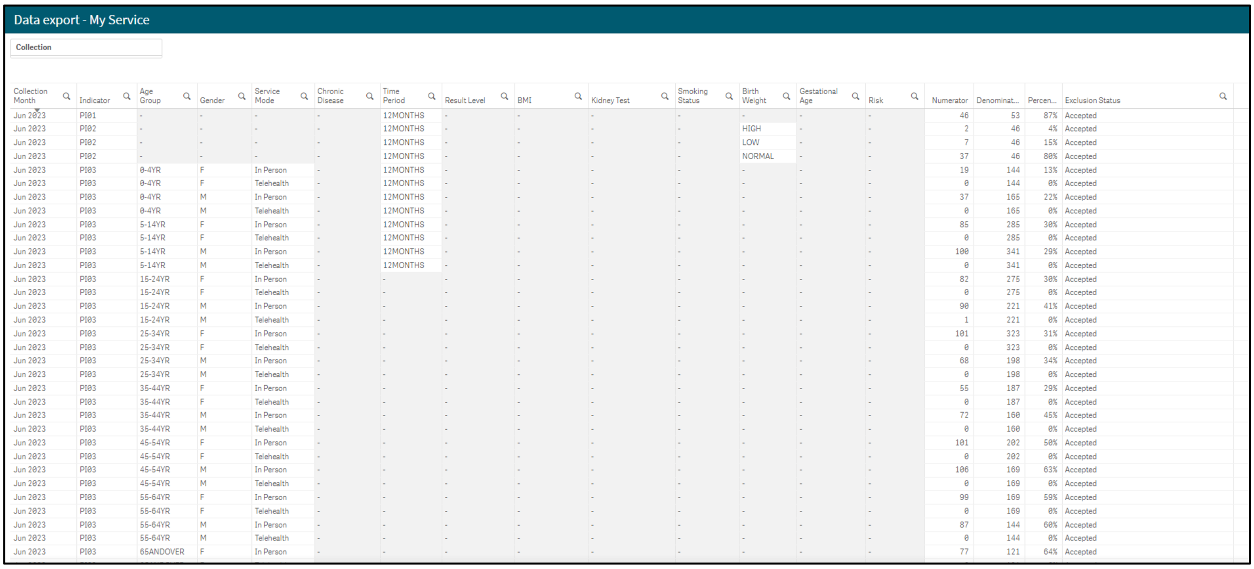
You can now change the comparison group that displays in the comparison graph as needed, using the different options available in the *Comparison Group* section on the left-hand side of the sheet.

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

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

For more information regarding the current definition of the selected indicator, along with a summary of the historical changes that have been made to the indicator (where relevant) select **nKPI definitions and change his...** in the top right-hand corner of the sheet.

# The Data Export – My Service Sheet



Data export - My Service

Collection

| Collection Month | Indicator | Age Group | Gender | Service Mode | Chronic Disease | Time Period | Result Level | BMI | Kidney Test | Smoking Status | Birth Weight | Gestational Age | Risk | Numerator | Denominat... | Percen... | Exclusion Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Jun 2023 | PI01 | - | - | - | - | 12MONTHS | - | - | - | - | - | - | - | 46 | 53 | 87% | Accepted |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | HIGH | - | - | 2 | 46 | 4% | Accepted |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | LOW | - | - | 7 | 46 | 15% | Accepted |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | NORMAL | - | - | 37 | 46 | 80% | Accepted |
| Jun 2023 | PI03 | 0-4YR | F | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 19 | 144 | 13% | Accepted |
| Jun 2023 | PI03 | 0-4YR | F | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 0 | 144 | 0% | Accepted |
| Jun 2023 | PI03 | 0-4YR | M | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 37 | 165 | 22% | Accepted |
| Jun 2023 | PI03 | 0-4YR | M | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 0 | 165 | 0% | Accepted |
| Jun 2023 | PI03 | 5-14YR | F | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 85 | 285 | 30% | Accepted |
| Jun 2023 | PI03 | 5-14YR | F | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 0 | 285 | 0% | Accepted |
| Jun 2023 | PI03 | 5-14YR | M | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 100 | 341 | 29% | Accepted |
| Jun 2023 | PI03 | 5-14YR | M | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 0 | 341 | 0% | Accepted |
| Jun 2023 | PI03 | 15-24YR | F | In Person | - | - | - | - | - | - | - | - | - | 82 | 275 | 30% | Accepted |
| Jun 2023 | PI03 | 15-24YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 275 | 0% | Accepted |
| Jun 2023 | PI03 | 15-24YR | M | In Person | - | - | - | - | - | - | - | - | - | 90 | 221 | 41% | Accepted |
| Jun 2023 | PI03 | 15-24YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 1 | 221 | 0% | Accepted |
| Jun 2023 | PI03 | 25-34YR | F | In Person | - | - | - | - | - | - | - | - | - | 101 | 323 | 31% | Accepted |
| Jun 2023 | PI03 | 25-34YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 323 | 0% | Accepted |
| Jun 2023 | PI03 | 25-34YR | M | In Person | - | - | - | - | - | - | - | - | - | 68 | 198 | 34% | Accepted |
| Jun 2023 | PI03 | 25-34YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 198 | 0% | Accepted |
| Jun 2023 | PI03 | 35-44YR | F | In Person | - | - | - | - | - | - | - | - | - | 55 | 187 | 29% | Accepted |
| Jun 2023 | PI03 | 35-44YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 187 | 0% | Accepted |
| Jun 2023 | PI03 | 35-44YR | M | In Person | - | - | - | - | - | - | - | - | - | 72 | 160 | 45% | Accepted |
| Jun 2023 | PI03 | 35-44YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 160 | 0% | Accepted |
| Jun 2023 | PI03 | 45-54YR | F | In Person | - | - | - | - | - | - | - | - | - | 101 | 202 | 50% | Accepted |
| Jun 2023 | PI03 | 45-54YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 202 | 0% | Accepted |
| Jun 2023 | PI03 | 45-54YR | M | In Person | - | - | - | - | - | - | - | - | - | 106 | 169 | 63% | Accepted |
| Jun 2023 | PI03 | 45-54YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 169 | 0% | Accepted |
| Jun 2023 | PI03 | 55-64YR | F | In Person | - | - | - | - | - | - | - | - | - | 99 | 169 | 59% | Accepted |
| Jun 2023 | PI03 | 55-64YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 169 | 0% | Accepted |
| Jun 2023 | PI03 | 55-64YR | M | In Person | - | - | - | - | - | - | - | - | - | 87 | 144 | 60% | Accepted |
| Jun 2023 | PI03 | 55-64YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 0 | 144 | 0% | Accepted |
| Jun 2023 | PI03 | 65ANDOVER | F | In Person | - | - | - | - | - | - | - | - | - | 77 | 121 | 64% | Accepted |

The *Data Export – My Service* sheet is accessible from any of the summary or individual indicator sheets in the *Qlik Health Service nKPI and OSR Report*, by selecting **My Service Data Export**.

By default, with no filters applied, the *Data Export – My Service* sheet 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 sheet 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 sheet 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:

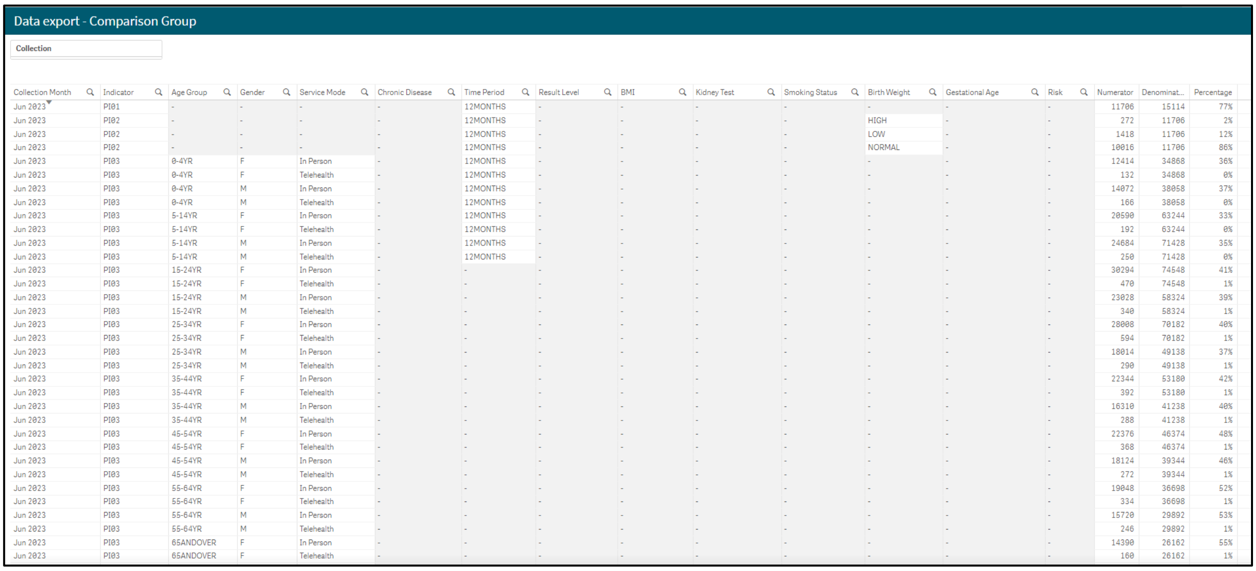
1. Right-click anywhere on the table and select **Export**.
2. Select **Export data**.

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 sheet, either **Save** or **Open** the generated Excel file as required.

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

# The Data Export – Comparison Group Sheet




| Collection Month | Indicator | Age Group | Gender | Service Mode | Chronic Disease | Time Period | Result Level | BMI | Kidney Test | Smoking Status | Birth Weight | Gestational Age | Risk | Numerator | Denominat... | Percentage |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Jun 2023 | PI01 | - | - | - | - | 12MONTHS | - | - | - | - | - | - | - | 11706 | 15114 | 77% |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | HIGH | - | - | 272 | 11706 | 2% |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | LOW | - | - | 1418 | 11706 | 12% |
| Jun 2023 | PI02 | - | - | - | - | 12MONTHS | - | - | - | - | NORMAL | - | - | 10016 | 11706 | 86% |
| Jun 2023 | PI03 | 0-4YR | F | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 12414 | 34868 | 36% |
| Jun 2023 | PI03 | 0-4YR | F | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 132 | 34868 | 0% |
| Jun 2023 | PI03 | 0-4YR | M | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 14072 | 38058 | 37% |
| Jun 2023 | PI03 | 0-4YR | M | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 166 | 38058 | 0% |
| Jun 2023 | PI03 | 5-14YR | F | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 20590 | 63244 | 33% |
| Jun 2023 | PI03 | 5-14YR | F | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 192 | 63244 | 0% |
| Jun 2023 | PI03 | 5-14YR | M | In Person | - | 12MONTHS | - | - | - | - | - | - | - | 24684 | 71428 | 35% |
| Jun 2023 | PI03 | 5-14YR | M | Telehealth | - | 12MONTHS | - | - | - | - | - | - | - | 250 | 71428 | 0% |
| Jun 2023 | PI03 | 15-24YR | F | In Person | - | - | - | - | - | - | - | - | - | 30294 | 74548 | 41% |
| Jun 2023 | PI03 | 15-24YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 470 | 74548 | 1% |
| Jun 2023 | PI03 | 15-24YR | M | In Person | - | - | - | - | - | - | - | - | - | 23028 | 58324 | 39% |
| Jun 2023 | PI03 | 15-24YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 340 | 58324 | 1% |
| Jun 2023 | PI03 | 25-34YR | F | In Person | - | - | - | - | - | - | - | - | - | 28008 | 70182 | 40% |
| Jun 2023 | PI03 | 25-34YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 594 | 70182 | 1% |
| Jun 2023 | PI03 | 25-34YR | M | In Person | - | - | - | - | - | - | - | - | - | 18014 | 49138 | 37% |
| Jun 2023 | PI03 | 25-34YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 290 | 49138 | 1% |
| Jun 2023 | PI03 | 35-44YR | F | In Person | - | - | - | - | - | - | - | - | - | 22344 | 53180 | 42% |
| Jun 2023 | PI03 | 35-44YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 392 | 53180 | 1% |
| Jun 2023 | PI03 | 35-44YR | M | In Person | - | - | - | - | - | - | - | - | - | 16310 | 41238 | 40% |
| Jun 2023 | PI03 | 35-44YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 288 | 41238 | 1% |
| Jun 2023 | PI03 | 45-54YR | F | In Person | - | - | - | - | - | - | - | - | - | 22376 | 46374 | 48% |
| Jun 2023 | PI03 | 45-54YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 368 | 46374 | 1% |
| Jun 2023 | PI03 | 45-54YR | M | In Person | - | - | - | - | - | - | - | - | - | 18124 | 39344 | 46% |
| Jun 2023 | PI03 | 45-54YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 272 | 39344 | 1% |
| Jun 2023 | PI03 | 55-64YR | F | In Person | - | - | - | - | - | - | - | - | - | 19048 | 36698 | 52% |
| Jun 2023 | PI03 | 55-64YR | F | Telehealth | - | - | - | - | - | - | - | - | - | 334 | 36698 | 1% |
| Jun 2023 | PI03 | 55-64YR | M | In Person | - | - | - | - | - | - | - | - | - | 15720 | 29892 | 53% |
| Jun 2023 | PI03 | 55-64YR | M | Telehealth | - | - | - | - | - | - | - | - | - | 246 | 29892 | 1% |
| Jun 2023 | PI03 | 65ANDOVER | F | In Person | - | - | - | - | - | - | - | - | - | 14390 | 26162 | 55% |
| Jun 2023 | PI03 | 65ANDOVER | F | Telehealth | - | - | - | - | - | - | - | - | - | 160 | 26162 | 1% |

The *Data Export – Comparison Group* sheet is accessible from any of the summary or detailed indicator sheets in the *Qlik Health Service nKPI and OSR Report*, by selecting 

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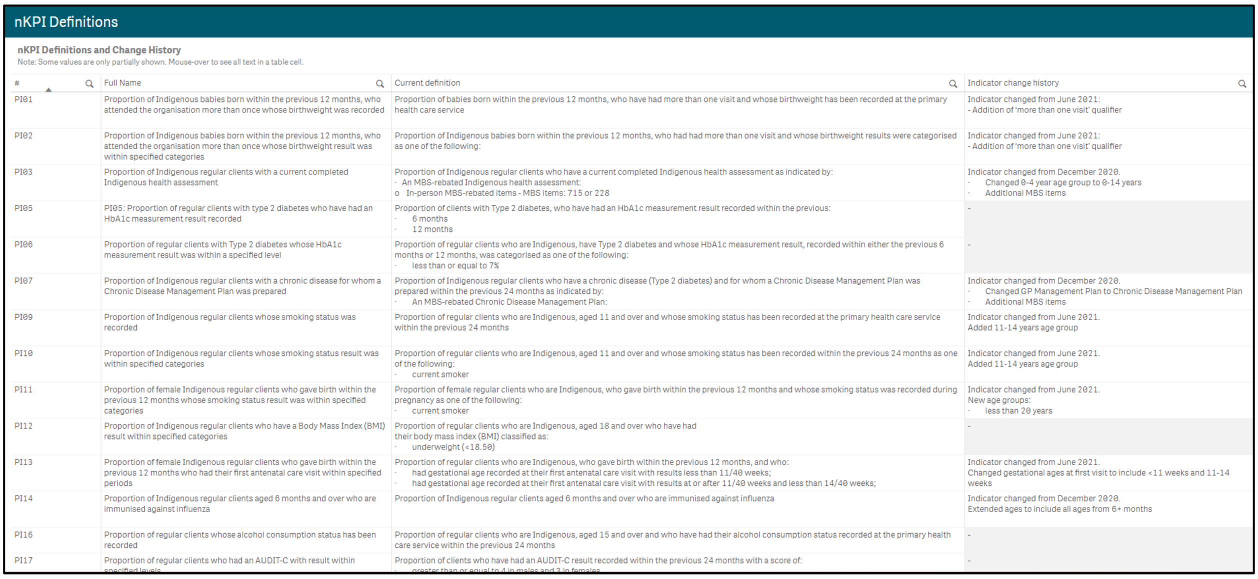
By default, with no filters applied, the *Data Extract – Comparison Group* sheet displays national data averages for every indicator, for every collection period, back to *December 2014*.

If you have applied filters in the sheet 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* sheet 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*.

## The nKPI Definitions sheet



nKPI Definitions

**nKPI Definitions and Change History**

Note: Some values are only partially shown. Mouse-over to see all text in a table cell.

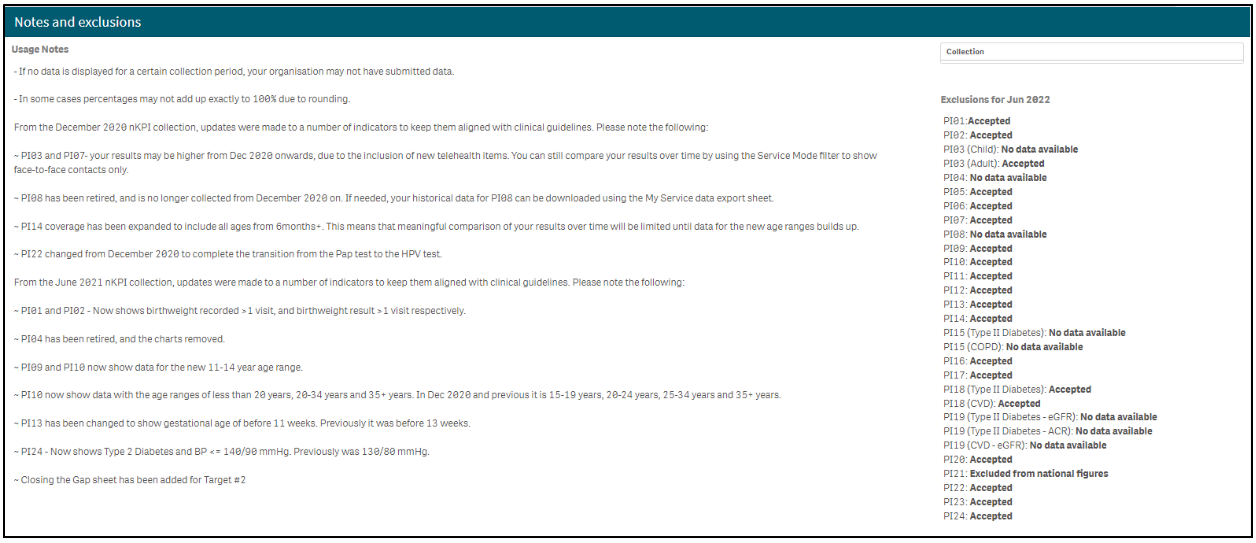
| # | Full Name | Current definition | Indicator change history |
|---|---|---|---|
| PI01 | Proportion of Indigenous babies born within the previous 12 months, who attended the organisation more than once whose birthweight was recorded | Proportion of babies born within the previous 12 months, who have had more than one visit and whose birthweight has been recorded at the primary health care service | Indicator changed from June 2021:<br>- Addition of 'more than one visit' qualifier |
| PI02 | Proportion of Indigenous babies born within the previous 12 months, who attended the organisation more than once whose birthweight result was within specified categories | Proportion of Indigenous babies born within the previous 12 months, who had had more than one visit and whose birthweight results were categorised as one of the following: | Indicator changed from June 2021:<br>- Addition of 'more than one visit' qualifier |
| PI03 | Proportion of Indigenous regular clients with a current completed Indigenous health assessment | Proportion of Indigenous regular clients who have a current completed Indigenous health assessment as indicated by:<br>· An MBS-rebated Indigenous health assessment:<br>o In-person MBS-rebated items - MBS items: 715 or 228 | Indicator changed from December 2020.<br>· Changed 0-4 year age group to 0-14 years<br>· Additional MBS items |
| PI05 | PI05: Proportion of regular clients with type 2 diabetes who have had an HbA1c measurement result recorded | Proportion of clients with Type 2 diabetes, who have had an HbA1c measurement result recorded within the previous:<br>· 6 months<br>· 12 months | - |
| PI06 | Proportion of regular clients with Type 2 diabetes whose HbA1c measurement result was within a specified level | Proportion of regular clients who are Indigenous, have Type 2 diabetes and whose HbA1c measurement result, recorded within either the previous 6 months or 12 months, was categorised as one of the following:<br>· less than or equal to 7% | - |
| PI07 | Proportion of Indigenous regular clients with a chronic disease for whom a Chronic Disease Management Plan was prepared | Proportion of Indigenous regular clients who have a chronic disease (Type 2 diabetes) and for whom a Chronic Disease Management Plan was prepared within the previous 24 months as indicated by:<br>· An MBS-rebated Chronic Disease Management Plan: | Indicator changed from December 2020.<br>· Changed GP Management Plan to Chronic Disease Management Plan<br>· Additional MBS items |
| PI09 | Proportion of Indigenous regular clients whose smoking status was recorded | Proportion of regular clients who are Indigenous, aged 11 and over and whose smoking status has been recorded at the primary health care service within the previous 24 months | Indicator changed from June 2021.<br>Added 11-14 years age group |
| PI10 | Proportion of Indigenous regular clients whose smoking status result was within specified categories | Proportion of regular clients who are Indigenous, aged 11 and over and whose smoking status has been recorded within the previous 24 months as one of the following:<br>· current smoker | Indicator changed from June 2021.<br>Added 11-14 years age group |
| PI11 | Proportion of female Indigenous regular clients who gave birth within the previous 12 months whose smoking status result was within specified categories | Proportion of female regular clients who are Indigenous, who gave birth within the previous 12 months and whose smoking status was recorded during pregnancy as one of the following:<br>· current smoker | Indicator changed from June 2021.<br>New age groups:<br>· less than 20 years |
| PI12 | Proportion of Indigenous regular clients who have a Body Mass Index (BMI) result within specified categories | Proportion of regular clients who are Indigenous, aged 18 and over who have had their body mass index (BMI) classified as:<br>· underweight (<18.50) | - |
| PI13 | Proportion of female Indigenous regular clients who gave birth within the previous 12 months who had their first antenatal care visit within specified periods | Proportion of regular clients who are Indigenous, who gave birth within the previous 12 months, and who:<br>· had gestational age recorded at their first antenatal care visit with results less than 11/40 weeks;<br>· had gestational age recorded at their first antenatal care visit with results at or after 11/40 weeks and less than 14/40 weeks; | Indicator changed from June 2021.<br>Changed gestational ages at first visit to include <11 weeks and 11-14 weeks |
| PI14 | Proportion of Indigenous regular clients aged 6 months and over who are immunised against influenza | Proportion of Indigenous regular clients aged 6 months and over who are immunised against influenza | Indicator changed from December 2020.<br>Extended ages to include all ages from 6+ months |
| PI16 | Proportion of regular clients whose alcohol consumption status has been recorded | Proportion of regular clients who are Indigenous, aged 15 and over and who have had their alcohol consumption status recorded at the primary health care service within the previous 24 months | - |
| PI17 | Proportion of regular clients who had an AUDIT-C with result within specified levels | Proportion of clients who have had an AUDIT-C result recorded within the previous 24 months with a score of:<br>· greater than or equal to 4 in males and 3 in females | - |

The *nKPI Definitions* sheet can be accessed from any individual indicator sheet within the *Qlik Health Service nKPI and OSR Report* by selecting the 

button, or by selecting the tile on the home screen.

This sheet contains the number, name, and detailed current definition for each of the indicators contained within the *Health Service nKPI Report*. In addition, there is a column in the table that explains changes that have been made to any of the indicators, to assist you in interpreting each of the individual indicator sheets in the report.

## *The Notes and exclusions Sheet*




The *Notes* and *exclusions* sheet in the *Qlik Health Service nKPI and OSR Report* contains disclaimers and additional information relating to most sheets within the report, in the *Usage Notes* section on the left-hand side of the sheet. To avoid cluttering the different sheets in Qlik, the information is placed on the *Notes and exclusions* sheet.

The *Notes and exclusions* sheet is accessed by selecting  from the Health Service nKPI Report screen.

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

In addition to notes about the information contained within the Qlik sheets, the *Notes and exclusions* sheet 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 sheets and whether the data for each sheet 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 sheet and selecting the required data collection period.