# Interim Processing of an Indigenous Health Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Interim Processing of an Indigenous Health Data Asset Submission* screencast.

This screencast will show you how Interim Processing operates in the Health Data Portal (the Data Portal).

By the end of this screencast, you should know how a data asset moves through the Interim Processing workflow.

Interim Processing Overview

Interim Processing of a data asset will be available to health services during a reporting period to allow them to send a data asset on to either the AIHW (nKPI and OSR data) or the Department of Health and Aged Care’s First Nation’s Division (HCP data) for review and processing prior to it going to the health service’s CEO, or their representative, for internal approval.

Doing this avoids the situation of a CEO approving a data asset only to have the AIHW or Health and Aged Care send it back to the health service for amendment where it will need to be approved again.

**Note:** Sending a data asset for Interim Processing is done by the *Submission Reviewer.* Interim Processing can’t be initiated by the *Submission Uploader* unless they also have the *Submission* *Reviewer* role.

Data Asset Recap

The data asset is the entity you create and submit within the Data Portal. It contains health-related data and the file your health service wishes to send on to Health and Aged Care and Aged Care or the AIHW. It will have information such as when you submitted the data asset and your organisation’s name.

Interim Processing Workflow

The Interim Processing workflow will begin if a health service’s *Submission Reviewer* decides to send the data asset to the AIHW or Health and Aged Care for review, prior to the data asset being internally approved.

If this happens, the *Submission Reviewer* will request Interim Processing, which moves the data asset in question from the status of *Submission Ready for Review* to *Interim Submitted* and releases the data asset from the health service where it is received by the AIHW.

From here, the AIHW will move the data asset out of their backlog and select the action *Ready for Interim Processing*, which moves the data asset’s status to *Ready for Interim Processing*. From here the data asset can be examined and comments can be added.

If no further changes or amendments are required, the AIHW will select *Request Review,* in which case the data asset returns to the health service’s *Submission Reviewer* where it will have the status of *Submission Ready for Final Review.* The *Submission Reviewer* will then pass it on to the health service’s CEO or one of their delegates for approval, in which case the data asset will change to have the statusof *Submission Ready for Final Approval*. Once it has been approved, it is released from the health service where it is received by the AIHW and is automatically set to the status of *Processed*.

Initiate Interim Processing (Health Service)

When a data asset has been created by the *Submission Uploader* in a health service and sent to the *Submission Reviewer* within that service for review, the *Submission Reviewer* can choose to send the data asset directly to the AIHW or Health and Aged Care for review and approval prior to it going to the health service’s CEO, or their representative, for internal approval. This process is known as Interim Processing.

1. To initiate Interim Processing of a data asset in the Health Data Portal, in the **Reporting Dashboard**, select the status link (either *Draft Submission* or *Submission Ready for Review)* for the applicable data asset.
2. To initiate Interim Processing, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Request Interim Processing*.
3. To initiate Interim Processing, select the **Request Interim Processing** button.

This will begin the interim submission workflow.

Review the Data Asset (the AIHW)

Once a health service has requested Interim Processing of the data asset, the data asset’s status will change to *Interim Submitted* and it will be sent to the AIHW or Health and Aged Care *Data Receivers* for review as required.

1. To review the data asset that has been interim submitted by the health service, select it from the list of data assets on the Data Portal home screen.
2. Select the **Change** **Status** button
3. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Ready for Interim Processing*.
4. Select the **Ready for Interim Processing** button.

This will take the data asset out of the backlog, to be viewed.

Review the Form (the AIHW)

When the data asset has progressed to the status of *Ready for Interim Processing*, it can be reviewed and commented on by the AIHW or Health and Aged Care and then either sent back to the health service for their final approval or sent back to the health service’s *Submission Uploader* for amendment if errors have been identified.

1. To complete Interim Processing on the data asset in the Health Data Portal, select it from the list of data assets.
2. Select the applicable **Open Form** button, at the top of the Data Asset Details screen.

The Submission Data screen will display the form containing the health service’s reporting data. If there are issues with any of the indicators/tabs, you can send the data asset back to the health service’s *Submission* *Uploader.* The *Data Receiver* can go through each of the indicators, by navigating usingthe tab menu on the left of the form.

1. To return to the Data Asset Details screen, select **Close** at the bottom of the form.
2. Select the **Change Status** button.
3. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Request Review*.
4. In the **Comment** field, you can choose to enter any comments regarding the action being performed on the data asset.
5. Select the **Request Review** button.

This will send the data asset back to the health service’s *Submission Reviewer.*

Conduct a Final Review of the Data Asset (the Health Service)

If the AIHW or the Department of Health and Aged Care have reviewed the data asset and are happy with it, they will send it on to the health service’s *Submission Reviewer* for final review prior to approval.

The data asset status will change to *Submission Ready for Final Review*.

1. To conduct the final review of the data asset in the Health Data Portal, in the **Reporting Dashboard**, select the **Submission Ready for Final Review** link for the applicable data asset.
2. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Request Approval*.
3. In the **Comment** field, you can choose to enter any comments regarding the action being performed on the data asset.
4. Select the **Request Approval** button.

This will pass the data asset on to the health service’s *Submission Approver*.

**Note:** If there are still issues with the data asset, you can select *Revision Required* to send the data asset back to the *Submission Uploader* for amendment.

Approve the Data Asset Submission (the Health Service)

When the data asset has the status of *Submission Ready for Final Approval*, it can be approved by the health service’s *Submission Approver,* usually the CEO or their representative, and then progressed on to the status of *Processed.*

1. To approve the data asset in the Health Data Portal, in the **Reporting Dashboard**, select the *Submission Ready for Final Approval* link for the applicable data asset.
2. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Approve for Submission*.
3. In the **Comment** field, you can choose to enter any comments regarding the action being performed on the data asset.
4. Select the **Approve for Submission** button.

**Note:** If there are still issues with the data asset, you can select *Revision Required* to send the data asset back to the *Submission Uploader* for amendment

The data asset has been progressed to the status of *Processed* and the Interim Submission workflow process is now complete.