



Australian Government

**Department of Health
and Aged Care**

**THE TIS
PERFORMANCE
REPORT IN THE
HEALTH DATA PORTAL**

3 APRIL 2024

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Print or PDF Your TIS Performance Report Form

About This Guide

The *TIS Performance Report in the Health Data Portal* user guide has been developed to assist health service users with performing their required tasks when submitting their Tackling Indigenous Smoking Performance Report within the Health Data Portal (the Data Portal) each January and July as part of the Health Data Portal reporting process.

This user guide contains step-by-step instructions and other important information for health service users involved in the submission of their TIS Performance Report through the Data Portal.

Health service users will perform the following functions when submitting their TIS Performance Report through the Data Portal:

- Create the TIS Performance Report, attach supporting documents, and send it on to the next stage of the submission process
- Review the TIS Performance Report
- Amend the TIS Performance Report
- Approve the TIS Performance Report
- Amend the TIS Performance Report as part of exception reporting, including working with comments
- Participate in Interim Processing for the TIS Performance Report if needed
- Print and/or PDF the TIS Performance Report form.

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	3 April 2024	Original version

Introduction to the TIS Performance Report

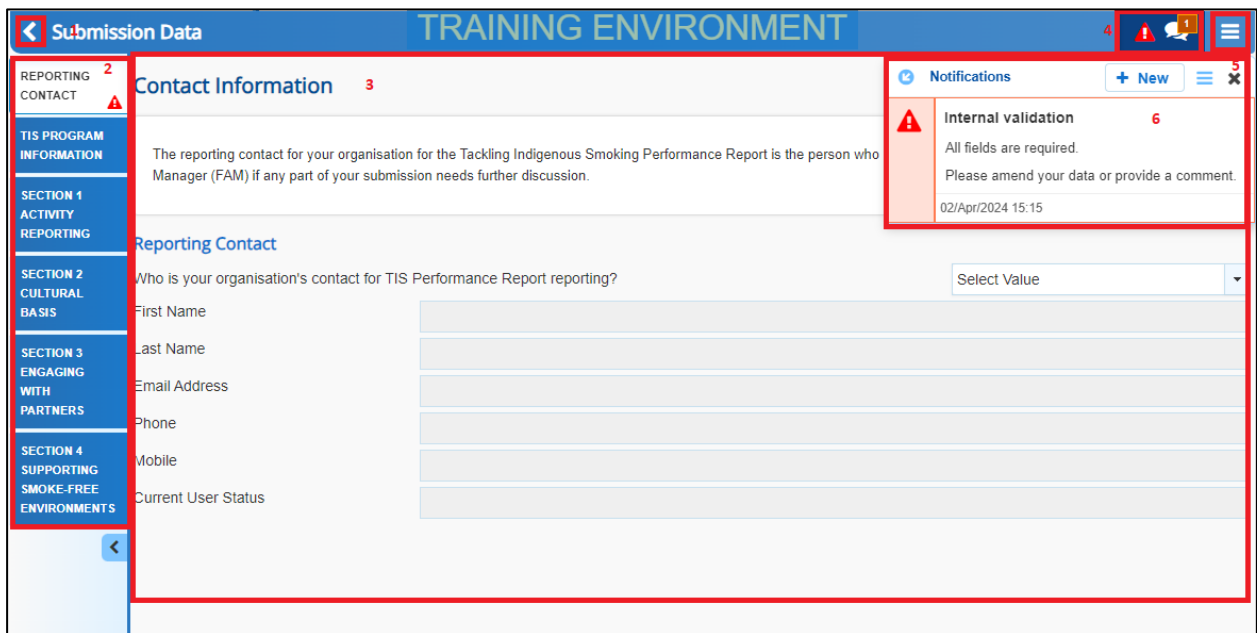
The Tackling Indigenous Smoking (TIS) Performance Report is submitted by health services each January and July through the Data Portal.

The TIS Performance Report form contains the following sections that need to be completed by health services when submitting the form:

- **Reporting Contact** – identifies the person within the service who will be the primary contact for the TIS Performance Report should anyone outside of the service need to contact them about it.
- **TIS Program Information** – contains basic information about the TIS program, including its name, the IREG it covers and when the report was completed.
- **Activity Reporting** – this is the main section of the report, and the health service user will enter information into the following sections for each of the activities within their TIS program:
 - Activity Type
 - Activity Design
 - Partnerships
 - Activity Delivery
 - Monitoring & Evaluation Outcomes
- **Cultural Basis** – covers how many positions within the health service are involved in the delivery of the TIS program
- **Engaging with Partners** – covers how many organisations and individuals have been involved in the delivery of the program, how many partnerships the service has with QUIT support services and how many people the service has directed to QUIT support services.
- **Supporting Smoke-Free Environments** – this section of the form specifies how many organisations, homes, and events the health service has helped become smoke-free.

Introduction to the TIS Performance Report form

There are several different tasks available within the TIS Performance Report form in the Data Portal that can be used to help you submit your information through the Data Portal as quickly and as accurately as possible.

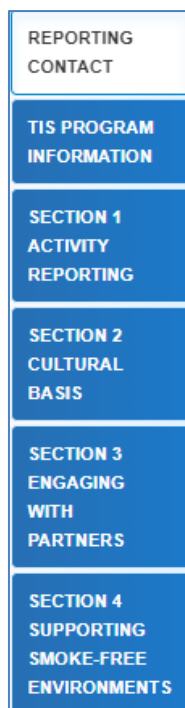


1. Cancel and go back to overview






- Allows you to quickly navigate away from the TIS Performance Report form and back to the Data Portal home screen.

2. The Tabs list

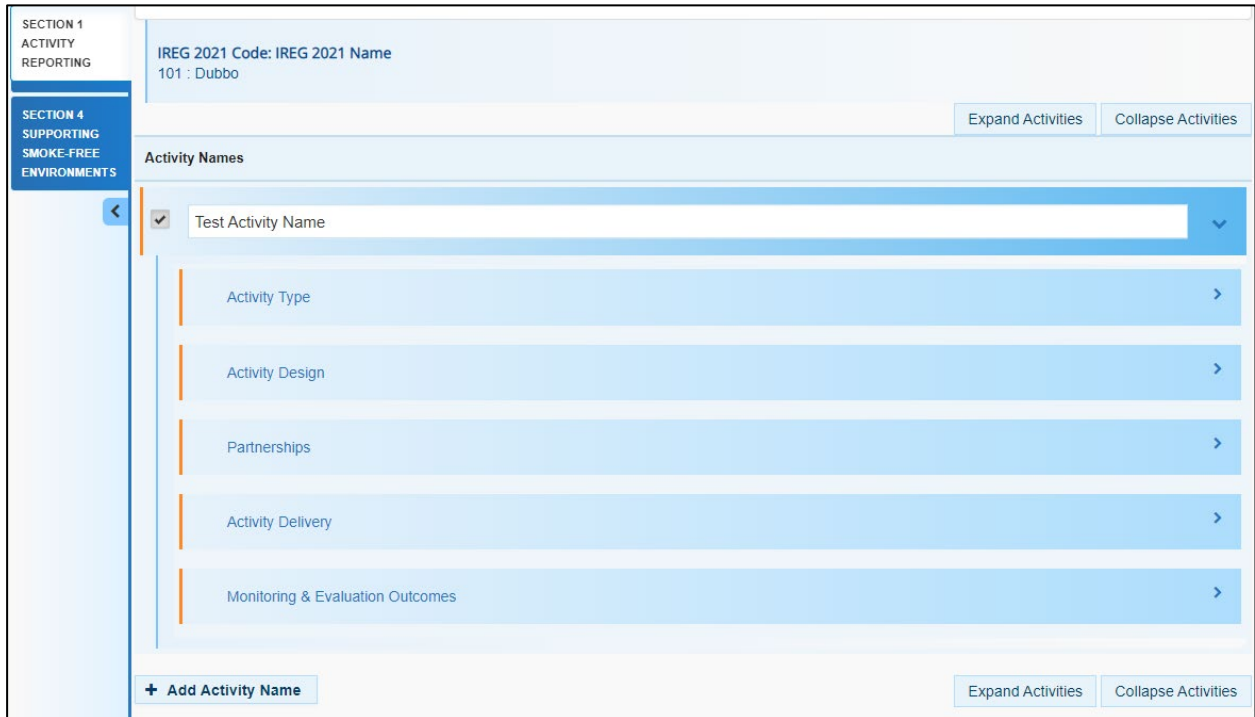


Allows you to move through the different sections of the TIS Performance Report form by selecting the tab/section you wish to view/work on from the left-hand side of the form.

A  will display on any tabs containing data validation flags that need to be addressed due to cells in the section not being completed.

This tab list can be hidden if needed by selecting  at the bottom of the list. It can then be reopened when needed by selecting , now at the top of the form.

3. Main Form Window




This section of the TIS Performance Report form contains the cells for the tab/section that has been selected on the left-hand side of the form. This is where all information is entered in the form.




The main form window for each section of the TIS Performance Report form will contain a help text panel at the top of the section, which will contain information designed to assist the user as they complete the applicable section of the form.

4. Open notifications - Some comments require action buttons



If there are any data validation flags that need to be addressed in a particular section of the TIS Performance Report form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

If there are any user generated comments that have been added to the section by a user or any data validation flags that have been responded to,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

To view a validation flag or user generated comment in the *Notifications Tray*, simply select the applicable button.

5. The Options Menu



The *Options Menu* groups together additional functions that can be completed from within the form. The functions available through the *Options Menu* in the TIS Performance Report form are:

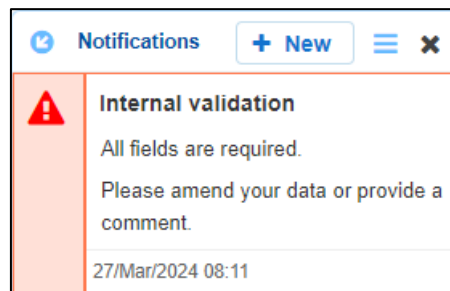
- **Summary View** - Displays all sections of the form in the one view so the whole form can be printed/PDF'ed if needed.
- **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected section of the form. This function would be applicable to sections 2, 3 and 4 of the TIS Performance Report form.

6. The Notifications Tray

All data validation flags and user generated comments in the TIS Performance Report form are displayed in a *Notifications Tray*.

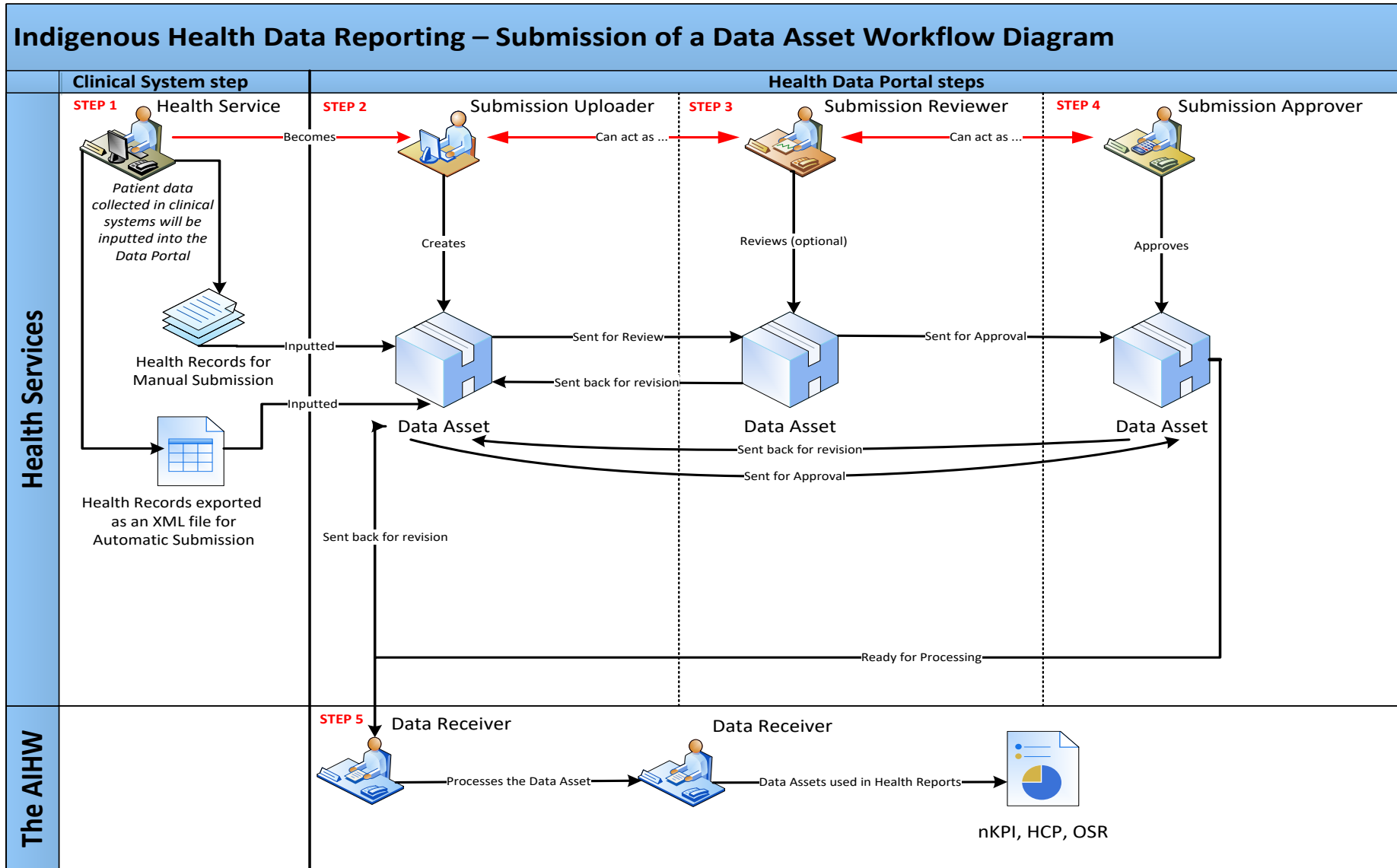


To open the *Notifications Tray* if it doesn't display by default in the form, select either or



- To dock the tray at the bottom of the section or undock it so you can move it around the form, select .
- To add a new user generated comment, select .
- To search for a particular validation flag/user comment, or to show completed comments in the tray, select .
- To close the tray, select .
- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .

The TIS Performance Report Health Data Portal Submission Workflow



Submit your TIS Performance Report

Each January and July, TIS-funded health services will need to submit their TIS Performance Report through the Health Data Portal. The TIS Performance Report reports progress against the health service's TIS Activity Work Plan, which is submitted through the Data Portal each June.



The TIS Performance Report Health Data Portal reporting rounds run from *1 January to 28 February* and *1 July to 31 August* each year.

The following procedure is used to submit your TIS Performance Report through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The TIS PR tile will display in your Reporting Dashboard.

The screenshot shows a 'TRAINING ENVIRONMENT' header. Below it is a consent question: 'Do you agree to share your finalised processed Performance Report data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?' with 'Yes' and 'No' options. The main content area lists three reporting rounds:

- Performance Report | 23 October 2023 Reporting Round**
Due in 41 Days | Not Started | +
- Activity Work Plan | 12 October 2023 Reporting Round**
Due in 10 Days | Not Started | +
- TIS PR | 15 November 2023 Reporting Round**
Due in 41 Days | Not Started | +

2. To commence the submission of your TIS Performance Report, select  to the right of the **TIS PR** reporting round text in the **Reporting Dashboard**.



The submission can also be created by selecting *New > Asset for Submission* on the menu bar.

The TIS Performance Report form will display, broken down by tabs on the left-hand side of the screen, and the *Reporting Contact – Contact Information* section will display by default.


The reporting contact for your organisation is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.




To view help text for the *Reporting Contact – Contact Information* section, select .

- To record your reporting contact, select  and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

- To save the selection, select  **Save** at the bottom of the form.
- To continue completing your TIS Performance Report, select the **TIS Program Information** tab on the left-hand side of the form.

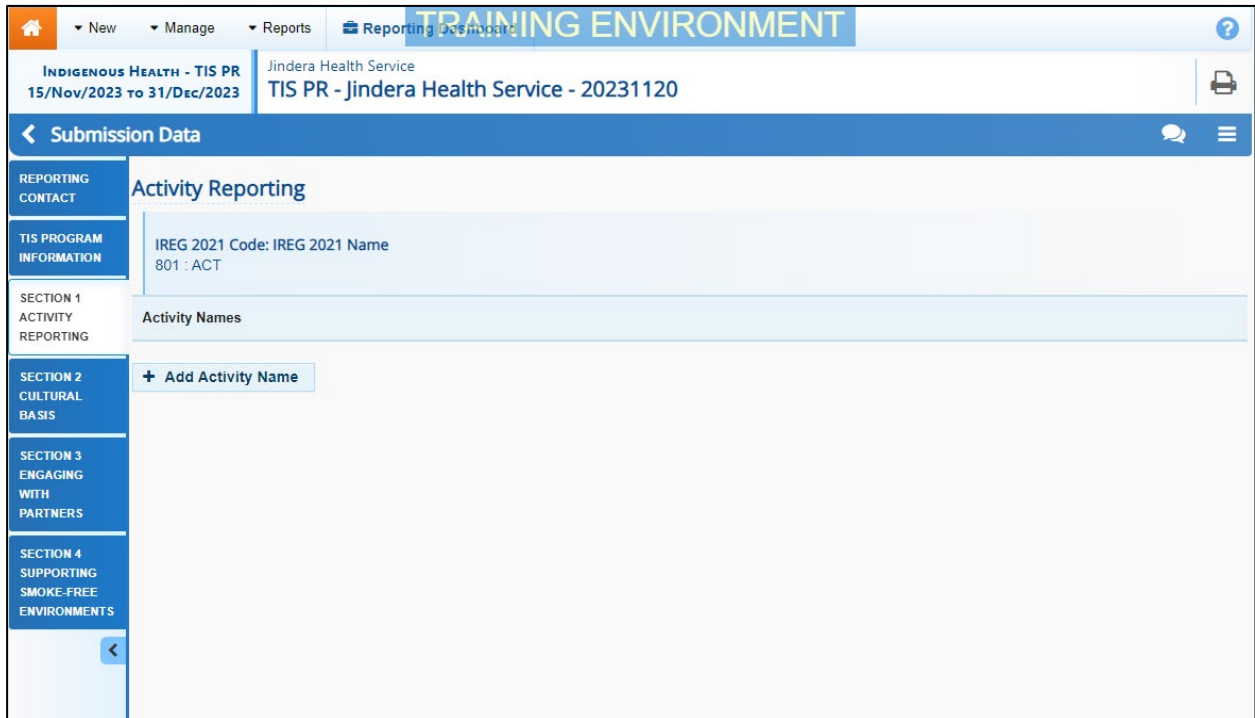
6. Complete/update the cells in the *TIS Program Information* section as described below.

Cell	Description
Name of your TIS program	Enter the name of your TIS program.
IREG 2021 code: IREG 2021 Name (list only one per Performance Report)	Select the down arrow and select the applicable location from the list that displays.  If you know your IREG number, start typing it in and you will be taken to that IREG in the list.
List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG)	List any organisations sub-contracted to work in this IREG.
Date the report was completed	Select the date this TIS Performance Report was completed from the calendar that displays.

7. To save the section, select  at the bottom of the form.

8. To continue, select the **Section 1 Activity Reporting** tab on the left-hand side of the form.

The *Section 1 Activity Reporting* section will display.

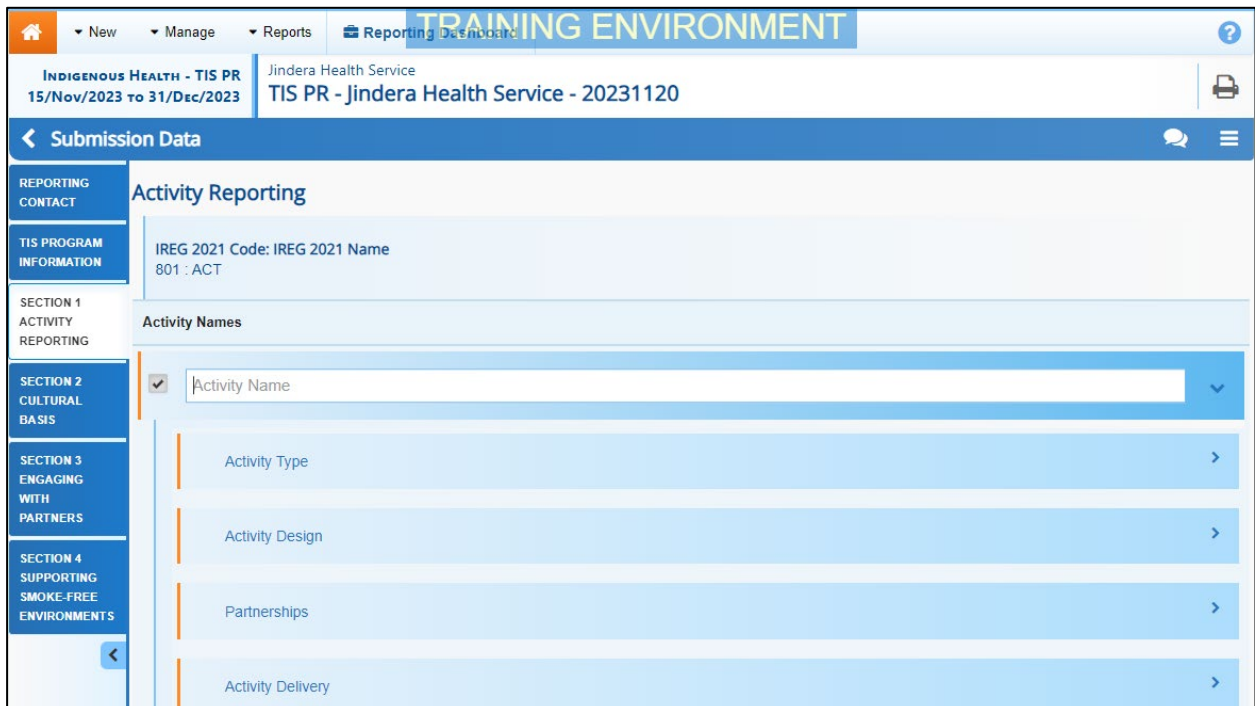


The *Section 1 Activity Reporting* section is used to provide detailed information about each of the activities you have run for your TIS program in this six-month reporting period. For each activity, you will be asked to provide an activity description, information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity.

- To commence completing the section by adding your first activity, select



The *Section 1 Activity Reporting* tab will update to display the *Activity Names* section.



- Enter the name of the first activity in your TIS program in the **Activity Name** cell that displays.



This name should be taken from your TIS Activity Work Plan where you named and described the activity.



11. To continue completing the activity, select the **Activity Type** heading to open the *Activity Type* section.


The section will update to display the *Activity Type* section.

The screenshot shows the 'Activity Type' section of the TIS Performance Report form. On the left is a sidebar with navigation options: 'SECTION 1 ACTIVITY REPORTING', 'PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The main content area is titled 'Activity Type' and contains the following elements:

- A heading: 'Activity Type (Please reflect on the types of activities that were indicated on your AWP, but you may select different activity types here based on what actually happened in this six-month period)'
- A list of activity types (a-j) with checkboxes:
 - a. Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events)
 - b. Traditional media campaign (TV, radio, newspapers, other print media)
 - c. Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.)
 - d. Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.)
 - e. Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures)
 - f. Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.)
 - g. Development and/or distribution of interactive promotional resources/branded collateral (e.g., games)
 - h. Community education (e.g., in schools, at mums and bubs groups etc.)
 - i. Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.)
 - j. Other type of activity
- A question: 'Did this activity incorporate anti-vaping messages?' with radio buttons for 'Yes' and 'No'.
- An 'Aim of activity (please select all that apply)' section.

12. Complete the cells in the **Activity Type** section as described below.

Cell	Description
Activity Type (Please reflect on the types of activities that were indicated on your AWP, but you may select different activity types here based on what actually happened in the six-month period)	Select the applicable check box(es) for each type of activity.  If you select one or more of h, i or j below, another question will display.
Did this activity incorporate anti-vaping messages?	Select either Yes or No .
If Activity Type is h, i or j, was quit support information distributed or displayed to community members at this event?	This question will display if one or more of the check boxes related to options h, i or j were selected above. Select either Yes or No
Aim of activity (please select all that apply)	Select the check box(es) for the applicable aim(s) the activity has.  As you select the check boxes for the applicable activities, the <i>Expected Outcomes</i> and <i>Observed Outcomes</i> buttons will display. If you select these buttons, they will take you to the area of the form that addresses the outcomes of the selected aim.
Who was the intended target audience of this activity? (please select all that apply)(Please reflect on the intended target audiences that were indicated on your AWP,	Select the applicable check box(es) that describes the target audience for the activity.

Cell	Description
but you may select different target audiences here based on what actually happened in this six-month period)	
What was your call to action for this activity? (This is the action you want community members to do after they see your message)	Enter the detail of your call to action. This is the action you want community remembers to complete.
Activity Start Date	Select the activity start date from the calendar that displays.
Activity Finish Date	Select the activity finish date from the calendar that displays.  If the activity doesn't have a known finish, select the Unknown check box.
How many times was the activity run between the start and finish dates? (Please select one option)	Select the option that corresponds to the number of times the activity was run.
Activity details (please provide a short description of this activity (up to 100 words) as provided on your AWP).	Enter a description of the activity, as provided on your AWP.

13. To continue completing the activity, close the **Activity Type** section by selecting the heading.

The *Activity Design* section will now display, ready to be completed.

Activity Design
▼

Was any type of input from the local community used in the development of this activity?

Yes No

To what extent was this activity developed or modified by Aboriginal and Torres Strait Islander TIS team staff? (please select one option)

Aboriginal and Torres Strait Islander staff led the development or modification of this activity.

Aboriginal and Torres Strait Islander staff provided direct input, but did not lead the development or modification of this activity.

Aboriginal and Torres Strait Islander staff were not involved in the development or modification of this activity.

Did this activity use local Aboriginal or Torres Strait Islander ideas, concepts, protocols, and/or language(s)?

Yes No

Section Top Activity Top Expand Activities Collapse Activities

14. Complete the cells in the **Activity Design** section as described below.

Cell	Description
Was any type of input from the local community used in the development of this activity?	Select either Yes or No .
What type of input from the local community was used in the development of this activity? (please select all that apply)	Will display if Yes was selected above. Select the check box(es) that corresponds to the type of input the local community provided.
To what extent was this activity developed or modified by Aboriginal and Torres Strait Islander TIS team staff? (please select one option)	Select the applicable option.
Did this activity use local Aboriginal or Torres Strait Islander ideas, concepts, protocols, and/or language(s)?	Select either Yes or No .

15. To continue completing the activity, close the **Activity Design** section by selecting the heading.

The *Partnerships* section will now display, ready to be completed.

Partnerships
▼

Did your TIS Team work with non-TIS funded organisations, non-TIS funded services within your organisation, non-TIS funded services within sub-contracted partner organisations or non-TIS funded community members to deliver this activity?

Yes No

Section Top
Activity Top
Expand Activities
Collapse Activities

16. Answer **Yes** or **No** to the question that displays here.

17. If you answered **Yes**, you now need to select the check box(es) for each of the organisations or community members you worked with in the delivery of the activity.

18. To continue completing the activity, close the **Partnerships** section by selecting the heading.

The *Activity Delivery* section will now display, ready to be completed.

Activity Delivery
▼

Coverage: Please list the Local Government Areas (LGAs) within your IREG that were reached by this activity. (please refer to TISIRC TIS map: <https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/>)

Coverage: Please list the Local Government Areas (LGAs) within your IREG that were reached by this activity. (please refer to TISIRC TIS map: <https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/>)

15000 characters remaining.

Coverage: Please list the names of the communities within your IREG that were reached by this activity

Coverage: Please list the names of the communities within your IREG that were reached by this activity

19. Complete the cells in the **Activity Delivery** section as described below.

Cell	Description
Coverage: Please list the Local Government Areas (LGAs) within your IREG that were reached by this activity (please refer to TISIRC TIS map)	List the LGAs within your IREG that were reached by this activity.
Coverage: Please list the names of the communities within your IREG that were reached by this activity	List the names of the communities within your IREG that were reached by this activity.
Exposure: How many people were exposed to this activity (attended the event, received the social media post, could have seen the TV commercial, could have seen the bus wrap, etc)?	Enter the correct number in each of the check boxes.
Engagement: How many people engaged with this activity (interacted with the TIS team at the event, liked the social media post, reacted to the TV commercial, reacted to or recalled the bus wrap, etc)?	Enter the correct number in each of the check boxes.
Was the activity delivered as intended?	Select either Yes or No .
What worked well when delivering this activity? Please describe your activity successes linked to	Displays if Yes was selected above. Detail your activity successes linked to coverage, frequency, exposure and/or engagement of community.

Cell	Description
coverage, frequency, exposure and/or engagement of community	
Please describe the challenges you faced in terms of coverage, frequency, exposure and/or engagement of community	Displays if No was selected above. Detail the challenges you faced in terms of coverage, frequency, exposure and/or engagement of community.
What changes could be made by your team or by other stakeholders in the TIS program to improve this activity (think about coverage, frequency, exposure and/or engagement of community)?	Detail what changes could be made in the TIS Program to improve the activity.

20. To continue completing the activity, close the **Activity Delivery** section by selecting the heading.

The *Monitoring & Evaluation Outcomes* section will now display, ready to be completed.

Monitoring & Evaluation Outcomes
▼

What outcomes did you expect to achieve as a result of this activity? (please copy from your AWP). The outcomes below are based on the aims you selected previously. If an aim has not been selected, it will not be shown.

As you indicated earlier that this activity is linked to Aim 1: Reduce uptake of smoking or recreational use of vapes, please fill in the following results (enter '0' if your team did not expect a particular result to occur, or leave it blank if you are not sure if your team expected a particular result to occur)

<input style="width: 40px;" type="text" value="0"/>	% of activity participants would increase their knowledge about harms of tobacco and vape use	Aims
<input style="width: 40px;" type="text" value="0"/>	% of activity participants would increase their knowledge of the benefits of not using tobacco or vapes	
<input style="width: 40px;" type="text" value="0"/>	% of activity participants would decrease their intention to use tobacco or vapes	
<input style="width: 40px;" type="text" value="0"/>	% of activity participants would achieve other usage outcomes	


Which methods did you use to measure all outcomes from this activity, in this 6-month period (please select all that apply)

- Online or in-person survey
- Informal chats with some activity participants/attendees
- Interviews
- Focus Groups

This is where information related to the aims you selected earlier in the section displays and needs to be addressed.

21. Complete the cells in the **Monitoring & Evaluation Outcomes** section as described below.

Cell	Description
What outcomes did you expect to achieve as a result of this activity? (please copy from your AWP). The outcomes below are based on the aims you selected previously. If the aim has not been selected, it will not be shown	
As you indicated earlier that this activity is linked to....	Enter the applicable percentage value in the check box(es) as required.
Which methods did you use to measure all outcomes....	Select the applicable check boxes for the different methods used.
What outcome have you observed as a result of this activity, in this 6-month period? (please select all that apply). The outcomes below are based on the aims you selected previously. If an aim has not been selected, it will not be shown.	
As you indicated earlier that this activity is linked to....	Enter the applicable percentage value in the check box(es) as required.
What feedback did participants provide on this activity?	Detail the feedback provided on the activity.
Comparing the intended outcomes listed on your AWP to the actual activity outcomes listed here, did this activity achieve, miss, or exceed its expected outcomes?	Select Exceed , Achieve or Miss to indicate whether or not the activity achieved, missed, or exceeded its expected outcomes.
What were the main reasons the expected outcomes were achieved, missed, or exceeded? Think about it 1) If missed, what barriers prevented your TIS team from achieving its goals 2) If achieved or exceeded, what enabled your TIS team to do so?	Enter detail around the reasons the outcomes were exceeded, achieved, or missed.
Have your TIS team learned anything else from monitoring and evaluating this activity	Detail anything else the TIS team has learnt during the activity.
Describe any changes your TIS team has made/will make to this activity in response to what was learned from monitoring and evaluating this activity	Detail any changes that will be made to the team as a result of the activity.

22. To save the **Section 1 – Activity Reporting** section, select  Save at the bottom of the form.
23. To continue, select the **Section 2 Cultural Basis** tab on the left-hand side of the form.


The *Section 2 Cultural Basis* section will display.

This section contains a series of questions that relate to cultural aspects of the TIS program.

24. Complete the cells in the section as described below.

Cell	Description
How many TIS funded positions (filled or currently vacant) does the TIS grant for this IREG cover, expressed in Full Time Equivalency terms (FTE)?	Enter a number between 1 and 99 .
How many TIS funded positions across your IREG are currently filled, expressed in Full-Time Equivalency terms (FTE)?	Enter a number between 1 and 99 .
How many of the TIS funded staff positions are currently filled by Aboriginal and/or Torres Strait Islander people, expressed in Full-Time Equivalency terms (FTE)?	Enter a number between 1 and 99 .
How many of the TIS funded staff positions are leadership or management roles (e.g., TIS Coordinator, TIS Manager), expressed in Full-Time Equivalency terms (FTE)?	Enter a number between 1 and 99 .
How many of those TIS funded leadership or management staff positions are currently filled by Aboriginal and/or Torres Strait	Enter a number between 1 and 99 .

Cell	Description
Islander people expressed in Full-Time Equivalency terms (FTE)?	

25. To save this information, select  Save at the bottom of the form.
26. To continue, select the **Section 3 Engaging with Partners** tab on the left-hand side of the form.

The *Section 3 Engaging with Partners* section will display.

In this section, you are asked to provide information about your engagement with community organisations and individuals from within the community.

27. Complete the cells in the section as described below.

Cell	Description
Partnerships, Leadership & Advocacy section:	
Since 1 July 2023 , how many organisations outside of your TIS-funded organisation or consortium....	Enter a number between 1 and 999 .
Since 1 July 2023 , how many people (as individuals, not representing an organisation) have provided or shared their time, materials, space or access to their networks for your TIS Teams' activities?	Enter a number between 1 and 999 .

Cell	Description
Since 1 July 2023 , how many organisations outside of your RTCG-funded organisation or consortium, have led or advocated for tobacco or e-cigarette control activities on behalf of your TIS Team?	Enter a number between 1 and 999 .
Since 1 July 2023 , how many people have led or advocated for community-wide tobacco or vape control activities on behalf of your TIS Team?	Enter a number between 1 and 999 .
QUIT Support Partnerships section:	
How many partnerships does your TIS Team have with quit support services?	Enter a number between 1 and 999 .
How many partnerships does your TIS team have with services that refer to quit supports?	Enter a number between 1 and 999 .
How many people has your TIS Team directed to Quitline (either via direct referral or by providing information) in the past 6 months?	Enter a number between 1 and 999 .
How many people has your TIS Team directed to other services for quit support (either via direct referral or by providing information) in the past 6 months?	Enter a number between 1 and 999 .

28. To save this information, select  at the bottom of the form.

29. To continue, select the **Section 4 Supporting Smoke-Free Environments** tab on the left-hand side of the form.

The **Section 4 Supporting Smoke-Free Environments** section will display.

This section asks for information about the number of environments you’ve helped make smoke-free.

30. Complete the cells in the section as described below.

Cell	Description
Smoke-Free Organisations section:	
In the past 6 months, how many organisations in the IREG have you assisted to establish a smoke-free or vape-free policy?	Enter a number between 1 and 999 .
In the past 6 months, how many organisations in the IREG have you assisted to review an existing smoke-free or vape-free policy?	Enter a number between 1 and 999 .
In the past 6 months, how many organisations in the IREG have you helped implement an existing smoke-free or vape-free policy...?	Enter a number between 1 and 999 .
Smoke-Free Public Spaces and Homes	
In the past 6 months, how many events in this IREG have you assisted to be smoke-free or vape-free?	Enter a number between 1 and 999 .
In the past 6 months, how many homes in the IREG have you	Enter a number between 1 and 999 .


Cell	Description
supported to become smoke-free or vape-free?	
In the past 6 months, how many pledges to keep homes smoke-free and vape-free have you supported?	Enter a number between 1 and 999 .


31. To save this information, select  at the bottom of the form.


32. To close out of the TIS Performance Report form, select  at the bottom of the form.

The Data Portal home screen will display with the *Reporting Dashboard* open, and you can now attach any required supporting documents to your TIS Performance Report.

To attach additional documentation to your TIS Performance Report:

i. Hover your mouse pointer to the right of the TIS PR text, select  and select **Open Data Asset**.

ii. In the Data Asset Details screen, select  and then select  at the bottom of the screen.


iii. In the Select Files window that displays, select .


iv. Navigate to the document you wish to upload and double-click on it.

The selected document has now been uploaded to the report and will be sent as part of the report when you submit it.


v. If needed, you can enter information into the **Description** field detailing the section(s) of your TIS Performance Report the attached document refers to.

vi. To continue, select  at the bottom of the screen.

vii. To return to the home screen and your **Reporting Dashboard**, select .

33. To progress the TIS Performance Report to the next stage of the submission workflow, select  **Draft Submission** in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

34. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send the TIS PR to someone within your health service/NBPU for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the TIS PR to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the TIS PR to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.






If you have the access to approve the TIS PR, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the TIS Performance Report and submit it directly to your DSS FAM for processing.

35. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report, if needed.




Any user with access to view the TIS Performance Report will be able to view any comments entered here.

36. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:

- To submit the TIS Performance Report for internal review, select . For the next step in the process, see [Review a TIS Performance Report](#).
- To submit the TIS Performance Report to your CEO or their representative for approval, select . For the next step in the process, see [Approve a TIS Performance Report](#).
- To send the TIS Performance Report to DSS for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of a TIS Performance Report](#).



To save the TIS Performance Report as a draft without sending it on to the next stage of the submission process, select  at the bottom of the screen.

The TIS Performance Report has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the TIS Performance Report has been submitted to them for action. One of the *Submission Reviewers (including NBPU)* or *Submission Approvers* within the health service can now action the TIS Performance Report as required.

Retrieve your TIS Performance Report

If a health service *Submission Uploader* has submitted a TIS Performance Report for review or approval in error, they can recall it so the required amendments can be made before resubmitting it for review.

The following procedure is used to retrieve a TIS Performance Report sent in error through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the Reporting Dashboard interface. At the top, there's a navigation bar with 'New', 'Reporting Dashboard', and 'TRAINING ENVIRONMENT'. The main content area is titled 'Reporting Dashboard' and lists several reporting categories: OSR, nKPI, HCP, Performance Report, and Activity Work Plan, each with a status of 'No Upcoming Reporting Round'. The TIS PR section is highlighted, showing '1 April 2024 Reporting Round' with a 'Due in 89 Days' indicator and a 'Submission Ready For Review' status. A sidebar on the right displays 'TIS PR Reporting Round' details: Status: Open, Start Date: 02/Apr/2024, End Date: 30/Jun/2024.

2. In the **Reporting Dashboard**, to retrieve your TIS Performance Report, select the TIS PR status link (**Submission Ready For Review** or **Submission Ready For Approval**).
3. In the Change Data Asset Status dialog box, in the **Action** field, select and select **Revision Required**.
4. To continue, select .

Your TIS Performance Report has now been retrieved from the next step of the submission workflow process and can be amended as required prior to being resubmitted for review or approval.

If you use this function, you may need to contact your *Submission Reviewers* to let them know you have taken the report back to make some amendments.

Review your TIS Performance Report

When a TIS Performance Report has been submitted for review by the health service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role. For the TIS Performance Report, this could be the health service's internal reviewer or the NBPU representative that has been set up as a *Submission Reviewer* in the health service.

If your health service has an internal reviewer who needs to review the TIS Performance Report before the NBPU representative, then they should do this before then asking the NBPU reviewer to conduct their review of the report. If not, you can ask the NBPU reviewer for your health service to review the report as soon as it is set to *Submission Ready for Review*.



Even though any user in the health service with the *Submission Reviewer* role can review the TIS Performance Report, only one user can make changes at a time.

The following procedure is used to review a TIS Performance Report in the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows a web interface titled 'TRAINING ENVIRONMENT' with a 'Reporting Dashboard' tab. The dashboard lists several reporting categories: OSR, nKPI, HCP, Performance Report, Activity Work Plan, and TIS PR. The TIS PR category is expanded to show '1 April 2024 Reporting Round'. Below this, there are two status indicators: 'Due in 89 Days' and 'Submission Ready For Review'. On the right side, a sidebar provides details for the 'TIS PR Reporting Round', including its status ('Open'), start date ('02/Apr/2024'), and end date ('30/Jun/2024').





To be eligible for review, the TIS Performance Report's status will need to be *Submission Ready for Review*.


2. To review the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .


The TIS Performance Report form will display.


The screenshot shows the 'TRAINING ENVIRONMENT' reporting dashboard for 'INDIGENOUS HEALTH - TIS PR' (02/APR/2024 to 30/JUN/2024) for 'Garl Garl Walbu Aboriginal Corporation' (TIS PR - 20240402). The 'Submission Data' section is active, displaying 'Contact Information' and 'Reporting Contact' details. The reporting contact is identified as Stuart Dunn, with an email address of Stuart.Dunn@health.gov.au and a current user status of 'Active'. The form includes a left-hand navigation menu with sections for Reporting Information, Activity Reporting, Cultural Basis, Engaging with Partners, and Supporting Smoke-free Environments.

Any sections of the form that still have cells to be completed will contain a  on the applicable tab on the left-hand side for easy identification. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader*, will contain a  and will just need to be checked.

3. Review the information in each section and make any changes as needed.
4. If there are any cells that still need to be completed and you have the information needed, complete the cell as required.


 If you are an NBPU reviewer, you shouldn't add or change any information in the cells in the form. Instead, you should add a comment for the *Submission Uploader*, asking them to make any required amendments, as detailed below.


The data validation flag  that displays on the tab for the section you are working in will disappear once you save your changes.




5. If you are an NBPU reviewer and wish to add a comment to a particular section of the form for the *Submission Uploader* to address, select  in the **Notifications Tray**.




The Add Comment dialog box will display.


The 'Add Comment' dialog box features a title bar with a speech bubble icon and the text 'Add Comment'. Below the title bar is an information icon and a message: 'Click on cells in the form to link them to the comment. Click the cell again to un-link it'. The form includes a 'Reason: *' dropdown menu currently set to '-- Please Select a Reason --', an 'Additional Information:' text area, and a character count of '4000 characters remaining'. At the bottom, there are 'Cancel', 'Private Conversation' (checkbox), and 'Save' buttons.

6. Select  in the **Reason** field that displays and select **Other (specify)**.



7. Select the cell or cells your comment relates to. This provides additional context for your colleagues reading your comment.
8. Enter your comment or question for the *Submission Uploader* regarding the information they have entered in the form in the **Additional Information** field.
9. To save the comment, select .

 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the form to display it.

 To add a new internal comment for the *Submission Uploader* or *Approver*, select  in the *Notifications Tray*, add your comment, select the *Private Conversation* check box so your DSS FAM can't see the comment and then select .

10. To exit the TIS Performance Report form, scroll to the bottom of the form and select .

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

11. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

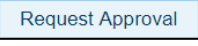
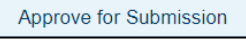
The available actions are:

- **Request Approval** – Select this action to send the TIS Performance Report to your CEO or their representative for approval.
- **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving the TIS Performance Report as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the TIS Performance Report to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return the TIS Performance Report to the *Submission Uploader(s)* within your health service for amendment. NBPU reviewers should always select this option to send the TIS Performance Report back to the service's *Submission Uploader* so they can address the comments the NBPU reviewer has added to the form.

12. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.

 Any user with access to view the TIS Performance Report will be able to view any comments entered here.

13. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:

- i. To send the TIS Performance Report to your CEO or their representative for approval, select . For the next step in the process, see [Approve a TIS Performance Report](#).
- ii. To approve the TIS Performance Report and send it directly to your DSS FAM for processing, select . For the next step in the process, see [Process a TIS Performance Report](#).
- iii. To send the TIS Performance Report to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select

[Request Interim Processing](#)

. For the next step in the process, see [Interim Processing of a TIS Performance Report](#).

- iv. To send the TIS Performance Report back to your *Submission Uploader* for amendment, select [Revision Required](#). For the next step in the process, see [Amend a TIS Performance Report](#).

The TIS Performance Report has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

Amend your TIS Performance Report

There may be times when your *TIS Performance Report* is returned to the *Submission Uploader* for amendment by the representative in your health service the TIS Performance Report has been sent to for review or approval in the Data Portal, including the NBPU reviewer.


When it is returned for amendment, the TIS Performance Report will have a status of *Submission Revision Required*.

The following procedure is used to amend a TIS Performance Report in the Data Portal.




1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.





The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The dashboard lists several reporting rounds: OSR, nKPI, HCP, Performance Report, Activity Work Plan, and TIS PR. The TIS PR round is highlighted with a blue bar and a 'Submission Revision Required' status. A sidebar on the right shows details for the TIS PR Reporting Round, including its status (Open), start date (02/Apr/2024), and end date (30/Jun/2024).



2. To amend the TIS Performance Report that has been returned by the *Submission Reviewer (including NBPU) or Submission Approver*, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .

The TIS Performance Report form will display.

Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Reviewer or Approver*, will contain a . A  will also display for any sections that the NBPU reviewer has added comments to.

3. Review the data in each section as required, focussing on any comments made by the *Submission Reviewer (including NBPU) or Submission Approver* asking you to amend some of your information.
4. If required, update the information in the required cell(s) based on the *Submission Reviewer/Submission Approver's* comments.
5. To save your changes, select .
6. If needed, you can also respond to the comments left by NBPU by selecting , entering your response and selecting .
7. To exit the TIS Performance Report form, scroll to the bottom of the form and select .

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

8. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Revision Required** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Review** – Select this action to send the TIS Performance Report back to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the TIS Performance Report directly to your CEO or their representative for approval.



If you have access to approve the TIS Performance Report, you will also see the *Approve for Submission* option in the action list. This allows you to approve the TIS Performance Report and submit it directly to your DSS FAM for processing.

9. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report, if needed.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

10. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:

- i. To send the TIS Performance Report to your *Submission Reviewer* for review again, select Request Review. For the next step in the process, see [Review a TIS Performance Report](#).
- ii. To send the TIS Performance Report to your CEO or their representative for approval, select Request Approval. For the next step in the process, see [Approve a TIS Performance Report Submission](#).

The TIS Performance Report has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the TIS Performance Report has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can now action the TIS Performance Report again as required.

Approve your TIS Performance Report


Your TIS Performance Report can be approved by anyone within your health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for your CEO or their representative. In smaller health services, the person approving the TIS Performance Report may also be the person who has reviewed and/or submitted the TIS Performance Report.

The following procedure is used to approve a TIS Performance Report in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.



The Reporting Dashboard will display details for your TIS Performance Report.




2. To approve the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select  .


The TIS Performance Report form will display, with each section on the form being displayed as a separate tab on the left-hand side of the form.

The screenshot shows a web interface for a TIS Performance Report. At the top, there's a navigation bar with a home icon, a 'New' dropdown, and a 'Reporting Dashboard' button. The main header area includes 'INDIGENOUS HEALTH - TIS PR 02/APR/2024 TO 30/JUN/2024' and 'Garl Garl Walbu Aboriginal Corporation TIS PR - Garl Garl Walbu Aboriginal Corporation - 20240402'. Below this is a 'Submission Data' section with a left-hand navigation menu. The menu items are: REPORTING CONTACT (selected), TIS PROGRAM INFORMATION, SECTION 1 ACTIVITY REPORTING, SECTION 2 CULTURAL BASIS, SECTION 3 ENGAGING WITH PARTNERS, and SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS. The main content area is titled 'Contact Information' and contains a text box explaining the reporting contact role. Below that is a 'Reporting Contact' section with a dropdown menu set to 'Stuart Dunn'. The form fields are: First Name (Stuart), Last Name (Dunn), Email Address (Stuart.Dunn@health.gov.au), Phone (empty), Mobile (empty), and Current User Status (Active).

Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Uploader* or *Reviewer* (including *NBPU*) will display a .

3. Review the information in the form as required and make any changes if needed, saving as you go.
4. To exit the TIS Performance Report form, scroll to the bottom of the form and select .

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

5. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the TIS Performance Report submission for processing by your DSS FAM.
 - **Revision Required** – Select this action if the TIS Performance Report needs to be returned to your *Submission Uploader* for amendment.
6. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

7. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:

- i. To approve the TIS Performance Report and send it to your DSS FAM for processing, select . For the next step in the process, see [Process a TIS Performance Report](#).
- ii. To send the TIS Performance Report back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend a TIS Performance Report](#).

The TIS Performance Report has now been approved and sent to your DSS FAM for processing in the Data Portal.

Process the TIS Performance Report (DSS FAM)

Once your TIS Performance Report has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the TIS Performance Report in the Data Portal is for your DSS FAM to review the TIS Performance Report form to ensure the information contained within is complete and correct.

Once your DSS FAM has reviewed the TIS Performance Report form and is comfortable with the content, it can be processed as complete in the Data Portal ready to be used in any reports and publications produced by DSS and Health and Aged Care as required.

Step 1 – Review the TIS Performance Report Form

Once your DSS FAM has received your approved TIS Performance Report, they will need to review it to ensure it is ready to go to the next stage of the process. For the TIS Performance Report to be processed by DSS, it will need to have the status of *Submission Approved*.

Once DSS has reviewed the TIS Performance Report in the Data Portal and actioned it as ready to be processed, the TIS Performance Report's status will change to *Ready for Processing*.

All *Submission Uploaders* from your health service will then receive an email informing them the status of the TIS Performance Report has been changed to *Ready for Processing*. This tells you your DSS FAM has taken the TIS Performance Report from their backlog and is now working on it.

Step 2 – Process the TIS Performance Report

Once your TIS Performance Report has the status of *Ready for Processing* in the Data Portal, your DSS FAM will process it. Once DSS has processed your TIS Performance Report in the Data Portal, its status will change to *Processed* and the processing of the TIS Performance Report is now complete.

The information within the TIS Performance Report form can now be used by DSS and Health and Aged Care in any reports and publications that need to be produced.

Exception Reporting

Once your *TIS Performance Report* has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing. To action the TIS Performance Report in the Data Portal, your DSS FAM needs to have the *Data Receiver* role.

If, upon review of the TIS Performance Report, your DSS FAM feels amendments are needed to the information in your TIS Performance Report, they will initiate the exception reporting process to add comments to your TIS Performance Report describing what amendments are required and will send the TIS Performance Report back to you for amendment.



If the information in the TIS Performance Report is correct and no changes are needed, your DSS FAM can process the TIS Performance Report as complete to finish the submission process. For more information, see [Process a TIS Performance Report \(DSS\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for your FAM to update the status of the TIS Performance Report to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant sections of the TIS Performance Report form to assist you when you amend the form.

The *second* step of the process is for the FAM to go into the TIS Performance Report form and add the required comments to the applicable sections, so your *Submission Uploader(s)* can easily see the changes they need to make in the form before the TIS Performance Report can be processed as complete by the FAM.

Once your FAM has reviewed the form and made any comments against the applicable sections, they will send it back to your health service. One of the *Submission Uploaders* in your health service should then amend the TIS Performance Report as needed and send it back through the Data Portal submission workflow process as required.

Step 1 – Set the TIS Performance Report’s status to *Ready for Processing* (DSS FAM)

Once it has been confirmed by your DSS FAM that there is information in the TIS Performance Report that will need to be amended by the health service, your DSS FAM will need to change the status of the TIS Performance Report to *Ready for Processing* so they can add explanatory comments for the health service to the relevant sections of the form.

Step 2 – Add Comments to the form and return it to the Health Service for Amendment (DSS FAM)

Once a TIS Performance Report has the status of *Ready for Processing*, your DSS FAM can add comments to any information they feel needs to be amended and can then return it to your health service’s *Submission Uploaders* for amendment.

Once this is done, the TIS Performance Report’s status will change to *Submission Returned to Uploader* and one of your health service’s *Submission Uploaders* now need to address the comments your DSS FAM has made in the form before sending the TIS Performance Report back through the submission approval process.



Even though your DSS FAM has sent the TIS Performance Report back to you, they will still be able to access the Performance Report in “read only” mode so they can provide you with support in amending any information within the TIS Performance Report as required.

Step 3 – Amend the TIS Performance Report as part of the Exception Reporting Process

There may be times when an approved TIS Performance Report is returned to you for amendment by your DSS FAM due to issues they have identified with elements of the information in the form.

When your TIS Performance Report is returned, all *Submission Uploaders* in your health service will receive an email detailing the comments your DSS FAM has made regarding the information in your TIS Performance Report form that needs to be amended.

A *Submission Uploader* within your health service will then need to amend the information in the form, directly addressing the comments made by your DSS FAM.



When your TIS Performance Report is returned to you by your DSS FAM, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend a TIS Performance Report as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot displays the Reporting Dashboard interface. At the top, there is a navigation bar with a home icon, a 'New' dropdown, and a 'Reporting Dashboard' button. The main header area is labeled 'TRAINING ENVIRONMENT'. The dashboard content is organized into several sections:




- OSR** | No Upcoming Reporting Round
- nKPI** | No Upcoming Reporting Round
- HCP** | No Upcoming Reporting Round
- Performance Report** | No Upcoming Reporting Round
- Activity Work Plan** | No Upcoming Reporting Round
- TIS PR** | 1 April 2024 Reporting Round



At the bottom of the dashboard, a status bar indicates: **Due in 14 Days**, **Submission Returned to Uploader**, and **Unresolved Comments Exist**. On the right side, a sidebar provides details for the selected TIS PR Reporting Round: **TIS PR Reporting Round**, Status: Open, Start Date: 02/Apr/2024, and End Date: 16/Apr/2024.

2. To amend the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .

The TIS Performance Report form will display and the *Notifications Tray* for each tab will display any comments your DSS FAM has made about the information entered into the form.

The screenshot shows the 'TRAINING ENVIRONMENT' form for 'Garl Garl Walbu Aboriginal Corporation'. The 'Submission Data' tab is active, and a 'Notifications Tray' is open on the right. The tray contains a notification from Stuart Dunn, Departmental Internal Staff, dated 02/Apr/2024 16:42, with the subject 'Other' and the message 'Please enter some more detail regarding the call to action for this activity.' The form sections are: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING' (with a warning icon), 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The 'Activity Names' section shows a list with 'Garl Garl Smoke Free Pledge Event' selected. There are 'Expand Activities' and 'Collapse Activities' buttons for both sections.



 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the screen.



3. Navigate to the first section of the form with a  displaying and review the first comment that has been made by your DSS FAM regarding your TIS Performance Report information.
4. If you are unsure which cell in the section the comment refers to, select  and the cell will be highlighted.
5. If it is clear to you what amendment your FAM needs you to make, update the information in the applicable cell(s) as needed, ensuring the updates are addressing your DSS FAM's comment.



Once you have made the required amendments, you will also need to respond to your DSS FAM's comment in the *Notifications Tray*.



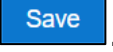
6. To do this, select  next to the applicable comment in the *Notifications Tray*.

The Notifications window will display.



7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your DSS FAM to find.
9. To save your response, select .
10. Repeat steps 3 to 9 for any other changes that need to be made to the information in this section of the form in response to the comments made by your DSS FAM.

Your responses have now been added to your DSS FAM's comments and the  for the section should now have been replaced by .

11. To save the text changes you have made to the section, select  at the bottom of the form.
12. Repeat this process for all sections of the form displaying a  on the corresponding tab on the left-hand side of the form.

 If you have made the required amendments to your information and would like to add an explanatory comment for your DSS FAM, select  at the top of the *Notifications Tray*, select a *Reason*, add your comment in the *Additional Information* field and select . The comments have now been added and can be viewed by anyone accessing the TIS Performance Report in the future.

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

13. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Returned to Uploader** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Review** – Select this action to send the TIS Performance Report to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the TIS Performance Report back to your CEO or their representative for approval.



If you can approve the TIS Performance Report, you will see the *Approve for Submission* option in the action list. This allows them to approve the TIS Performance Report and submit it directly to DSS for processing again.

14. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report, if needed.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

15. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that was selected in the **Action** field:
 - i. To send the TIS Performance Report to your *Submission Reviewer* for review again, select . For the next step in the process, see [Step 4 - Review a TIS Performance Report as Part of Exception Reporting](#).
 - ii. To send the TIS Performance Report back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve a TIS Performance Report as Part of Exception Reporting](#).

The TIS Performance Report has now been amended and either sent on to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval again.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the TIS Performance Report has been submitted to them for action.

Step 4 – Review the TIS Performance Report as part of the Exception Reporting process (Health Service)

If your DSS FAM has identified issues with any of the information you have entered into the TIS Performance Report form, they will add comments to the form and send it back to your health service for amendment. Once the *Submission Uploader* in your health service has addressed the comments made, they will send the amended TIS Performance Report on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review a TIS Performance Report submission in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the Reporting Dashboard interface. At the top, there is a navigation bar with a home icon, a 'New' dropdown, and a 'Reporting Dashboard' tab. A blue banner at the top right indicates 'TRAINING ENVIRONMENT'. The main content area is titled 'Reporting Dashboard' and contains a list of reporting rounds:

- OSR | No Upcoming Reporting Round
- nKPI | No Upcoming Reporting Round
- HCP | No Upcoming Reporting Round
- Performance Report | No Upcoming Reporting Round
- Activity Work Plan | No Upcoming Reporting Round
- TIS PR | 1 April 2024 Reporting Round

At the bottom of the TIS PR round, there are two status indicators: 'Due in 14 Days' (with a clock icon) and 'Submission Ready For Review' (with a checkmark icon). On the right side, a sidebar provides details for the TIS PR Reporting Round:

- TIS PR Reporting Round
- Status: Open
- Start Date: 02/Apr/2024
- End Date: 16/Apr/2024

2. To review the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .

The TIS Performance Report form will display.




The screenshot shows a web application interface for reporting. At the top, there's a navigation bar with 'New', 'Reporting Dashboard', and 'TRAINING ENVIRONMENT'. Below that, the user is logged in as 'Garl Garl Walbu Aboriginal Corporation' with a submission ID 'TIS PR - Garl Garl Walbu Aboriginal Corporation - 20240402'. The main section is 'Submission Data' with a left-hand menu containing sections like 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The 'REPORTING CONTACT' section is active, showing 'Contact Information'. A text box explains that the reporting contact is the person to be contacted by the DSS Funding Agreement Manager (FAM). Below this, the 'Reporting Contact' section asks 'Who is your organisation's contact for TIS Performance Report reporting?' and lists fields for First Name (Stuart), Last Name (Dunn), Email Address (Stuart.Dunn@health.gov.au), Phone, Mobile, and Current User Status (Active).

3. Review the information in the form and any accompanying comments as required. Each of the comments added to a section of the form can be read to see the changes that were requested by your DSS FAM, and the subsequent updates made by your *Submission Uploader* in response.
4. Update any information if needed, including addressing DSS FAM comments if needed, saving as you go.
5. To add a comment for your colleagues explaining any change you have made to the data, select + New at the top of the **Notifications Tray**.



The Add Comment dialog box will display.

The 'Add Comment' dialog box has a title bar with a speech bubble icon and the text 'Add Comment'. Below the title bar is an information box with an 'i' icon and the text: 'Click on cells in the form to link them to the comment. Click the cell again to un-link it'. The main area contains a 'Reason: *' dropdown menu with the text '-- Please Select a Reason --'. Below that is a large text area for 'Additional Information:'. At the bottom of the text area, it says '4000 characters remaining'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Private Conversation' (with a checkbox), and 'Save'.



6. If needed, select the cell(s) to be linked to the comment you are adding.
7. Select ▼ in the **Reason** field and select the reason the comment is being added from the drop-down list.
8. Enter an explanatory comment in the **Additional Information** field.
9. To make the comment private so the external *Data Receivers* can't see it, select the **Private Conversation** check box.
10. To save the response, select Save.

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the TIS Performance Report in the Data Portal.


11. To save your changes, select  at the bottom of the form.
12. To exit the TIS Performance Report form, scroll to the bottom of the form and select .


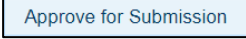
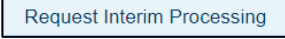

The Data Portal home screen will display with the *Reporting Dashboard* open.

13. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the TIS Performance Report to your CEO or their representative again for re-approval.
 - **Approve for Submission** – Your CEO or nominated representative can select this action if they are approving the TIS Performance Report as well as reviewing it.
 - **Request Interim Processing** – Select this action to progress the TIS Performance Report to your DSS FAM for review prior to it going to your CEO or their representative for approval. This process is known as Interim Processing.
 - **Revision Required** – Select this action to return the TIS Performance Report to the *Submission Uploader* again for further amendment.
14. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.

 Any user with access to view the TIS Performance Report will be able to view any comments entered here.

15. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:
 - i. To send the TIS Performance Report back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve a TIS Performance Report as Part of Exception Reporting](#).
 - ii. To approve the TIS Performance Report and send it back to your DSS FAM for processing again, select . For the next step in the process, see [Process a TIS Performance Report](#).
 - iii. To send the TIS Performance Report to your FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of a TIS Performance Report](#).
 - iv. To send the TIS Performance Report back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend a TIS Performance Report as Part of Exception Reporting](#).

The TIS Performance Report has now been reviewed and either sent for approval again or sent back to the *Submission Uploader* for further revision.

Step 5 – Approve the TIS Performance Report as part of the Exception Reporting process


Once your TIS Performance Report has been returned to your health service by your DSS FAM due to issues with the information that has been entered, one of your *Submission Uploaders* will need to make the required changes to the data and then send the TIS Performance Report back through the internal review and approval process prior to the amended TIS Performance Report being sent back to DSS for processing.

The following procedure is used to approve a TIS Performance Report submission in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the Reporting Dashboard interface. At the top left, it says 'Reporting Dashboard' and 'TRAINING ENVIRONMENT'. The main content area lists several reporting rounds, each with a status: 'No Upcoming Reporting Round'. The 'TIS PR' round is highlighted in blue and shows '1 April 2024 Reporting Round'. Below this, there are two status indicators: 'Due in 14 Days' and 'Submission Ready For Approval'. On the right side, there is a sidebar with details for the 'TIS PR Reporting Round': Status: Open, Start Date: 02/Apr/2024, End Date: 16/Apr/2024.

2. To approve the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select  .



The TIS Performance Report form will display




The screenshot shows a web application interface for reporting. At the top, there's a navigation bar with 'New', 'Reporting Dashboard', and 'TRAINING ENVIRONMENT'. Below this, the header identifies the user as 'Garl Garl Walbu Aboriginal Corporation' and the report as 'TIS PR - Garl Garl Walbu Aboriginal Corporation - 20240402'. The main content area is titled 'Submission Data' and contains a 'Contact Information' section. This section includes a 'Reporting Contact' field with a dropdown menu currently set to 'Stuart Dunn'. Below this are input fields for 'First Name' (Stuart), 'Last Name' (Dunn), 'Email Address' (Stuart.Dunn@health.gov.au), 'Phone', 'Mobile', and 'Current User Status' (Active). A sidebar on the left lists various sections: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'.

3. Review the information in the form as required.
4. To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select  next to the comment in the **Notifications Tray**.

The Respond to Comment dialog box will display.


The dialog box is titled 'Respond to Comment'. It shows a comment from 'Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 15:02' with the text 'I updated the highlighted values as per AIHW advice'. Below the comment, there is a 'Reason: *' dropdown menu with the option '-- Please Select a Reason --'. There is also a large text area for 'Additional Information:' with a '4000 characters remaining' indicator. At the bottom, there are 'Cancel' and 'Save' buttons.

5. Select  in the **Reason** field and select the reason the comment is being added from the drop-down list.
6. Enter an explanatory comment in the **Additional Information** field.
7. To save the response, select .



 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the TIS Performance Report.

8. To save any changes, select  at the bottom of the form.

9. To exit the TIS Performance Report form, scroll to the bottom and select .

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

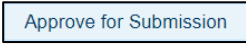

10. Once the TIS Performance Report has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the TIS Performance Report submission for processing by your DSS FAM.
 - **Revision Required** – Select this action if the TIS Performance Report needs to be returned to your *Submission Uploader* again for further amendment.
11. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.

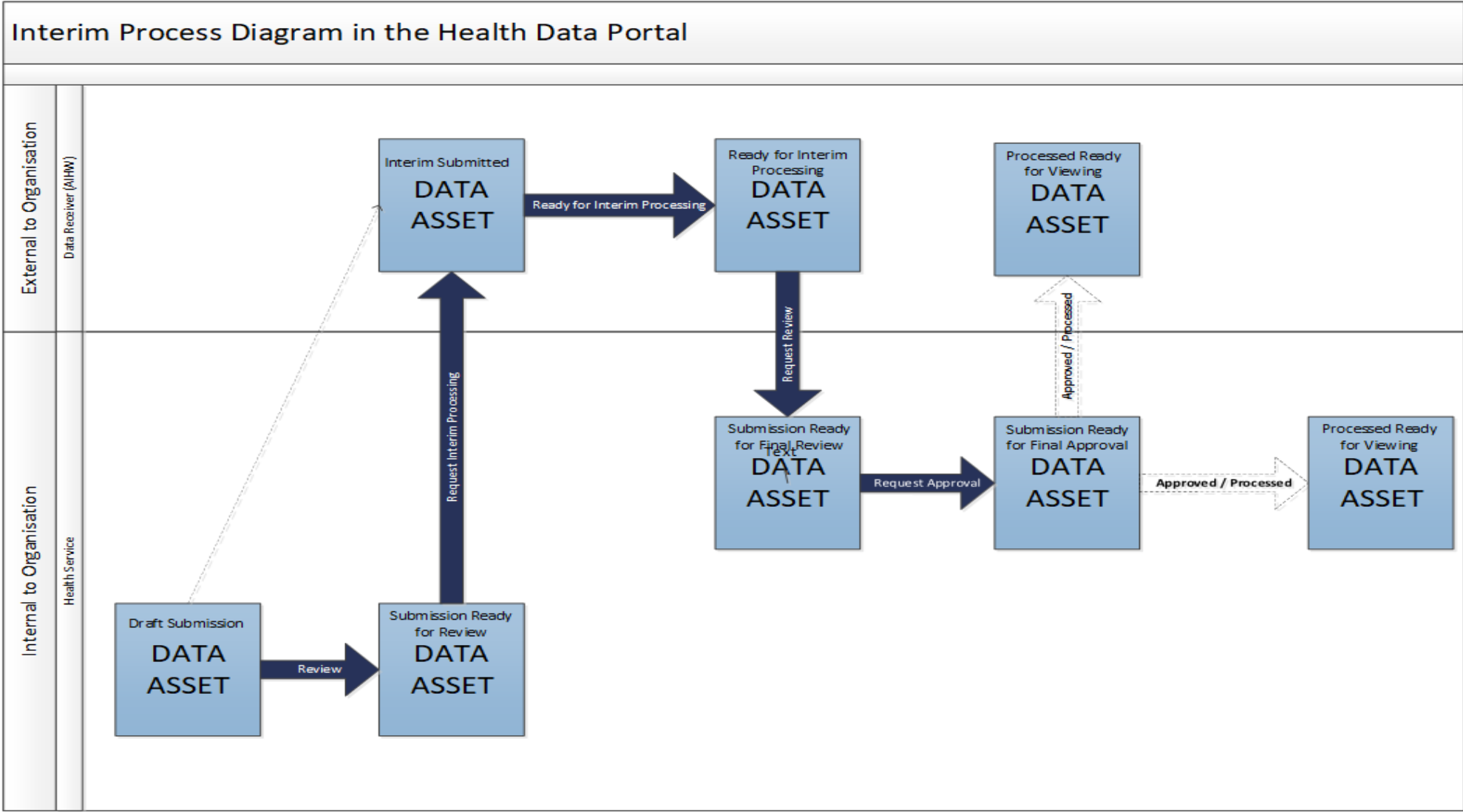


Any user with access to view the TIS Performance Report will be able to view any comments entered here.

12. One of the following options can now be selected when submitting the TIS Performance Report, depending on the action that has been selected in the **Action** field:
- To approve the TIS Performance Report and send it to your DSS FAM for processing, select . For the next step in the process, see [Process a TIS Performance Report](#).
 - To send the TIS Performance Report back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend the TIS Performance Report as part of the Exception Reporting Process](#).

The TIS Performance Report has now been approved and sent back to your DSS FAM for processing. For more information, see [Process a TIS Performance Report](#).

The TIS Performance Report Interim Processing Workflow



Interim Processing of your TIS Performance Report

Interim Processing of a TIS Performance Report will be available to health services during a reporting round, to allow them to send their TIS Performance Report on to their DSS FAM for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

Doing this avoids the situation of your CEO approving the TIS Performance Report only to have your DSS FAM send it back to you again for amendment, so it needs to be approved again. Some health service CEOs may prefer to be the last person to see the TIS Performance Report and give formal approval once all other parties have reviewed and approved the TIS Performance Report as required. In these cases, *Interim Processing* will be the most suitable process for you to follow.



To send the TIS Performance Report for interim processing, you must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

Step 1 - Initiate Interim Processing

When a TIS Performance Report has been created by a *Submission Uploader* in your health service and sent to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send it to DSS for review and approval prior to it going to your CEO or their representative for approval. This is known as *Interim Processing*.



This section of the user guide shows the process of initiating interim processing with the TIS Performance Report at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the TIS Performance Report is at the status of *Draft Submission* if the user has the *Submission Reviewer* role. This means the user doesn't have to set the TIS Performance Report to *Submission Ready for Review* before instigating interim processing.



1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the Reporting Dashboard interface. At the top left, it says 'Reporting Dashboard' and 'TRAINING ENVIRONMENT'. On the right, there is a summary for the 'TIS PR Reporting Round' with status 'Open', start date '02/Apr/2024', and end date '16/Apr/2024'. The main area contains a list of reporting rounds:

- OSR | No Upcoming Reporting Round
- nKPI | No Upcoming Reporting Round
- HCP | No Upcoming Reporting Round
- Performance Report | No Upcoming Reporting Round
- Activity Work Plan | No Upcoming Reporting Round
- TIS PR | 1 April 2024 Reporting Round**

At the bottom of the TIS PR entry, there are two status indicators: 'Due in 14 Days' and 'Submission Ready For Review'.

2. To initiate interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Interim Processing*.
3. In the **Comment** field, enter any comments for your DSS FAM, if needed.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

4. To send the TIS Performance Report to your DSS FAM for interim processing, select



The status of the TIS Performance Report has now been set to *Interim Submitted* and your DSS FAM can now review the TIS Performance Report as required to assess its suitability before it goes to the health service CEO, or their representative for approval.

Step 2 – Review the TIS Performance Report (DSS FAM)

Once your *Submission Reviewer* has requested interim processing of a TIS Performance Report, the TIS Performance Report's status will be set to *Interim Submitted* and it will be sent to your DSS FAM for review.

Your DSS FAM will now go into the TIS Performance Report and set it to the status of *Ready for Interim Processing* to inform your health service that the TIS Performance Report has been removed from their backlog and is now being worked on.

Step 3 – Process the TIS Performance Report (DSS FAM)

When the TIS Performance Report has progressed to the status of *Ready for Interim Processing*, it can be reviewed by your DSS FAM and sent back to your health service for your final review and approval.



If any issues are identified with the information as part of the FAM's review, the FAM will add comments to the form and send it back to your health service's *Submission Uploaders* for amendment as per the normal exception reporting process. For more information, see [Exception Reporting](#) earlier in this guide.

Step 4 – Conduct a Final Review of the TIS Performance Report


If your DSS FAM has reviewed the TIS Performance Report and is happy with it, they will send it back to your health service's *Submission Reviewer* for final review prior to approval. The TIS Performance Report's status will be set to *Submission Ready for Final Review*.

The following procedure is used to conduct a final review on a TIS Performance Report sent for Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the Reporting Dashboard interface. At the top, it says 'Reporting Dashboard' and 'TRAINING ENVIRONMENT'. The main content area lists several reporting rounds: OSR, nKPI, HCP, Performance Report, Activity Work Plan, and TIS PR. The TIS PR round is highlighted in blue and shows '1 April 2024 Reporting Round' with a status of 'Submission Ready for Final Review' and a 'Due in 14 Days' indicator. A sidebar on the right provides details for the TIS PR Reporting Round: Status: Open, Start Date: 02/Apr/2024, End Date: 16/Apr/2024.



2. To conduct a final review of the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .

The TIS Performance Report form will display and the information in the form can be reviewed for accuracy.

The screenshot shows a web application interface for reporting. The top navigation bar includes a home icon, a 'New' dropdown, and a 'Reporting Dashboard' button. The main header area displays 'INDIGENOUS HEALTH - TIS PR 02/APR/2024 to 30/JUN/2024' and 'Garl Garl Walbu Aboriginal Corporation TIS PR - Garl Garl Walbu Aboriginal Corporation - 20240402'. The left sidebar contains a navigation menu with sections: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The main content area is titled 'Submission Data' and 'Contact Information'. It includes a text block: 'The reporting contact for your organisation for the Tackling Indigenous Smoking Performance Report is the person who may be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.' Below this is a 'Reporting Contact' dropdown menu with 'Stuart Dunn' selected. The form fields are: 'First Name' (Stuart), 'Last Name' (Dunn), 'Email Address' (Stuart.Dunn@health.gov.au), 'Phone', 'Mobile', and 'Current User Status' (Active). A 'Close' button is located at the bottom left of the form.

3. Once the content of the TIS Performance Report form has been reviewed, select  at the bottom of the form.

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

4. To action the form, select  **Submission Ready for Final Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Approval*.



If any late changes need to be made to any of the information in the TIS Performance Report, select *Revision Required* to send the TIS Performance Report back to the *Submission Uploader* for amendment.

5. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

6. To send the TIS Performance Report on to your CEO or their representative for final approval/processing, select .

The TIS Performance Report has been sent to your CEO or their representative within the health service for final approval/processing.

Step 5 – Approve the TIS Performance Report


When the TIS Performance Report has the status of *Submission Ready for Final Approval*, it can be approved by your *Submission Approver* (usually your CEO or their representative) and progressed on to the status of *Processed*.

The following procedure is used to approve a TIS Performance Report submission as part of Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The dashboard lists several reporting rounds, each with a status of 'No Upcoming Reporting Round'. The 'TIS PR' round is highlighted in blue and shows '1 April 2024 Reporting Round' with a 'Due in 14 Days' indicator and a 'Submission Ready for Final Approval' status. A sidebar on the right provides details for the 'TIS PR Reporting Round': Status: Open, Start Date: 02/Apr/2024, and End Date: 16/Apr/2024.

2. To approve the TIS Performance Report, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .

The TIS Performance Report form will display and the information in the form can be reviewed for accuracy.

3. Once the content of the TIS Performance Report form has been reviewed, select



at the bottom of the form.

4. To approve the TIS Performance Report, select **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select and select *Approve for Submission*.



If any late changes need to be made to any of the information in the TIS Performance Report, select *Revision Required* to send the TIS Performance Report back to the *Submission Uploader* for amendment.

5. In the **Comment** field, enter any comments regarding the action being performed on the TIS Performance Report.



Any user with access to view the TIS Performance Report will be able to view any comments entered here.

6. To approve the TIS Performance Report, select

The TIS Performance Report has been progressed to the status of *Processed* and Interim Processing is now complete.

Work with Comments in your TIS Performance Report form

As part of the TIS Performance Report submission workflow process in the Data Portal, it is important for your health service, NBPU and your DSS FAM to be able to engage in “conversations” regarding the information that has been entered in the TIS Performance Report.

There may be times, for example, when your health service needs to explain to your DSS FAM why particular information has been included in the TIS Performance Report, or not included as the case may be. Your DSS FAM may then need to respond if further explanation is needed from your health service.

There may also be times when the participating users from your health service need to have an internal, private “conversation” in the Data Portal regarding your data, separate to those conversations held with NBPU and/or your DSS FAM in response to a data validation issue.


To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between your health service, NBPU and your DSS FAM and internally within your health service. It also allows for these conversations to be marked as complete by the relevant parties once a conversation has come to its conclusion.

Respond to DSS FAM comments in your form

When your DSS FAM has added comments to your TIS Performance Report form asking you to make amendments, not only will you need to make the amendments that have been asked for, but you will need to respond to your DSS FAM comments explaining what you have done.


The following procedure is used to respond to your DSS FAM’s comments in your TIS Performance Report form.


1. Ensure your TIS Performance Report form is displayed.
2. Open the first section of the form your DSS FAM has added a comment to.

The section will be marked with a  on the applicable tab on the left-hand side of the form

3. Navigate to the **Notifications Tray** containing your DSS FAM comment(s) you need to respond to.



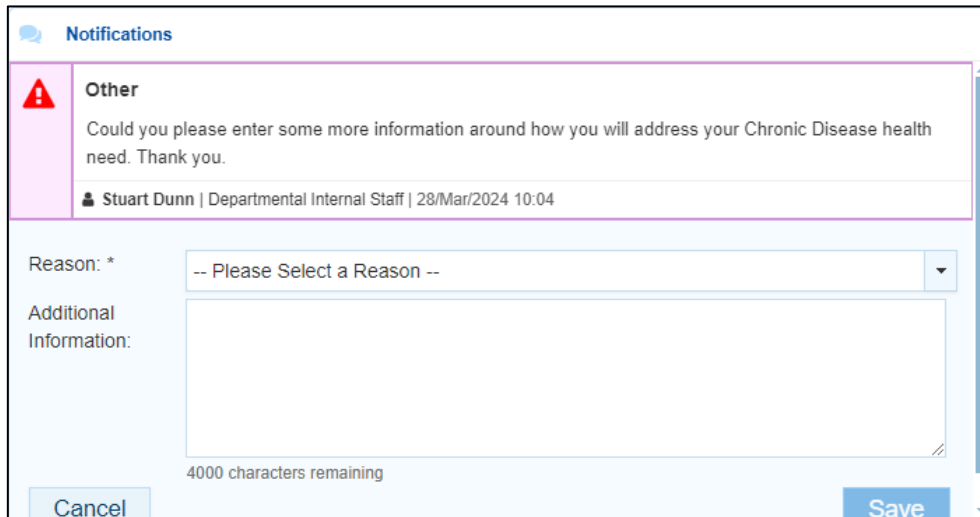
If the *Notifications Tray* doesn’t display by default, select  in the top right-hand corner of the form.


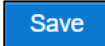
4. If needed, select  next to the comment to confirm the cell your FAM’s comment refers to.
5. Make the required amendments in the applicable cell, as instructed by your DSS FAM in their comment .

Once you have made the required amendments to the applicable section of the TIS Performance Report, you need to respond to your DSS FAM comment, explaining what you have done.

6. To add your response, in the **Notifications Tray**, select  next to the applicable DSS FAM comment.

The Notifications window will display.



7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your FAM to find.
9. To save your response, select .

You can now submit your TIS Performance Report through the Data Portal submission workflow and both the reviewers and approvers within your health service, and your DSS FAM, will be able to view your comment and respond to it if needed.



Steps 6 to 9 above can also be used when responding to NBPUs comments that have been added to your TIS Performance Report.

Add a new “internal comment” for use within your Health Service


As part of the submission of a TIS Performance Report in the Data Portal, you may wish to add a comment to a particular section of your form that you only wish to share with other users within your health service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the information in the form, or you may want to provide an explanation about why some of the information has been entered to your CEO, so they understand the context around the information before considering whether to approve your TIS Performance Report.

In these instances, you would not want your FAM to see these comments, as they were purely for use within your health service.

The following procedure is used to commence a private conversation in your TIS Performance Report form by adding an “internal comment”.

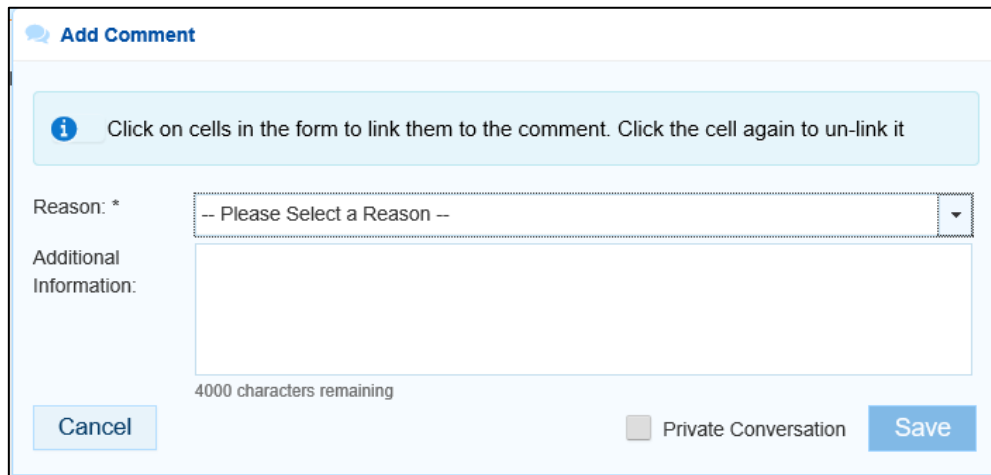
1. Ensure the TIS Performance Report form is displayed.
2. Open the section you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.





If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your “internal comment”, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display.



5. Select  in the **Reason** field that displays and select **Other (specify)**.
6. Select the cell or cells your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see [Link a Comment to Particular Cells](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.
9. To save the comment, select .

Your new comment can now be viewed by anyone within your health service with access to the TIS Performance Report, but not your DSS FAM.


Mark an Internal Comment as Complete

If a private conversation has been conducted in your TIS Performance Report using the “internal comment” functionality, someone within your health service (*Submission Uploader, Reviewer or Approver*) can mark this conversation as complete prior to the TIS Performance Report being sent to your DSS FAM for processing, if they would like to remove the comment from the TIS Performance Report.

The following procedure is used to mark a private conversation as complete in the Data Portal.

1. Ensure the TIS Performance Report form is displayed.
2. Open the tab you wish to mark a comment/conversation as complete for.
3. Navigate to the **Notifications Tray**.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To mark a conversation as complete, select  next to the applicable comment/conversation in the **Notifications Tray**.

The Mark as Complete dialog box will display.

5. In the **Additional Information** field, you can enter an explanation regarding why you are marking the conversation as complete, if you choose.



6. To save the comment, select .

The conversation will now disappear.

Link a Comment to Particular Cells

If there is a particular cell you would like to draw another user's attention to, you can add a comment to the applicable tab in your form and link a particular cell or cells to that comment. For example, you may wish to clarify with your DSS FAM what information is required in a particular cell.

1. Ensure the form is displayed.
2. Open the tab you wish to add a new comment to with linked cells.
3. Navigate to the **Notifications Tray**.


 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your comment, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display and the message "Click on cells above to link them to the comment. Click on the cell again to un-link it" will display.

5. Select the cell(s) to be linked to the comment you are adding.


The selected cell(s) will now be highlighted in red.


6. Select  in the **Reason** field that displays and select **Other (specify)**.

7. Enter an explanatory comment in the **Additional Information** field.



To mark the conversation as private so your DSS FAM can't see it, if needed, select the **Private Conversation** check box.

8. To save the comment, select .

Once the TIS Performance Report is submitted to your DSS FAM for processing, they will be able to see the cells you have linked to the comment by selecting .


View Completed Comments and Conversations


When a comment or conversation is marked as complete in the TIS Performance Report form, it disappears. If required though, you can view those completed comments/conversations and undo the completion action if you wish to bring them back into view permanently.

The following procedure is used to view a completed comment/conversation in a TIS Performance Report form in the Data Portal.

1. Ensure the TIS Performance Report form is open.
2. Open the tab you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.




If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To view all "completed" comments, select  in the **Notifications Tray** and select **Show Completed Comments**.

Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.

The comment/conversation can now be read as needed.

5. If the comment/conversation needs to be made permanently visible again, in the **Notifications Tray**, select .

The selected comment/conversation has now been returned to view in the *Notifications Tray*.



Only those comments you have previously been able to see will be returned when you select *Show completed comments* in the *Notifications Tray*. For example, if your DSS FAM has not previously been involved a particular conversation conducted by your health service, they will not be able to retrieve these "completed" comments.

Print or PDF Your TIS Performance Report Form

There may be times when you need to print or PDF your TIS Performance Report form from within the Data Portal. For example, your CEO may need to approve your TIS Performance Report but does not have access to the Data Portal to be able to do so online. As an alternative, you may choose to print out the form or PDF it and email it, so your CEO can review it in hard copy.


The following procedure is used to print/PDF your TIS Performance Report form from the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your TIS Performance Report.





The screenshot displays the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The dashboard lists several reporting categories, each with a status of 'No Upcoming Reporting Round': OSR, nKPI, HCP, Performance Report, and Activity Work Plan. The 'TIS PR' category is highlighted as '1 April 2024 Reporting Round' and includes a 'Due in 14 Days' badge and a 'Submission Ready for Final Approval' indicator. A sidebar on the right provides details for the 'TIS PR Reporting Round', showing its status as 'Open', a start date of '02/Apr/2024', and an end date of '16/Apr/2024'.

2. To print your TIS Performance Report form, hover your mouse pointer to the right of the TIS PR reporting round text in the **Reporting Dashboard** and select .


The TIS Performance Report form will display.

The screenshot shows a web interface for a TIS Performance Report. At the top, there's a navigation bar with 'New', 'Reporting Dashboard', and 'TRAINING ENVIRONMENT'. Below that, the report title is 'INDIGENOUS HEALTH - TIS PR 02/APR/2024 to 30/JUN/2024' for 'Garl Garl Walbu Aboriginal Corporation'. The main content area is titled 'Submission Data' and has a left-hand sidebar with sections: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', and 'SECTION 4 SUPPORTING SMOKE-FREE ENVIRONMENTS'. The 'Contact Information' section is expanded, showing a message: 'The reporting contact for your organisation for the Tackling Indigenous Smoking Performance Report is the person who may be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.' Below this is the 'Reporting Contact' section with a dropdown menu set to 'Stuart Dunn'. The form fields are as follows:


Who is your organisation's contact for TIS Performance Report reporting?	Stuart Dunn
First Name	Stuart
Last Name	Dunn
Email Address	Stuart.Dunn@health.gov.au
Phone	
Mobile	
Current User Status	Active


- To print the data for an individual tab, select the tab from the left-hand side of the form and then select .
- To print the entire form at once or more easily print multiple sections, select  in the top right-hand corner of the form and then select **Summary View**.

The *Summary View* contains all sections of the form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.

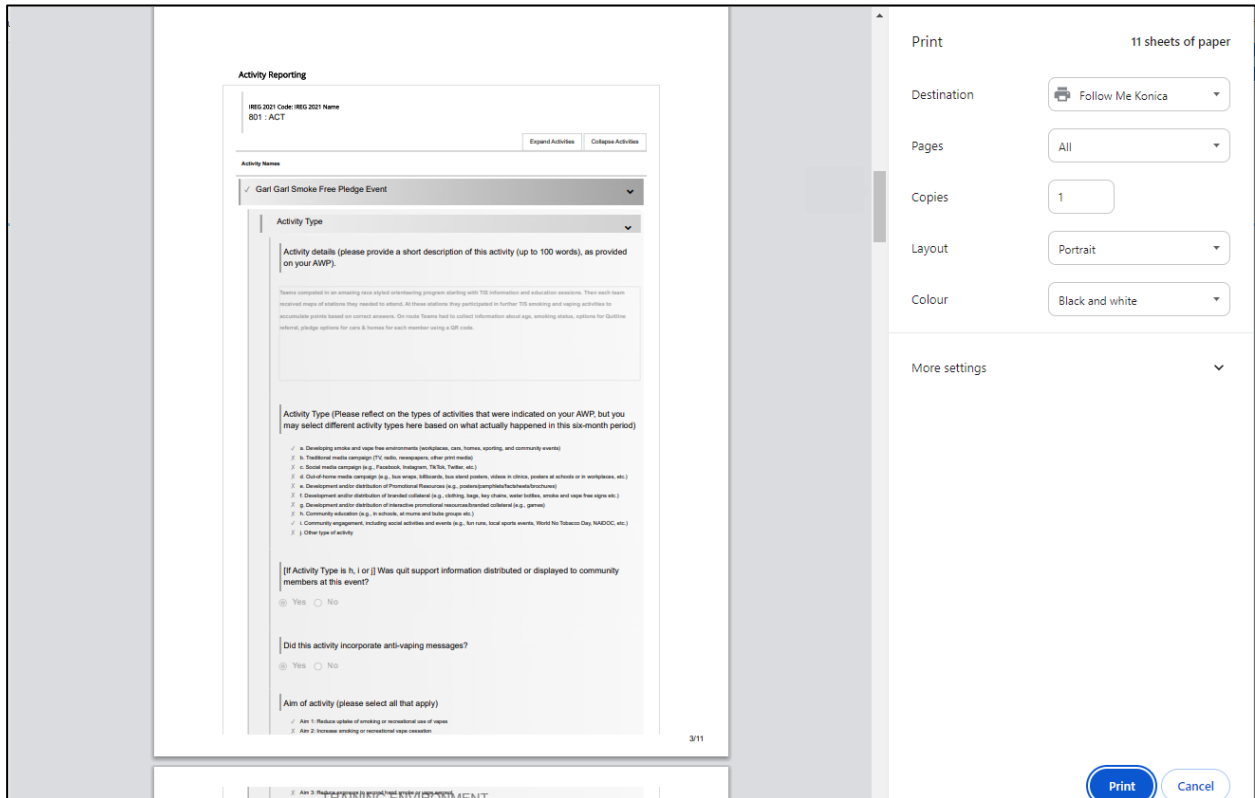
- To expand all the sections at once so the whole form can be printed or saved as a PDF, select  at the top of the form and select **Expand all tabs**.



If needed, you can expand and collapse individual sections by selecting  next to the applicable section.


- Once all the required sections have been expanded, to print or PDF the entire form, select .

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.



7. To continue, select the printer you wish to use.



If you wish to save the form rather than print it, so you can share it with colleagues or file it, select  in the Print dialog box, select *Save as PDF* and then save the form in the desired location.

8. To print the form, select .

The selected elements of the form will now be printed at the selected printer.



Please note the form may be very long when printed in its entirety. It may be worth printing individual sections where possible.