



Australian Government

**Department of Health,
Disability and Ageing**

THE TIS PERFORMANCE REPORT IN THE HEALTH DATA PORTAL

5 DECEMBER 2025

[Blank Page]

Contents

| | |
|---|-----------|
| About This Guide | 5 |
| Version History | 6 |
| Introduction to the TIS Performance Report | 7 |
| Introduction to the TIS Performance Report form | 8 |
| The TIS Performance Report Health Data Portal Submission Workflow | 11 |
| Submit your TIS Performance Report | 12 |
| Use the Offline Form to complete your TIS Performance Report | 28 |
| Retrieve your TIS Performance Report (Submission Uploader) | 33 |
| Review your TIS Performance Report (Submission Reviewer) | 34 |
| Amend your TIS Performance Report (Submission Uploader) | 38 |
| Approve your TIS Performance Report (Submission Approver) | 41 |
| Process the TIS Performance Report (DSS FAM) | 43 |
| Step 1 – Review the TIS Performance Report Form | 43 |
| Step 2 – Process the TIS Performance Report | 43 |
| Exception Reporting | 44 |
| Step 1 – Set the TIS Performance Report’s status to <i>Ready for Processing</i> (DSS FAM) | 44 |
| Step 2 – Add Comments to the form and return it to the Health Service for Amendment (DSS FAM) | 44 |
| Step 3 – Amend your TIS Performance Report based on DSS FAM Feedback (Submission Uploader) | 45 |
| Step 4 – Review your TIS Performance Report based on DSS FAM Feedback (Submission Reviewer) | 48 |
| Step 5 – Approve your TIS Performance Report based on DSS FAM Feedback (Submission Approver) | 51 |
| The TIS Performance Report Interim Processing Workflow | 54 |
| Interim Processing of your TIS Performance Report | 55 |
| Step 1 - Initiate Interim Processing (Submission Reviewer) | 55 |
| Step 2 – Review the TIS Performance Report (DSS FAM) | 56 |
| Step 3 – Process the TIS Performance Report (DSS FAM) | 56 |
| Step 4 – Conduct a Final Review of your TIS Performance Report (Submission Reviewer) | 56 |
| Step 5 – Approve your TIS Performance Report (Submission Approver) | 58 |
| Work with Comments in your TIS Performance Report form | 60 |
| Respond to DSS FAM comments in your form | 60 |
| Add a new “internal comment” for use within your Health Service | 61 |

| | |
|--|-----------|
| Mark an Internal Comment as Complete | 62 |
| Link a Comment to Particular Cells | 63 |
| View Completed Comments and Conversations | 64 |
| Export your TIS Performance Report Form | 65 |

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 and send it on to the next stage of the submission process.
- Export the TIS Performance Report form to an offline Word version for updating.
- 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.

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 |
| 1.1 | 11 September 2024 | General updates based on feedback |
| 1.2 | 3 December 2024 | Updated to reflect January 2025 form enhancements |
| 1.3 | 8 September 2025 | Updated to reflect branding changes |
| 1.4 | 5 December 2025 | Updated to include January 2026 form enhancements |

Introduction to the TIS Performance Report

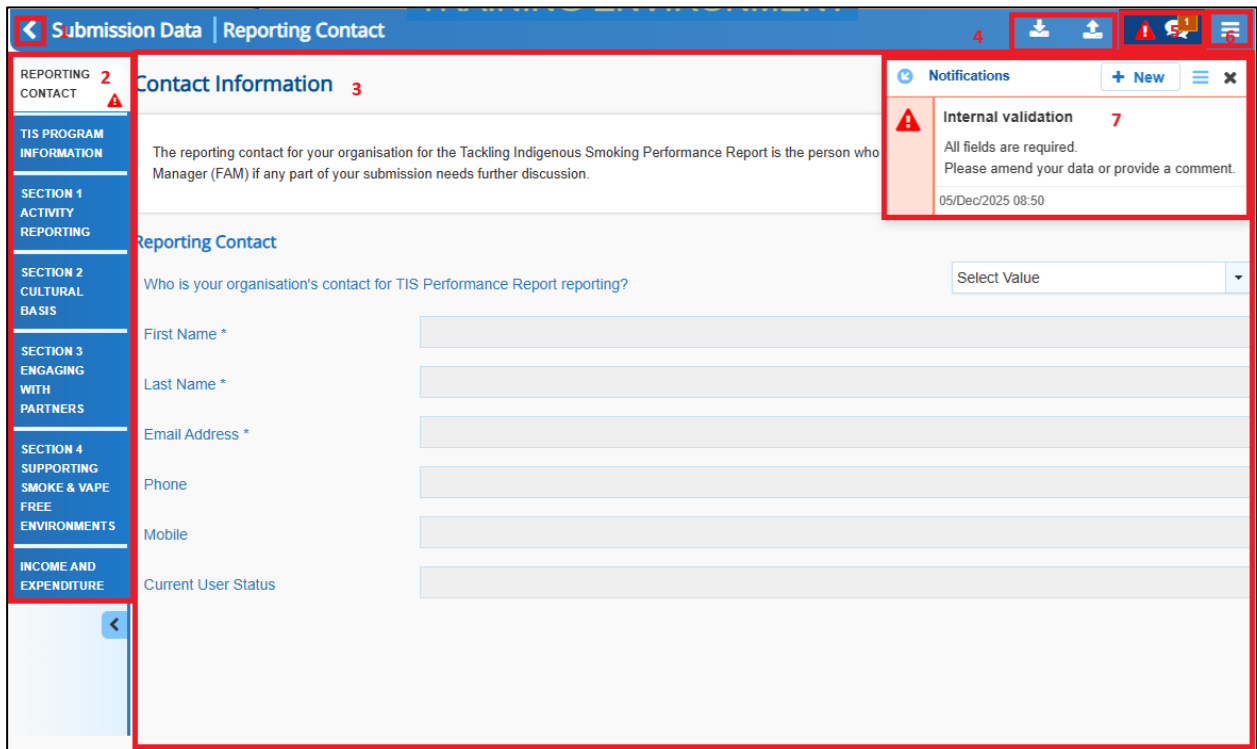
The Tackling Indigenous Smoking (TIS) Performance Report is submitted by health services each January and July through the Data Portal.

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.
- **Income and Expenditure** – Upload your TIS income and expenditure spreadsheet for the period your TIS PR is covering.

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.

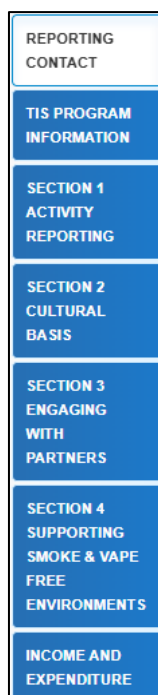


1. Cancel and go back to overview






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

2. The Tabs list

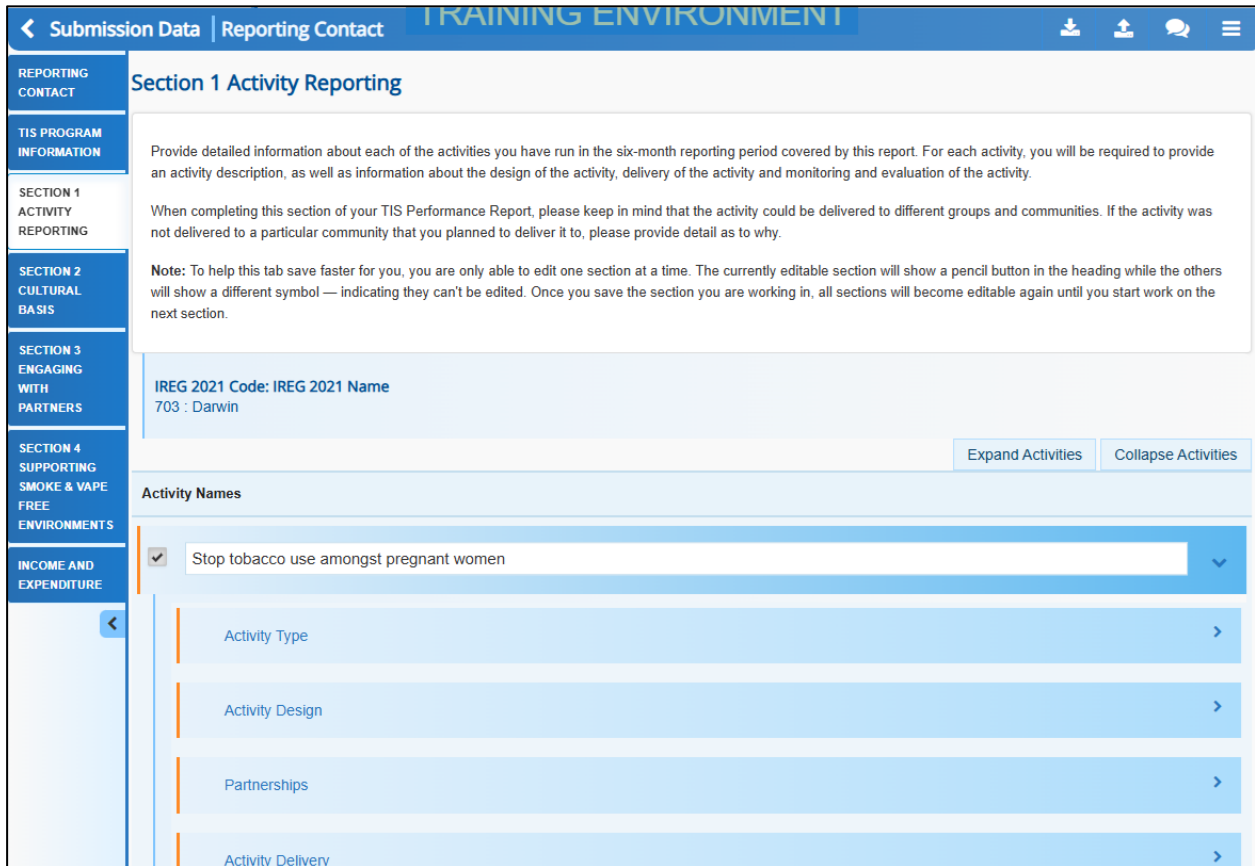


Allows you to move through the different sections of the TIS Performance Report form by selecting the tab/section you wish to view/work on from the left-hand side of the form.

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



The screenshot shows the 'Section 1 Activity Reporting' form. The left-hand navigation menu is expanded to show 'SECTION 1 ACTIVITY REPORTING'. The main content area includes a header 'Section 1 Activity Reporting', a paragraph of instructions, a note about editing sections, and a table of activity names. The first activity is 'Stop tobacco use amongst pregnant women' with a checked checkbox. Below the table are expandable sections for 'Activity Type', 'Activity Design', 'Partnerships', and 'Activity Delivery'.

This section of the TIS Performance Report form contains the fields 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. Export and Import Offline Form buttons





These buttons allow you to work with the TIS Performance Report form outside of the Data Portal, if you would like to collaborate with your colleagues on the form content, or if you have had issues in the past with your information not saving in the TIS Performance Report form in the Data Portal.

The *Export* button allows you to take the form out of the Data Portal for completion and the *Import* button then allows you to upload the completed form to the Data Portal once you have entered the required information into the form.

5. 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.

6. 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:

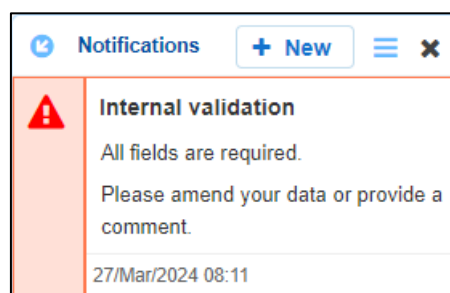
-  **Summary View** - Displays all sections of the form in the one view so the whole form can be printed/PDF'ed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected section of the form. This function would be applicable to sections 2, 3 and 4 of the TIS Performance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







7. The Notifications Tray

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

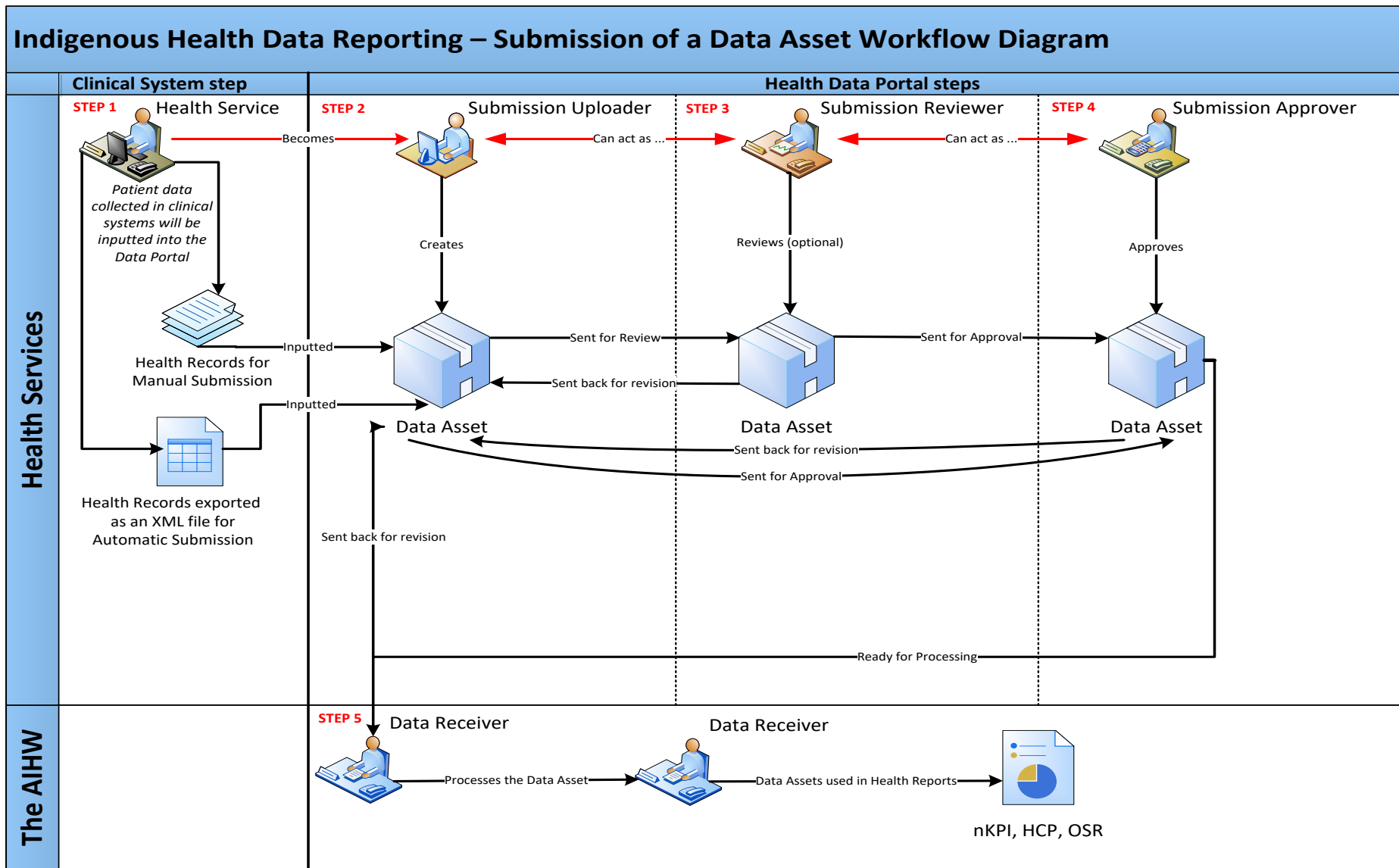


To open the *Notifications Tray* if it doesn't display by default in the form, select either  or



- 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 *15 February* and *1 July* to *15 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 the 'Reporting Dashboard' interface. At the top, it says 'TRAINING ENVIRONMENT' and 'Stuart Dunn (KIMBERLEY)'. The Australian Government logo and 'Department of Health, Disability and Ageing' are on the left. The 'DATA PORTAL' logo is in the center. Below the navigation bar, the 'Reporting Dashboard' title is followed by a red-bordered box containing the text 'TIS PR | 10 September 2025 Reporting Round'. To the right of this text is a red circle with a white plus sign. Below the text are two buttons: 'Due in 29 Days' and 'Not Started'. On the right side of the dashboard, there is a summary for the 'TIS PR Reporting Round' with the following details: Status: Open, Start Date: 10/Sep/2025, and End Date: 31/Dec/2025.


2. To commence 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.

The *Tackling Indigenous Smoking - Program Information* section will display, with the program information entered in your 2025/26 TIS AWP showing.

The screenshot shows the 'Submission Data' page for 'Tackling Indigenous Smoking - Program Information'. The left-hand navigation menu includes sections: REPORTING CONTACT, TIS PROGRAM INFORMATION, SECTION 1 ACTIVITY REPORTING, SECTION 2 CULTURAL BASIS, SECTION 3 ENGAGING WITH PARTNERS, SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS, and INCOME AND EXPENDITURE. The main content area contains the following fields:

- TIS PROGRAM INFORMATION:** A text area with the instruction: "Please enter your TIS program name, IREG code, partner organisations and the date you are completing the report."
- SECTION 1 ACTIVITY REPORTING:** A text input field containing "KAMS TIS Program".
- SECTION 2 CULTURAL BASIS:** A dropdown menu for "IREG 2021 Code" showing "508 : West Kimberley".
- SECTION 3 ENGAGING WITH PARTNERS:** A text area listing partner organizations: "Rangeway Primary School", "Beachlands Primary School", "PCYC", "WACRH", and "Murchison Outreach Service".
- SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS:** A date input field labeled "Date this report was completed".

At the bottom of the form, there is a "Save" button and a character count: "14909 characters remaining".

- Update any of the information in the section as needed.
- In the **Date the report was competed** field, select the date the Performance Report is being completed from the calendar that displays when you click in the field.
- To save the section, select  at the bottom of the form.
- To continue, select the **Section 1 Activity Reporting** tab on the left-hand side of the form.


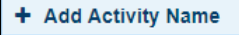

The *Section 1 Activity Reporting* section will display.

The screenshot shows the 'Submission Data' page for 'Section 1 Activity Reporting'. The left-hand navigation menu is the same as in the previous screenshot. The main content area contains the following elements:

- TIS PROGRAM INFORMATION:** A text area with instructions: "Provide detailed information about each of the activities you have run in the six-month reporting period covered by this report. For each activity, you will be required to provide an activity description, as well as information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity." and "When completing this section of your TIS Performance Report, please keep in mind that the activity could be delivered to different groups and communities. If the activity was not delivered to a particular community that you planned to deliver it to, please provide detail as to why."
- SECTION 3 ENGAGING WITH PARTNERS:** A text area showing "IREG 2021 Code: IREG 2021 Name" and "508 : West Kimberley".
- Activity Names:** A list of activities with checkboxes and expand/collapse buttons:
 - Stop tobacco use amongst pregnant women
 - Promoting smoke free homes and families
 - Very Remote Community School Education visits
- Buttons:** "+ Add Activity Name", "+ Add Previous Activities", "Expand Activities", and "Collapse Activities".

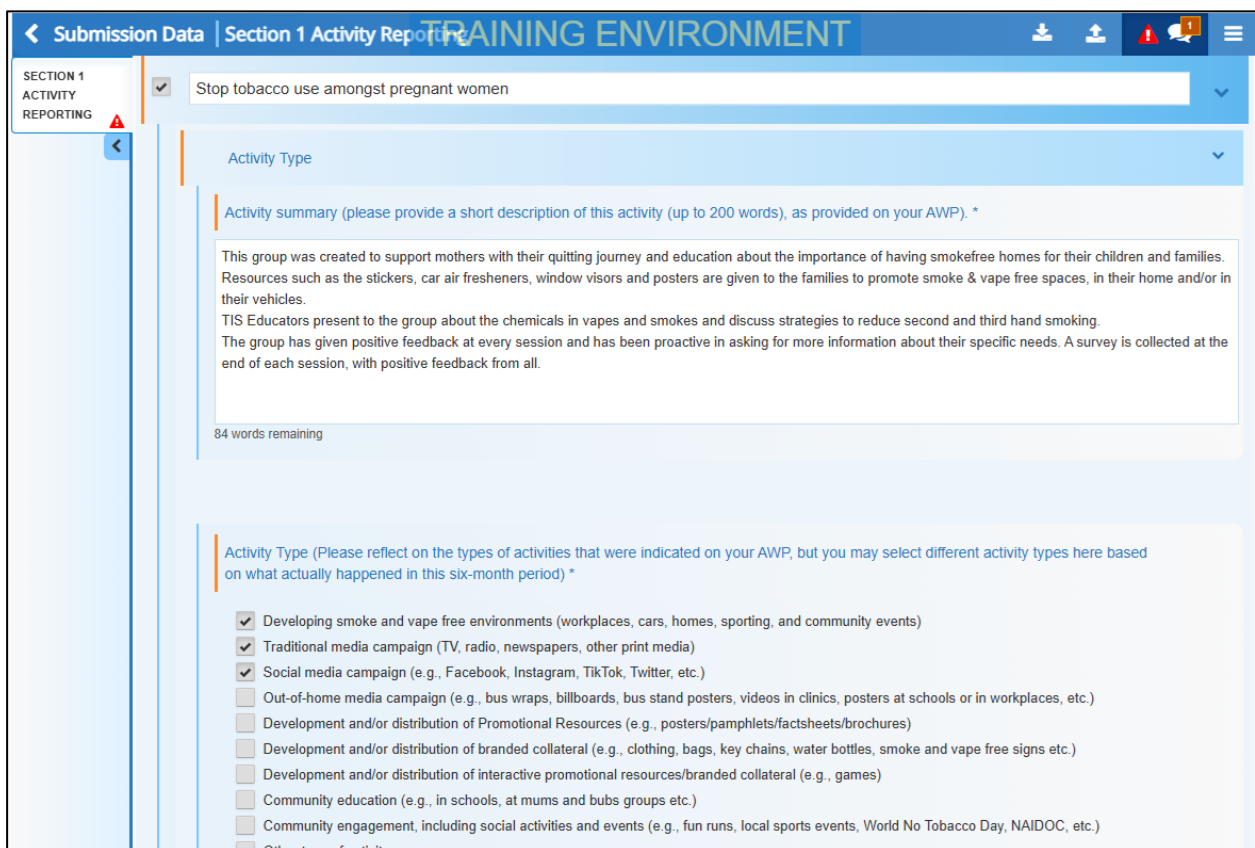
The activities you entered in your *2025/26 TIS Activity Work Plan (AWP)* will display in the *Section 1 Activity Reporting* section, ready for you to update as needed to reflect the progress you have made against each of the activities during the applicable six-month period the TIS PR refers to (either *July to December* or *January to June*).

There will be some fields in the *Section 1 Activity Reporting* section of your TIS PR that were not applicable to the TIS AWP, so you will need to go through and complete these for each of the activities.

 If you have completed an activity that was not included in your 2025/26 TIS AWP, select  and add the details of the activity. Repeat this process for any other activities you completed that weren't included in your AWP. If you accidentally remove an activity from the form and need to retrieve it, simply select .

10. To start completing the section, select the heading for the first activity to open it, and then select the **Activity Type** heading to open the **Activity Type** section.


The section will update to display the *Activity Type* section for the selected activity.



The screenshot shows the 'Section 1 Activity Reporting' interface. The top navigation bar includes 'Submission Data', 'Section 1 Activity Reporting', and 'TRAINING ENVIRONMENT'. The left sidebar shows 'SECTION 1 ACTIVITY REPORTING'. The main content area displays the activity 'Stop tobacco use amongst pregnant women'. Below this, the 'Activity Type' section is expanded, showing an 'Activity summary' field with a text area containing a description of a support group for mothers quitting smoking. Below the summary is a list of activity types with checkboxes, including 'Developing smoke and vape free environments', 'Traditional media campaign', 'Social media campaign', and others. A 'Save' button is visible at the bottom right of the form.

11. Update the fields that were populated in the TIS AWP as/if needed, including the **Activity summary...**, **Call to action...** and **Intended target audience...** fields.

12. If it displays, select either **Yes** or **No** for the **Was quit support information distributed...?** question.

13. To save your changes to the **Activity Type** section, select  at the bottom of the form.


14. Select the **Activity Type** heading to close the section.

15. To continue, select the **Activity Design** heading.

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

16. If needed, update your responses to the **What type of input...** questions.

17. Then complete the rest of the fields in the **Activity Design** section as described below.

 * indicates a mandatory field.

| Cell | Description |
|--|---|
| 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 . |

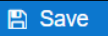
18. To save your changes to the **Activity Design** section, select  at the bottom of the form.

19. Select the **Activity Design** heading to close the section.

20. To continue completing the activity, select the **Partnerships** heading.

The *Partnerships* section will now display.

21. If needed, you can change your responses to the questions in this section.


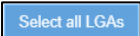
22. To save any changes to the **Partnerships** section, select  at the bottom of the form.

23. Select the **Partnerships** heading to close the section.


24. To continue completing the activity, select the **Activity Delivery** heading.



The *Activity Delivery* section will now display, ready to be updated as needed.

25. Change the selected LGA check boxes as/if needed.

 If all LGAs in the IREG were reached by the activity, simply select  to select all the check boxes.

26. Now complete the remaining fields in the **Activity Delivery** section as described below.

 * indicates a mandatory field.

| Cell | Description |
|---|---|
| Did this activity reach people outside your IREG? * | Select Yes or No . |
| 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 fields.  If you are unable to estimate how many people were exposed to the activity, select the applicable Unable to Estimate option. If the first Unable to Estimate option in the list is selected, you will be asked to explain why you can't estimate. If any of the number fields aren't relevant for the activity, select Not Applicable . |
| 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 fields.  If you are unable to estimate how many people engaged with the activity, select the applicable Unable to Estimate option. If the first Unable to Estimate option in the list is selected, you will be asked to explain why you can't estimate. If any of the number fields aren't relevant for the activity, select Not Applicable . |
| 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 coverage, frequency, exposure and/or engagement of community * | Displays if Yes was selected above. Detail your activity successes linked to 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. |

27. To save your changes to the **Activity Delivery** section, select  at the bottom of the form.


28. Select the **Activity Delivery** heading to close the section.


29. To finish the activity, select the **Monitoring & Evaluation Outcomes** heading.

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

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

30. Complete/update the fields in the **Monitoring & Evaluation Outcomes** section as described below.

 * indicates a mandatory field.

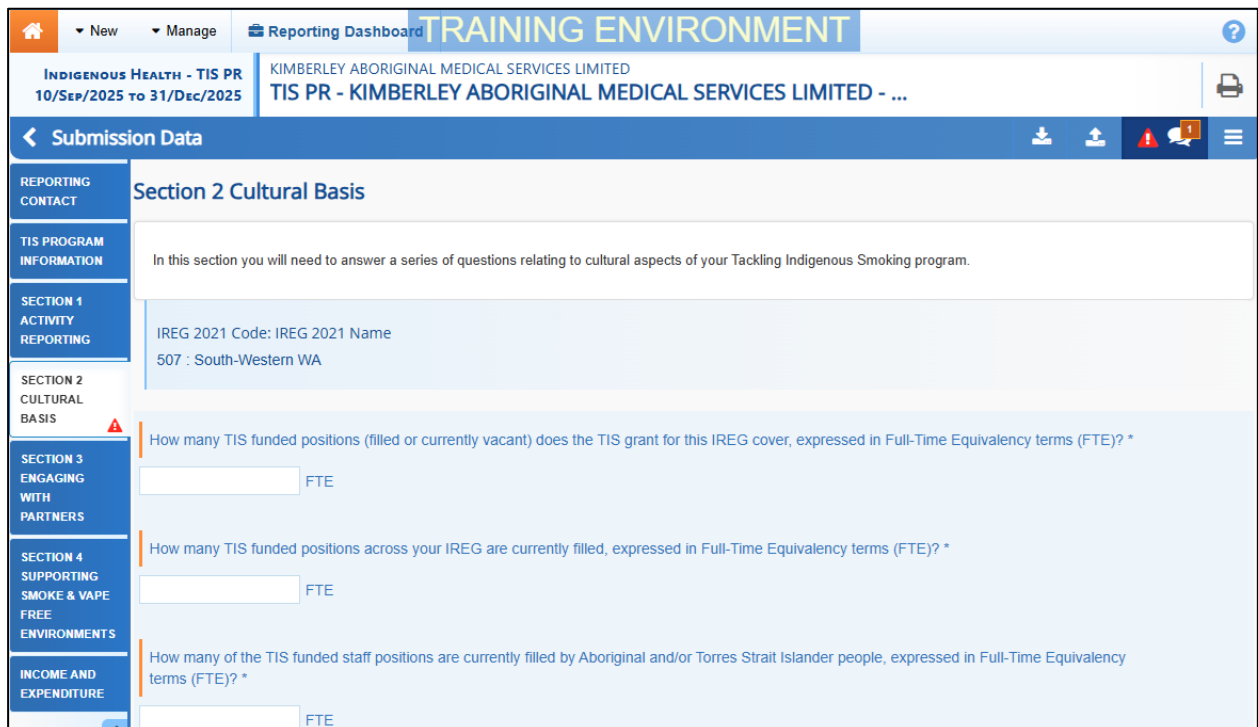
| Cell | Description |
|---|---|
| What outcomes did you expect to achieve as a result of this activity? (please copy from your AWP). The outcomes below are based on the aims you selected previously. If the aim has not been selected, it will not be shown | |
| As you indicated earlier that this activity is linked to.... | Review/update the applicable percentage values in the fields as required. |
| Which methods did you use to measure all outcomes.... * | Review and update the applicable check boxes for the different methods used. |
| What outcomes 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 values in the fields as required.  If you are unable to estimate the percentages, select the applicable Unable to Estimate option. |
| 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 | Select Exceed , Achieve or Miss to indicate whether the activity achieved, missed, or exceeded its expected outcomes. |

| Cell | Description |
|---|---|
| this activity achieve, miss, or exceed 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 where 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 activity. |

31. To save the completed **Section 1 Activity Reporting** section, select  Save at the bottom of the form.

32. 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.



The screenshot shows a web application interface for reporting. At the top, there's a navigation bar with 'New', 'Manage', and 'Reporting Dashboard' options. The main header area includes 'INDIGENOUS HEALTH - TIS PR 10/Sep/2025 to 31/Dec/2025' and 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED TIS PR - KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED - ...'. Below this is a 'Submission Data' section with a left-hand menu containing various reporting sections: REPORTING CONTACT, TIS PROGRAM INFORMATION, SECTION 1 ACTIVITY REPORTING, SECTION 2 CULTURAL BASIS (which is highlighted with a red warning icon), SECTION 3 ENGAGING WITH PARTNERS, SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS, and INCOME AND EXPENDITURE. The main content area for 'Section 2 Cultural Basis' contains the following text and form fields:

In this section you will need to answer a series of questions relating to cultural aspects of your Tackling Indigenous Smoking program.

IREG 2021 Code: IREG 2021 Name
507 : South-Western WA

How many TIS funded positions (filled or currently vacant) does the TIS grant for this IREG cover, expressed in Full-Time Equivalency terms (FTE)? *

FTE

How many TIS funded positions across your IREG are currently filled, expressed in Full-Time Equivalency terms (FTE)? *

FTE

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)? *

FTE

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

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



* indicates a mandatory field.

| 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 Islander people expressed in Full-Time Equivalency terms (FTE)? * | Enter a number between 1 and 99 . |

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

35. 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.

INDIGENOUS HEALTH - TIS PR
10/Sep/2025 to 31/Dec/2025

KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED
TIS PR - KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED - ...

Section 3 Engaging With Partners

In this section, you are asked to provide information about your engagement with community organisations and individuals from within the community. This section focuses on partnerships you have developed since the start of the program. This section includes questions about your partnerships in delivery, as well as partnerships with quit support services, referral pathways and the number of referrals you have made to quit support services.

IREG 2021 Code: IREG 2021 Name
507 : South-Western WA

Partnerships, Leadership & Advocacy

Since 1 July 2023, how many organisations outside of your TIS-funded organisation or consortium, have provided or shared their time, materials, space or access to their networks for your TIS Teams' activities? *Please do not count organisations that are part of the TIS grant for your IREG here.* *

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 (e.g. Local Ambassadors or Champions)? *Please do not include TIS-funded individuals in this count.*

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? *Please do not count organisations that are part of the TIS grant for your IREG here.*

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

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



* indicates a mandatory field.

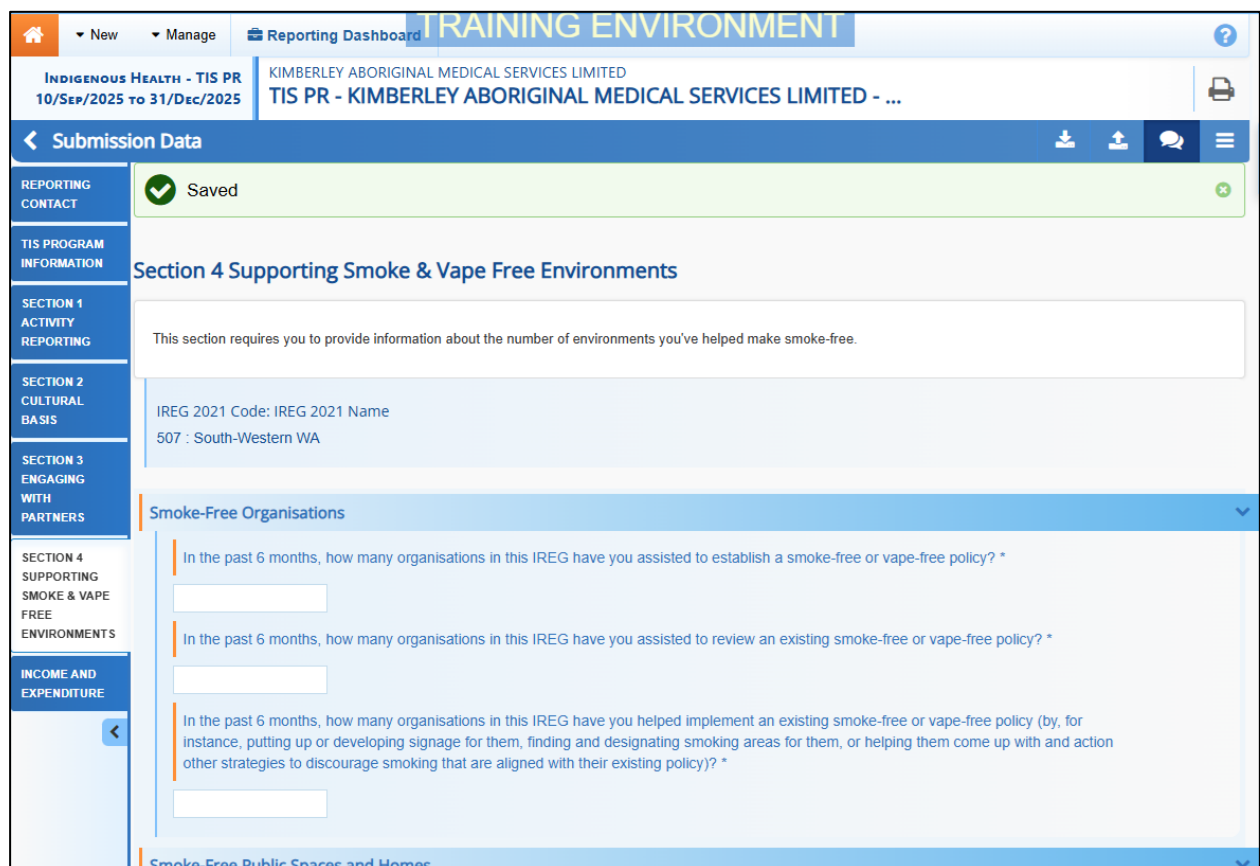
| Cell | Description |
|--|--|
| Partnerships, Leadership & Advocacy section: | |
| Since 1 July 2023 , how many organisations outside of your TIS-funded organisation or consortium.... * | Enter a number between 1 and 999 . |
| Since 1 July 2023 , how many people (as individuals, not representing an 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 . |
| 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 . |

| Cell | Description |
|--|--|
| 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 . |

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

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

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





The screenshot shows the 'TRAINING ENVIRONMENT' reporting dashboard for 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED'. The left-hand navigation menu is expanded to show 'SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS'. The main content area displays a 'Submission Data' header with a 'Saved' status. Below this, the 'Section 4 Supporting Smoke & Vape Free Environments' section is active, showing a text area with the instruction: 'This section requires you to provide information about the number of environments you've helped make smoke-free.' Below this, there is a section titled 'Smoke-Free Organisations' with three text input fields and their respective questions:

- In the past 6 months, how many organisations in this IREG have you assisted to establish a smoke-free or vape-free policy? *
- In the past 6 months, how many organisations in this IREG have you assisted to review an existing smoke-free or vape-free policy? *
- In the past 6 months, how many organisations in this IREG have you helped implement an existing smoke-free or vape-free policy (by, for instance, putting up or developing signage for them, finding and designating smoking areas for them, or helping them come up with and action other strategies to discourage smoking that are aligned with their existing policy)? *

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

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

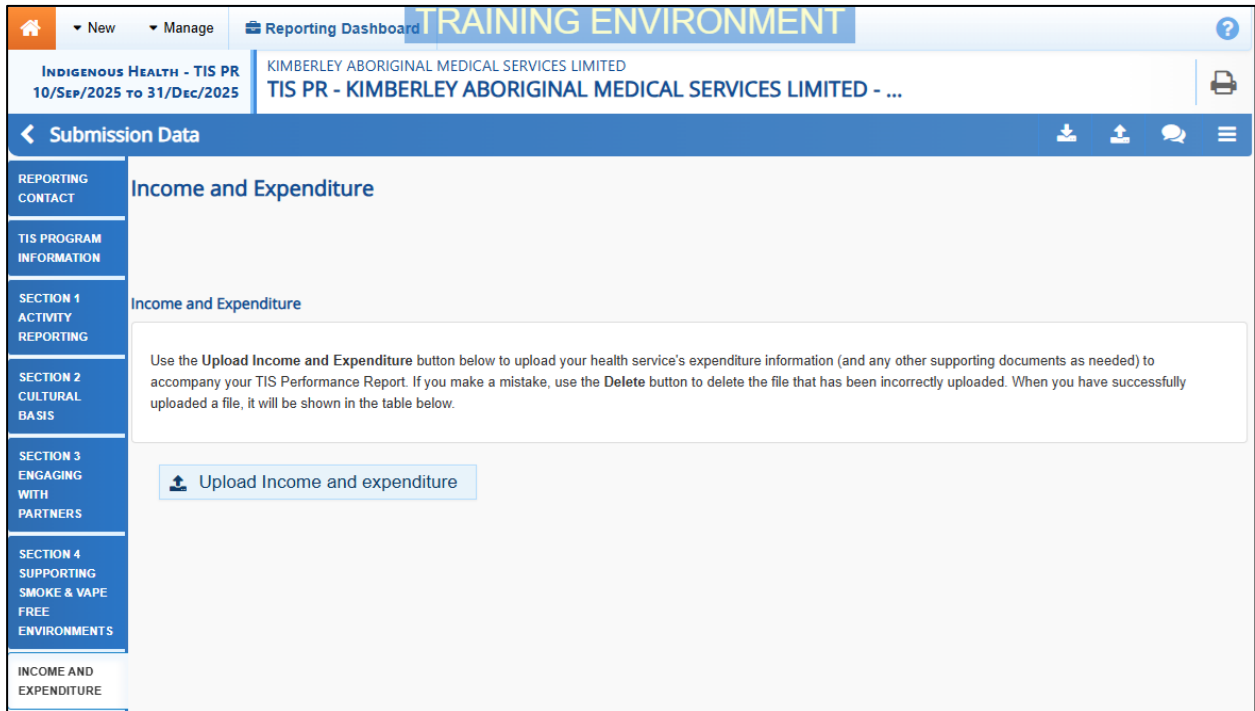
 * indicates a mandatory field.

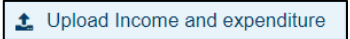
| Cell | Description |
|---|--|
| Smoke-Free Organisations section: | |
| In the past 6 months, how many organisations in the IREG have you assisted to establish a smoke-free or vape-free policy? * | Enter a number between 1 and 999 . |
| In the past 6 months, how many organisations in the IREG have 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 supported to become smoke-free or vape-free? * | Enter a number between 1 and 999 . |
| In the past 6 months, how many pledges to keep homes smoke-free and vape-free have you supported? * | Enter the number of pledges you have supported.  There is no number limit in this field. |

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

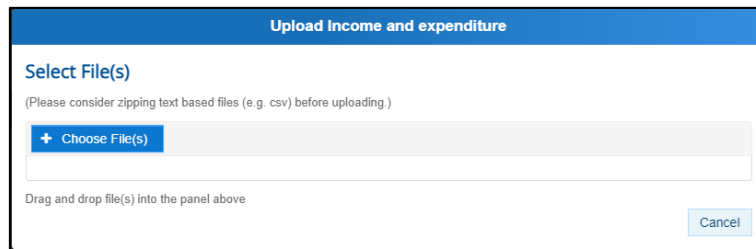
41. To continue, select the **Income and Expenditure** tab on the left-hand side of the form.

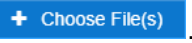
The *Income and Expenditure* section will display.



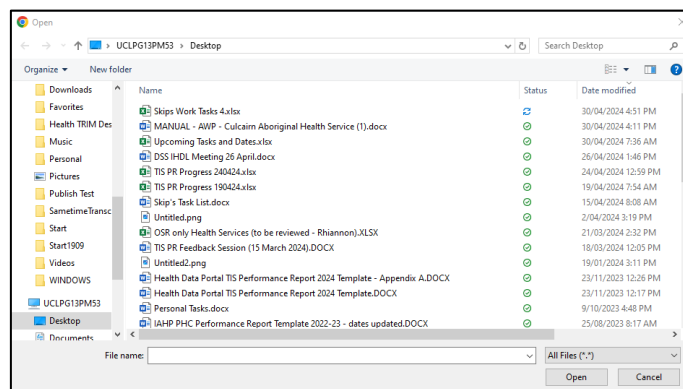
42. To upload the applicable income and expenditure document to your TIS Performance Report form, select .

The Upload Income and expenditure window will display.



43. To continue, select .

The Open window will display.

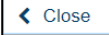


44. Navigate to where you have stored your income and expenditure document and then double-click it to select it.


Your income and expenditure document has now been uploaded to the *Income and Expenditure* tab of your TIS Performance Report form.

 If you need to remove the document for any reason, select .

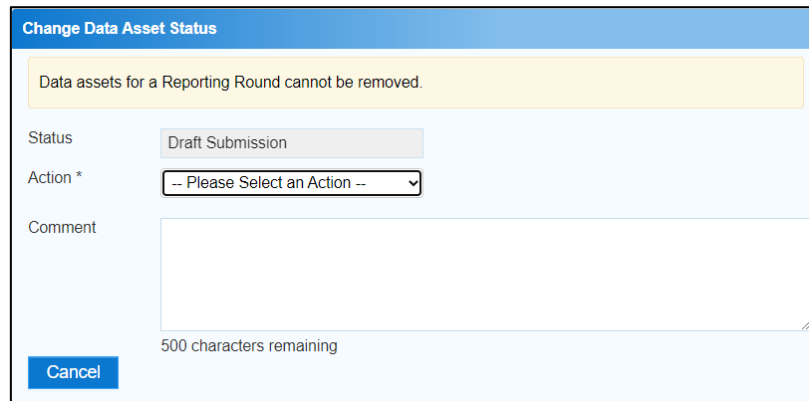
45. To save your changes, select  at the bottom of the form.


46. 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.

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


The Change Data Asset Status window will display.



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 your TIS Performance Report to your *Submission Reviewer*/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 Performance Report to your CEO or their representative for approval.
- **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*. This option will only appear if you have the *Submission Reviewer* role.

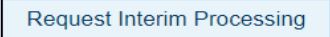
 If you have the access to approve your TIS Performance Report, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the TIS Performance Report and submit it directly to your DSS FAM for processing.

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 your TIS Performance Report will be able to view any comments entered here.

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

- To submit your TIS Performance Report for internal review, select . For the next step in the process, see [Review your TIS Performance Report \(Submission Reviewer\)](#).
- To submit your TIS Performance Report to your CEO or their representative for approval, select . For the next step in the process, see [Approve your TIS Performance Report \(Submission Approver\)](#).

- iii. To send your 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 your TIS Performance Report](#).



To save your 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.


Your 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 users within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them your 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 your TIS Performance Report as required.

Use the Offline Form to complete your TIS Performance Report

If there are several people within your health service who need to be involved in the development of your TIS Performance Report, but they don't all have access to the Health Data Portal, you can easily export a Word version of the report from the Data Portal so these people can directly provide input.

You may also choose to complete your TIS PR using the offline form if you have previously had issues with losing data in the Health Data Portal narrative forms. Exporting the form, completing it offline and then automatically uploading the information into the Health Data Portal form will prevent this from happening.

 You may also choose to use the offline form as a way of storing a copy of your completed TIS PR, rather than using the existing PDF/print functionality, available through the summary view of the form.

The following procedure is used to complete your TIS PR in the offline form and then upload it to 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 on your Reporting Dashboard.



The screenshot shows the Data Portal interface. At the top, there is a 'TRAINING ENVIRONMENT' banner and a user profile for 'Stuart Dunn (KIMBERLEY)'. The main header includes the Australian Government logo and the 'DATA PORTAL' text. Below the header, there is a navigation bar with 'New', 'Manage', and 'Reporting Dashboard' options. The 'Reporting Dashboard' section displays a 'TIS PR | 10 September 2025 Reporting Round' tile. This tile includes a red box around the text 'TIS PR | 10 September 2025 Reporting Round' and a red '+' icon to its right. Below the text, there are two status indicators: 'Due in 29 Days' and 'Not Started'. To the right of the tile, there is a sidebar with 'TIS PR Reporting Round' details: Status: Open, Start Date: 10/Sep/2025, and End Date: 31/Dec/2025.

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


 If you have already started the draft of your TIS Performance Report, simply select  instead.

Your TIS Performance Report form will display.

The screenshot shows the 'Contact Information' section of the TIS Performance Report form. The form is titled 'Submission Data' and is for 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED'. The reporting period is '10/Sep/2025 to 31/Dec/2025'. The form is divided into several sections: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', 'SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS', and 'INCOME AND EXPENDITURE'. The 'REPORTING CONTACT' section is currently active, showing a 'Reporting Contact' dropdown menu and several text input fields for 'First Name', 'Last Name', 'Email Address', 'Phone', 'Mobile', and 'Current User Status'.

Prepare the form for Exporting

Before you export the offline Word version of your TIS Performance Report, you will need to prepare the form to ensure you can update each section of the form as needed, once you have exported the form and are working in the offline version.

 The instructions here only cover the fields that must be addressed to ensure you get the full form once you export the offline Word version. You can obviously complete other fields as you go but these can also be completed in the offline version of the form just as easily.

i. To start, select the **Section 1 Activity Reporting** tab of your TIS PR form.



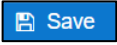



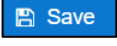


The Section 1 Activity Reporting tab will display.


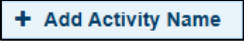
The screenshot shows the 'Section 1 Activity Reporting' section of the TIS Performance Report form. The form is titled 'Submission Data' and is for 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED'. The reporting period is '10/Sep/2025 to 31/Dec/2025'. The form is divided into several sections: 'REPORTING CONTACT', 'TIS PROGRAM INFORMATION', 'SECTION 1 ACTIVITY REPORTING', 'SECTION 2 CULTURAL BASIS', 'SECTION 3 ENGAGING WITH PARTNERS', 'SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS', and 'INCOME AND EXPENDITURE'. The 'SECTION 1 ACTIVITY REPORTING' section is currently active, showing a 'Section 1 Activity Reporting' heading, a 'Note' about editing sections, and a list of activities with checkboxes and expand/collapse buttons. The activities listed are: 'Stop tobacco use amongst pregnant women', 'Promoting smoke free homes and families', and 'Very Remote Community School Education visits'.

The activities you entered in your 2025/26 TIS Activity Work Plan (AWP) will display in the *Section 1 Activity Reporting* section, ready for you to update as needed to reflect the

progress you have made against each of the activities during the applicable six-month period the TIS PR refers to (either *July to December* or *January to June*).


There will be some fields in the *Section 1 Activity Reporting* section of your TIS PR that were not applicable to the TIS AWP, so you will need to go through and complete these for each of the activities.

- ii. For the first activity, select  at the end of the **Activity Name** field to open the rest of the sections.
- iii. Now select  at the end of the **Activity Type** section to open it.
- iv. If it displays, answer **Yes** or **No** to the “*Was quit support information...*” question.
- v. Make any changes to the selections in this section as/if needed.
- vi. To continue, select .
- vii. Select the **Activity Type** section heading to close the section.
- viii. Now select  at the end of the **Activity Design** section to open it.
- ix. Answer the two questions that display and make any changes to the rest of the section as/if needed.
- x. To continue, select .
- xi. Select the **Activity Design** section heading to close the section.
- xii. Now select  at the end of the **Partnerships** section to open it.
- xiii. Make any changes to the selections in the section as/if needed.
- xiv. To continue, select .
- xv. Select the **Partnerships** section heading to close the section.
- xvi. Now select  at the end of the **Monitoring & Evaluation Outcomes** section to open it.
- xvii. Complete the fields in this section as/if required prior to exporting the offline Word version of the from.
- xviii. To continue, select .
- xix. Repeat steps ii to xix for each activity you need to report on.


 If you need to add an activity to your TIS PR that was not detailed in your 2025/26 TIS AWP, select  and then complete each section of the activity as needed. Repeat this process for all new activities to be added.

Export the offline form

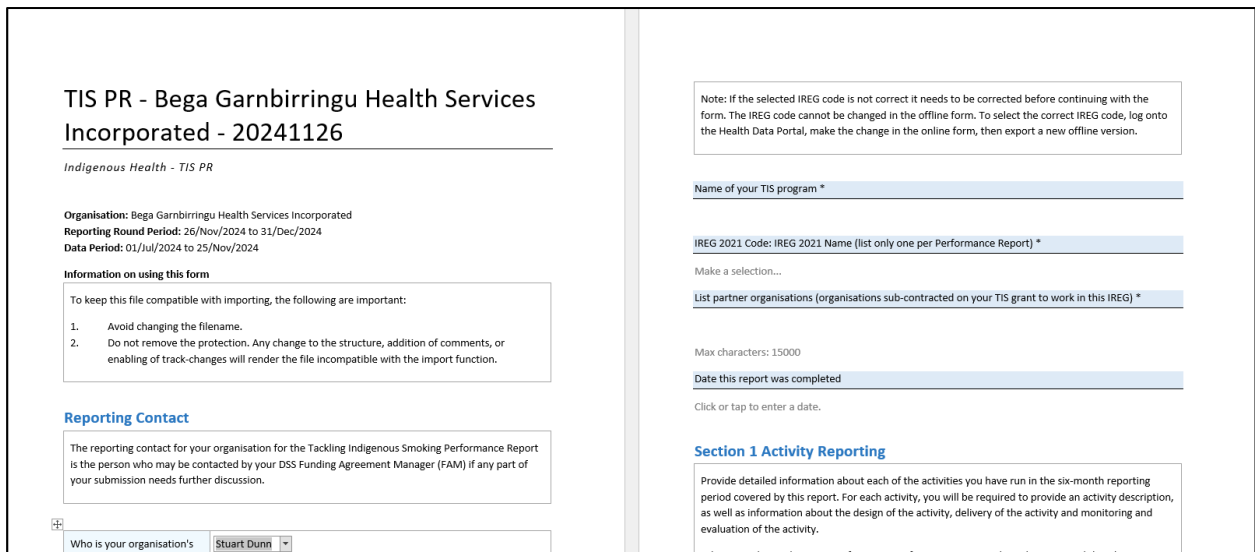
Once you have finished setting up your TIS PR form, you are ready to export the offline Word version.

- i. With your TIS PR form open on any tab, select  on the blue *Submission Data* bar at the top of the form.


The Health Data Portal will now create the offline version of the form.

- ii. To open the offline form once it has finished downloading, select  in the top right-hand corner of your web browser, and select the Word document that displays in the menu.

The offline version of your TIS Performance Report will display., ready for you to complete in Word as needed.



- iii. You can now complete the offline Word version of your form, collaborating with others within your service as required.

 **DO NOT** change the name of the offline Word version of your TIS Performance Report form as, if you do, you will not be able to import it back into the Data Portal.

Work in the offline form


- i. If you would like to add comments to the offline Word version of your TIS PR, and track any changes being made, select the **Review** ribbon at the top of the Word document and select **Protect > Restrict Editing**.




- ii. In the **Restrict Editing** pane that displays on the right of the screen, select .

 If needed, close the *Restrict Editing* pane by selecting x.


- iii. You can now work in the offline Word version of the form as needed, making updates as you go.

 Once you remove the protection from the document, you will be able to add comments and track changes as needed. Please note though that these comments and tracked changes will not show in the form once it is imported back into the Data Portal.

Import the completed offline form

i. When you have completed the offline Word version of your TIS PR form and are ready to upload it to the Data Portal, open your TIS Performance Report form in the Data Portal and select .

The Import Offline Form window will display.

ii. To continue, select .


The Import Offline Form window will display.

iii. To continue, select .

The Open window will display.


iv. Navigate to the completed offline form and then double-click on it to select it.


A message will display telling you the form has been imported into the Portal.

v. To continue, select .



Your TIS Performance Report form will display and is now populated with the information you entered in the offline version of the form.

vi. You can now complete the rest of the TIS Performance Report form in the Data Portal as needed, updating the information as you go.

 You will need to complete the Income and Expenditure tab in the TIS Performance Report Portal form as normal, as you can't upload documents through the offline version of the form.

vii. Once you have completed the form and are ready to send it through the submission workflow process as normal, select  at the bottom of the form.

You can now send your TIS Performance Report form for review or approval as needed.

 You can export your offline TIS Performance Report form from the Data Portal at any time using . You may wish to do this, for example, at the end of the reporting round once your report is complete, if you like to keep a hard copy record of your reports. This would replace the PDF you previously generated from the Data Portal.

Retrieve your TIS Performance Report (Submission Uploader)

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 your 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 Data Portal interface. At the top, there is a 'TRAINING ENVIRONMENT' banner and a user profile for 'Stuart Dunn (KIMBERLE)'. The main header includes the Australian Government logo and the text 'Department of Health, Disability and Ageing'. Below this is a navigation bar with 'New', 'Manage', and 'Reporting Dashboard' options. The main content area is titled 'Reporting Dashboard' and features a section for 'TIS PR | 10 September 2025 Reporting Round'. This section includes a 'Due in 29 Days' indicator and a 'Submission Ready For Review' status. A 'Review' section asks 'Has this submission been reviewed by the NBPU?' with 'Yes' and 'No' radio buttons. A right-hand sidebar shows 'TIS PR Reporting Round' details: Status: Open, Start Date: 10/Sep/2025, End Date: 31/Dec/2025.

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 window, 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 (Submission Reviewer)

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.

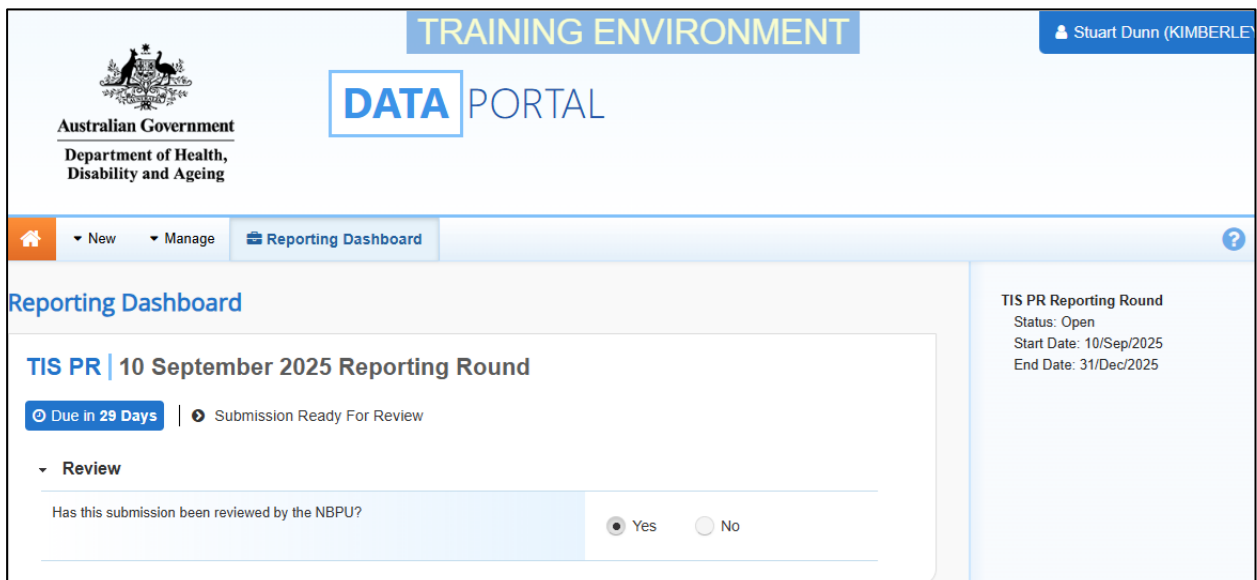
If your health service has an internal reviewer who needs to review the TIS Performance Report before the NBPU representative, then they should do this before then asking the NBPU reviewer to conduct their review of the report. If not, you can ask the NBPU reviewer for your health service to review the 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 your 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 Data Portal interface. At the top, there is a 'TRAINING ENVIRONMENT' banner and a user profile for 'Stuart Dunn (KIMBERLEY)'. The main header includes the Australian Government logo and the 'DATA PORTAL' text. Below the header, there is a navigation bar with 'New', 'Manage', and 'Reporting Dashboard' options. The main content area is titled 'Reporting Dashboard' and features a section for 'TIS PR | 10 September 2025 Reporting Round'. This section includes a 'Due in 29 Days' indicator and a 'Submission Ready For Review' status. A 'Review' section is visible, with a question 'Has this submission been reviewed by the NBPU?' and radio buttons for 'Yes' and 'No'. On the right side, there is a summary box for the 'TIS PR Reporting Round' with details: Status: Open, Start Date: 10/Sep/2025, and End Date: 31/Dec/2025.

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


2. To review your 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 'INDIGENOUS HEALTH - TIS PR' with a 'TRAINING ENVIRONMENT' banner. The main content area is titled 'Submission Data' and contains a 'Contact Information' section. 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, SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS, and INCOME AND EXPENDITURE. The 'Contact Information' section includes a descriptive paragraph and a 'Reporting Contact' form. The form has a dropdown menu for 'Who is your organisation's contact for TIS Performance Report reporting?' with 'Stuart Dunn' selected. 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).

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 window will display.

The 'Add Comment' dialog box features a light blue header with the title 'Add Comment'. Below the header is an information icon and a text box containing the instruction: 'Click on cells in the form to link them to the comment. Click the cell again to un-link it'. The main form area includes a 'Reason: *' dropdown menu with the selected option '-- Please Select a Reason --'. Below this is a large text area for 'Additional Information:' with a '4000 characters remaining' indicator. At the bottom of the dialog are three buttons: 'Cancel', a checkbox for 'Private Conversation', and 'Save'.


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 your 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. If your TIS PR was reviewed by NBPU as part of the review process, please answer **Yes** to the **Has this submission been reviewed by the NBPU?** question and then select .
12. Once your 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 window, in the **Action** field, select and select the required action.

The available actions are:

- **Request Approval** – Select this action to send your 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 your TIS Performance Report as well as reviewing it.
- **Request Interim Processing** – Select this action to progress your 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 your TIS Performance Report to your *Submission Uploader(s)* 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.

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

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

14. 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 your TIS Performance Report \(Submission Approver\)](#).

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

Your 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 (Submission Uploader)


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 your TIS Performance Report in the Data Portal.




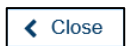
1. Ensure you have logged in to the Data Portal, and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

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



2. To amend your TIS Performance Report that has been returned by your *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.

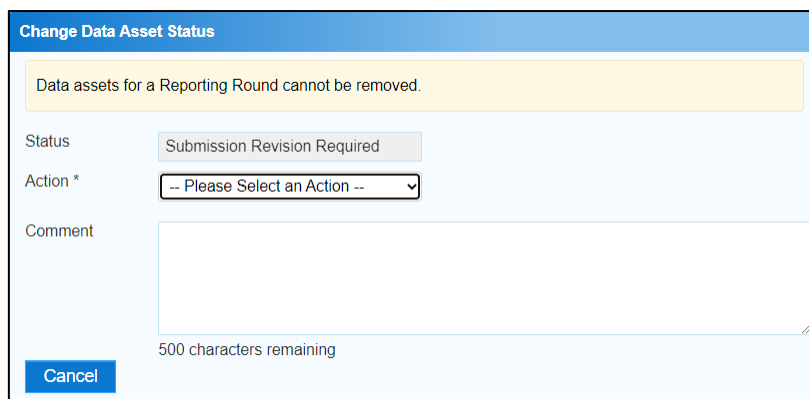
Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Reviewer or Approver*, will contain a . A  will 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 window, in the **Action** field, select  and select the required action.

The Change Data Asset Status window will display.



The available actions are:

- **Request Review** – Select this action to send your TIS Performance Report back to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send your 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.

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 your TIS Performance Report will be able to view any comments entered here.

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

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

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

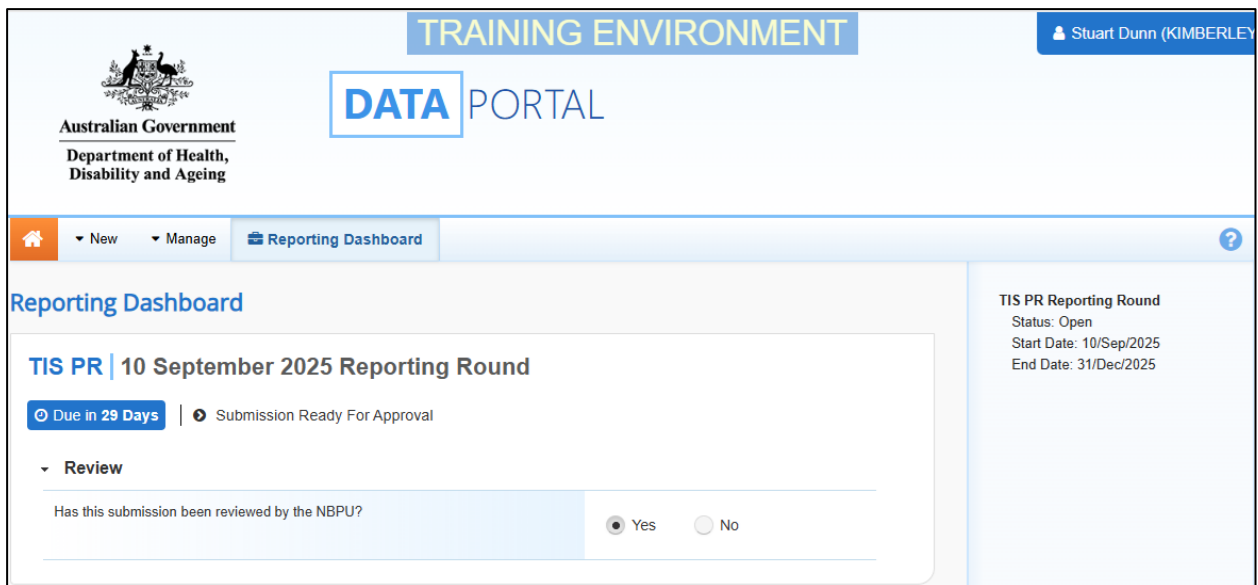
Approve your TIS Performance Report (Submission Approver)

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 your 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.

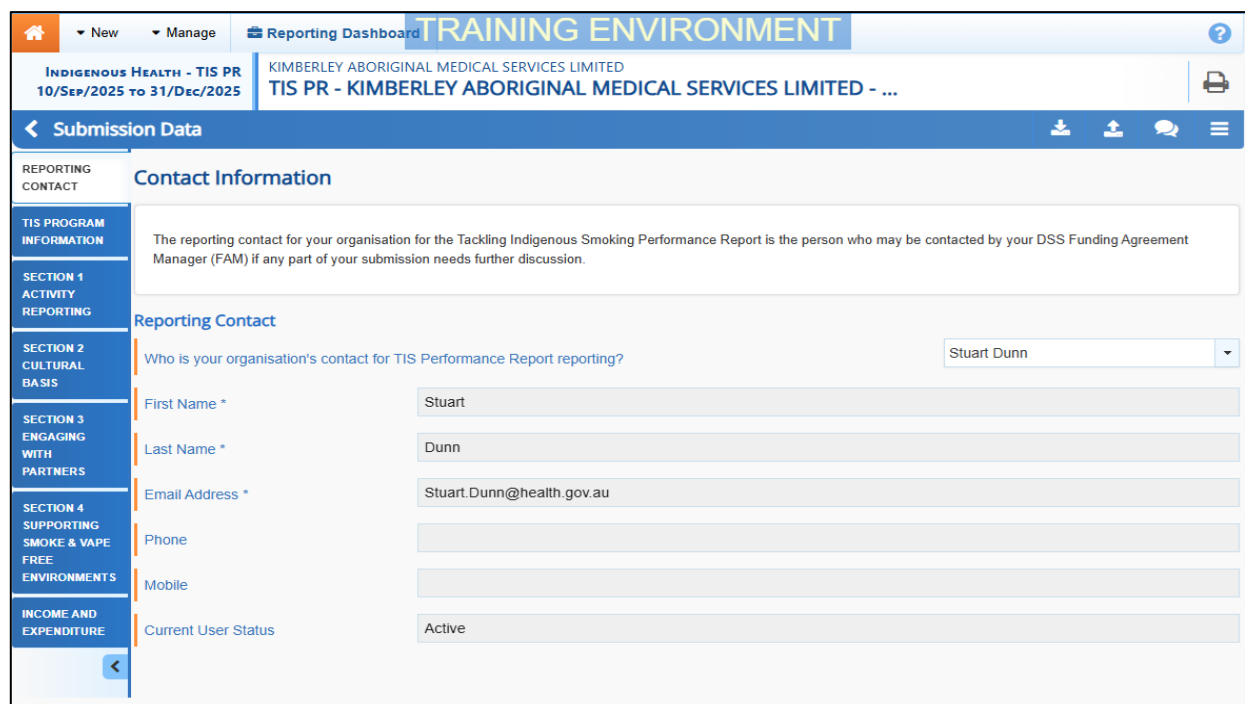
The Reporting Dashboard will display details for your TIS Performance Report.





The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The user is Stuart Dunn (KIMBERLEY). The dashboard displays 'TIS PR | 10 September 2025 Reporting Round' with a 'Due in 29 Days' indicator and a 'Submission Ready For Approval' status. A 'Review' section asks 'Has this submission been reviewed by the NBPU?' with radio buttons for 'Yes' and 'No'. On the right, a sidebar shows 'TIS PR Reporting Round' details: Status: Open, Start Date: 10/Sep/2025, End Date: 31/Dec/2025.

2. To approve your 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 the 'Submission Data' form for 'INDIGENOUS HEALTH - TIS PR' (10/Sep/2025 to 31/Dec/2025) for 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED'. The form is titled 'Contact Information' and includes a note: '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.' The 'Reporting Contact' section asks 'Who is your organisation's contact for TIS Performance Report reporting?' with a dropdown menu showing '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).


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 your 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. If your TIS PR was reviewed by NBPU as part of the process and this question hasn't been answered yet, please answer **Yes** to the **Has this submission been reviewed by the NBPU?** question and then select .

6. 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 window, in the **Action** field, select  and select the required action.

The available actions are:

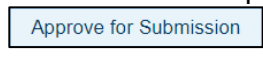

- **Approve for Submission** – Select this action to approve your TIS Performance Report submission for processing by your DSS FAM.
- **Revision Required** – Select this action if your TIS Performance Report needs to be returned to your *Submission Uploader* for amendment.

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



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

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

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

Your 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, Disability and Ageing 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, Disability and Ageing 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 the 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 your TIS Performance Report based on DSS FAM Feedback (Submission Uploader)

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 your TIS Performance Report based on DSS FAM feedback.

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, it shows 'Performance Report | 21 August 2024 Reporting Round' with a 'TRAINING ENVIRONMENT' banner and a red plus icon. Below this, there are two status indicators: 'Due in 49 Days' and 'Not Started'. The main content area lists three reporting rounds: 'Activity Work Plan | No Upcoming Reporting Round', 'TIS PR | 12 September 2024 Reporting Round' (which is highlighted and includes 'Due in 14 Days', 'Submission Returned to Uploader', and 'Unresolved Comments Exist' indicators), and 'TIS AWP | No Upcoming Reporting Round'. On the right side, the 'Start Date: 12/Sep/2024' and 'End Date: 26/Sep/2024' are displayed.

2. To amend your 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 in the form.

The screenshot shows the 'Submission Data' page for 'Section 1 Activity Reporting'. The left sidebar contains navigation tabs: REPORTING CONTACT, TIS PROGRAM INFORMATION, SECTION 1 ACTIVITY REPORTING (with a red warning icon), SECTION 2 CULTURAL BASIS, SECTION 3 ENGAGING WITH PARTNERS, SECTION 4 SUPPORTING SMOKE & VAPE FREE ENVIRONMENTS, and INCOME AND EXPENDITURE. The main content area for Section 1 includes instructions, a note about editing, and a list of activity names: 'Promoting smoke free homes and families', 'Very Remote Community School Education visits', and 'Stop tobacco use amongst pregnant women'. Each activity name has a checked checkbox and a right-pointing arrow. A 'Notifications Tray' is open in the top right, showing a notification from Stuart Dunn: 'Other: Could you please review your Call to Action to ensure it is still accurate'. The tray also shows the user's name and the date/time: 'Stuart Dunn | Departmental Internal Staff | 02/Dec/2025 16:48'.

 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 your 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 window, in the **Action** field, select and select the required action.

The available actions are:

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

If you can approve your TIS Performance Report, 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 DSS for processing again.

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 your TIS Performance Report will be able to view any comments entered here.

14. One of the following options can now be selected when submitting your TIS Performance Report, depending on the action that was selected in the **Action** field:
- To send your TIS Performance Report to your Submission Reviewer for review again, select **Request Review**. For the next step in the process, see Step 4 - Review a TIS Performance Report based on DSS FAM Feedback (Submission Reviewer).
 - To send your TIS Performance Report back to your CEO or their representative for approval, select **Request Approval**. For the next step in the process, see Step 5 - Approve your TIS Performance Report based on DSS FAM Feedback (Submission Approver).

Your 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 users 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 your TIS Performance Report based on DSS FAM Feedback (Submission Reviewer)


If your DSS FAM has identified issues with any of the information you have entered in 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 your TIS Performance Report submission in the Data Portal as part of the exception reporting process.

- 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 Data Portal interface. At the top, it says "TRAINING ENVIRONMENT" and "Stuart Dunn (KIMBERLEY)". The main header includes the Australian Government logo and "Department of Health, Disability and Ageing". The "DATA PORTAL" logo is prominent. Below the header, there are navigation tabs: "New", "Manage", and "Reporting Dashboard". The "Reporting Dashboard" is active, showing "TIS PR | 10 September 2025 Reporting Round". A status bar indicates "Due in 29 Days" and "Submission Ready For Review". A "Review" section is expanded, showing a question: "Has this submission been reviewed by the NBPU?" with radio buttons for "Yes" (selected) and "No". On the right side, a sidebar displays "TIS PR Reporting Round" details: Status: Open, Start Date: 10/Sep/2025, End Date: 31/Dec/2025.

- To review your 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.




- 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.



- Update any information if needed, including addressing DSS FAM comments if needed, saving as you go.
- To add a comment for your colleagues explaining any change you have made to the data, select  at the top of the **Notifications Tray**.

The Add Comment window will display.



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


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


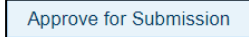
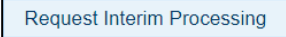
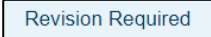
The Data Portal home screen will display with the Reporting Dashboard open.

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 window, 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 your TIS Performance Report, depending on the action that has been selected in the **Action** field:
 - i. To send your 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 based on DSS FAM Feedback \(Submission Approver\)](#).
 - ii. To approve your TIS Performance Report and send it back to your DSS FAM for processing again, select . For the next step in the process, see [Process the TIS Performance Report \(DSS FAM\)](#).
 - iii. To send your 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 your TIS Performance Report](#).
 - iv. To send your TIS Performance Report back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend your TIS Performance Report based on DSS FAM Feedback \(Submission Uploader\)](#).

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

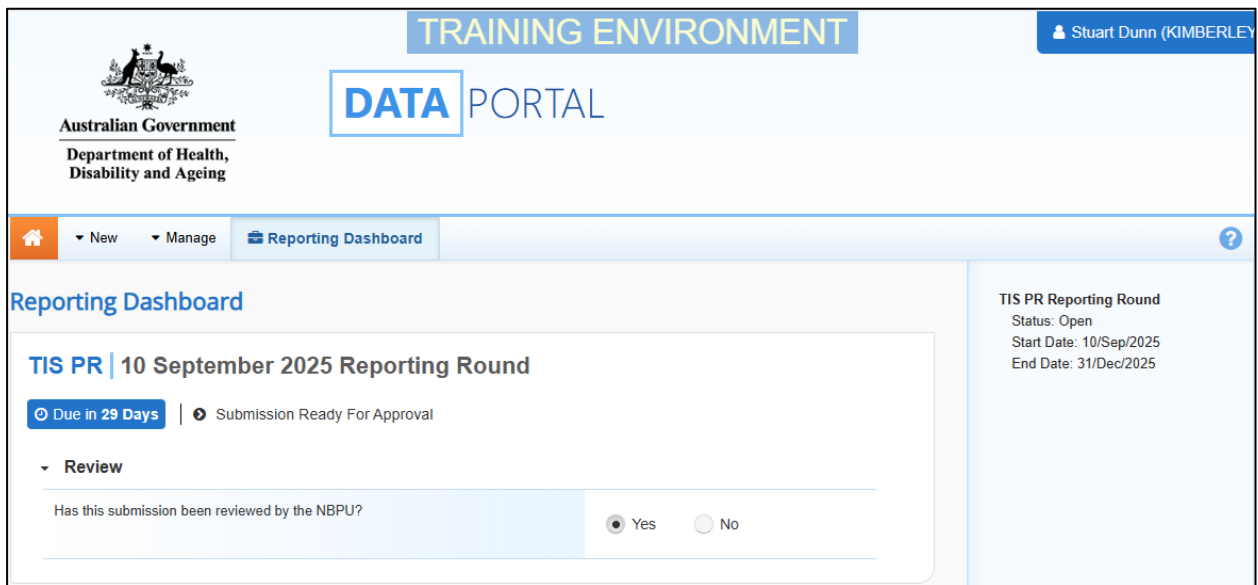
Step 5 – Approve your TIS Performance Report based on DSS FAM Feedback (Submission Approver)


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 your TIS Performance Report submission in the Data Portal as part of the exception reporting process.

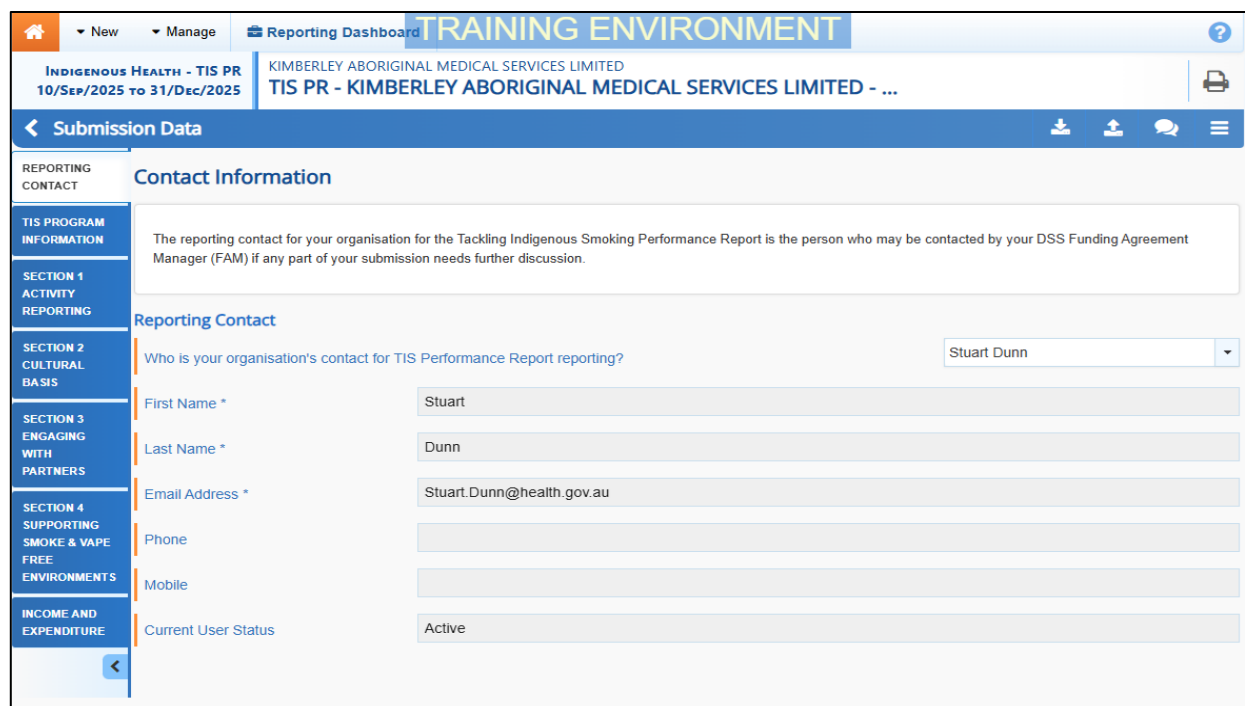
1. Ensure you have logged in to the Data Portal, and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


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



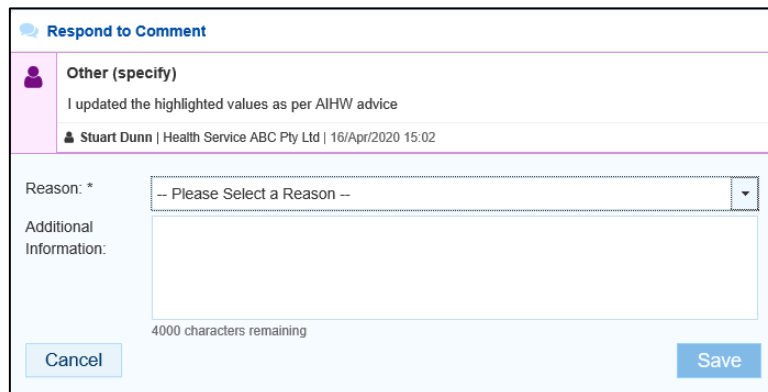
2. To approve your TIS Performance Report, hover your mouse pointer to the right of the **TIS PR** reporting round text in the **Reporting Dashboard** and select .



The TIS Performance Report form will display






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 window will display.





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 .

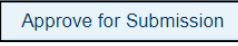
The Data Portal home screen will display with the *Reporting Dashboard* open.

10. Once your 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 window, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve your TIS Performance Report submission for processing by your DSS FAM.
 - **Revision Required** – Select this action if your 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.

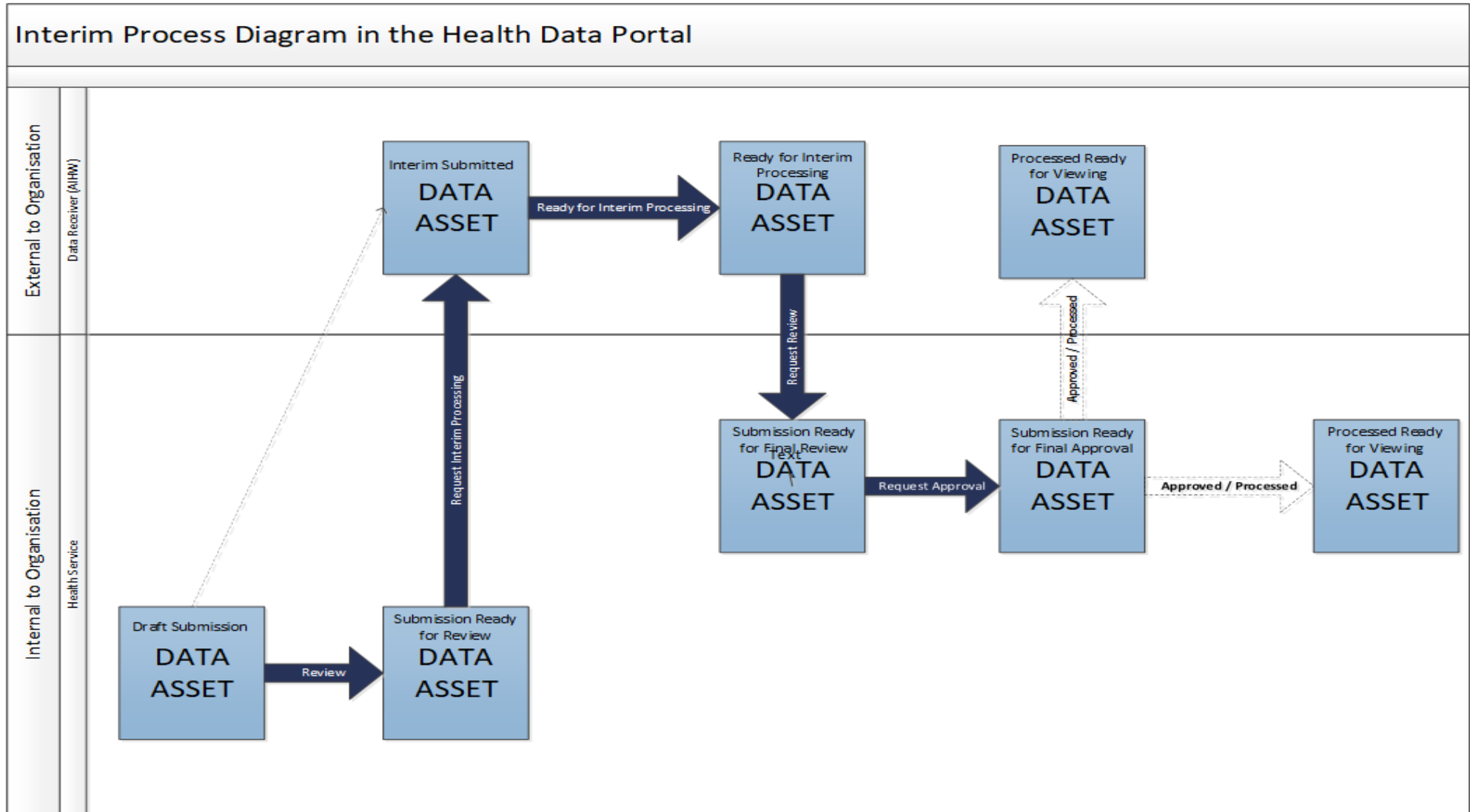
 Any user with access to view the TIS Performance Report will be able to view any comments entered here.

12. One of the following options can now be selected when submitting your TIS Performance Report, depending on the action that has been selected in the **Action** field:
 - i. To approve your TIS Performance Report and send it to your DSS FAM for processing, select . For the next step in the process, see [Process the TIS Performance Report \(DSS FAM\)](#).

- ii. To send your TIS Performance Report back to the Submission Uploader for further amendment, select [Revision Required](#). For the next step in the process, see *Step 3 - Amend your TIS Performance Report based on DSS FAM Feedback (Submission Uploader)*.

Your TIS Performance Report has now been approved and sent back to your DSS FAM for processing. For more information, see *Process the TIS Performance Report (DSS FAM)*.


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*.

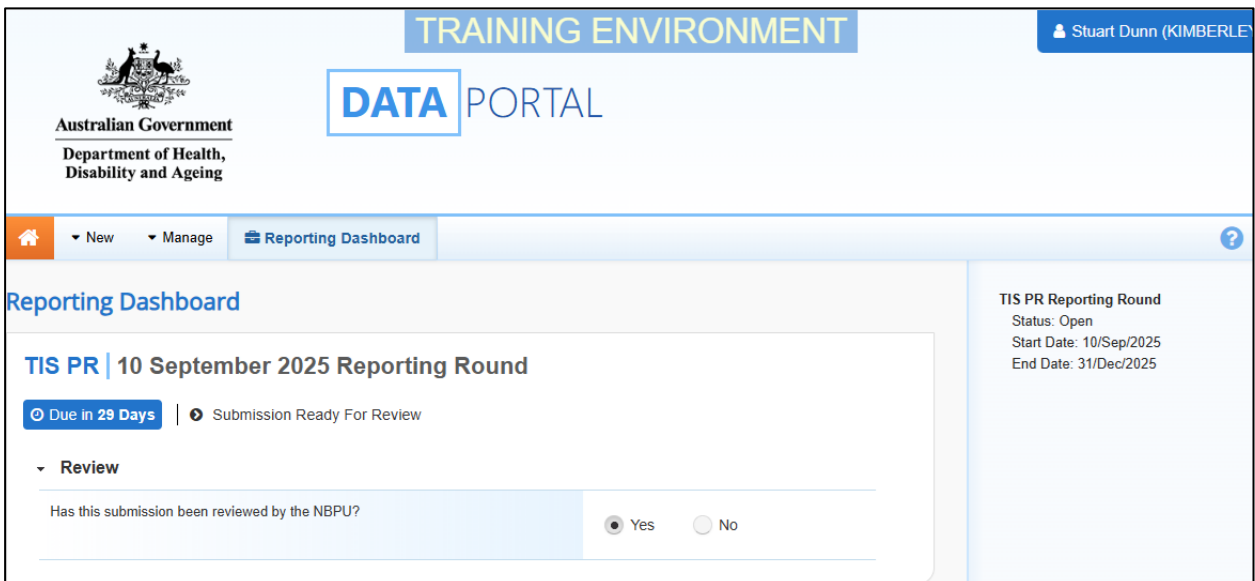
Step 1 - Initiate Interim Processing (Submission Reviewer)

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.

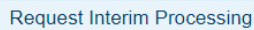


The screenshot shows the Data Portal interface. At the top, there is a 'TRAINING ENVIRONMENT' banner and a user profile for 'Stuart Dunn (KIMBERLEY)'. The main header includes the Australian Government logo and the 'DATA PORTAL' text. Below the header, there are navigation tabs for 'New', 'Manage', and 'Reporting Dashboard'. The 'Reporting Dashboard' is active, displaying 'TIS PR | 10 September 2025 Reporting Round'. A status bar indicates 'Due in 29 Days' and 'Submission Ready For Review'. A 'Review' section contains a question: 'Has this submission been reviewed by the NBPU?' with radio buttons for 'Yes' and 'No'. On the right side, a sidebar shows 'TIS PR Reporting Round' details: Status: Open, Start Date: 10/Sep/2025, and End Date: 31/Dec/2025.

2. To initiate interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, 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 your TIS Performance Report will be able to view any comments entered here.

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



The status of your 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.

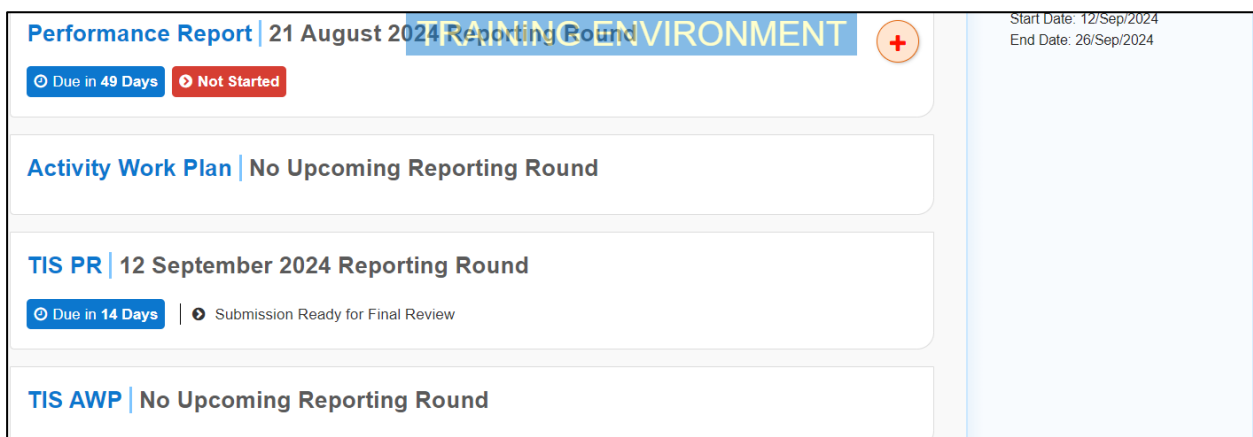
Step 4 – Conduct a Final Review of your TIS Performance Report (Submission Reviewer)

If your DSS FAM has reviewed your 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 your TIS Performance Report sent for Interim Processing in the Data Portal.

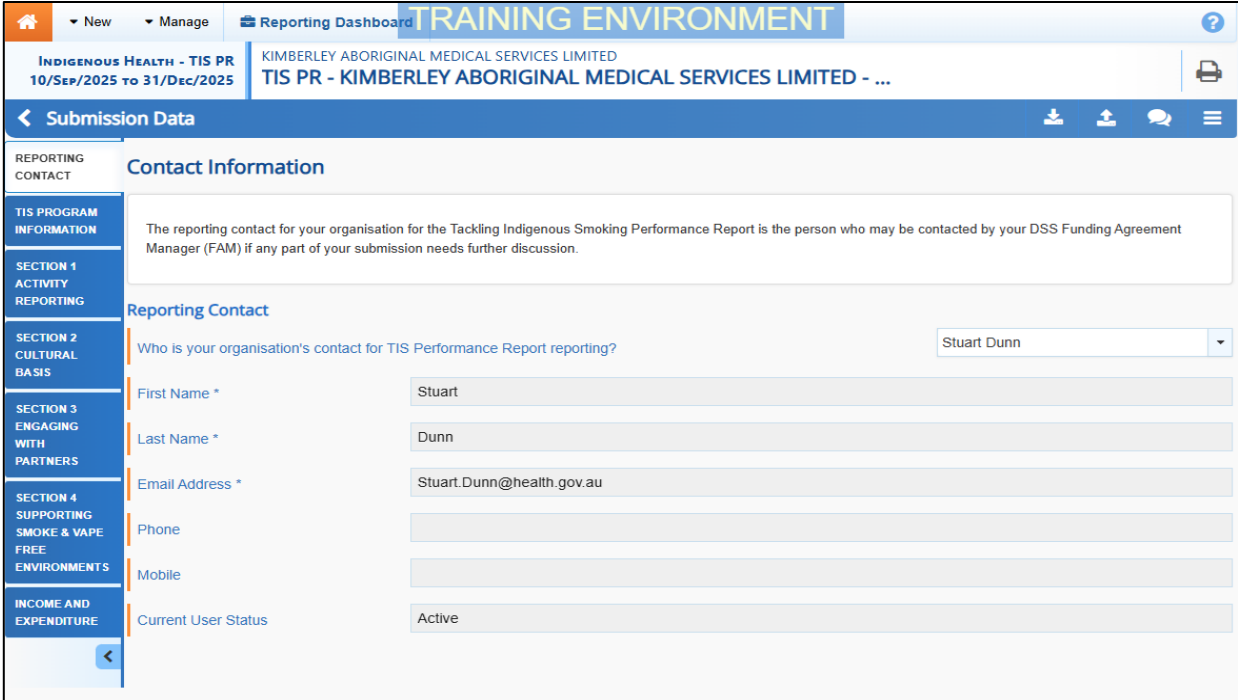
1. Ensure you have logged in to the Data Portal, and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


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





The screenshot displays the Reporting Dashboard interface. At the top, it shows 'Performance Report | 21 August 2024 Reporting Round' with a 'TRAINING ENVIRONMENT' label and a red plus icon. Below this, there are two status indicators: 'Due in 49 Days' and 'Not Started'. The main content area lists 'Activity Work Plan | No Upcoming Reporting Round', 'TIS PR | 12 September 2024 Reporting Round' (with 'Due in 14 Days' and 'Submission Ready for Final Review' indicators), and 'TIS AWP | No Upcoming Reporting Round'. On the right side, a sidebar shows 'Start Date: 12/Sep/2024' and 'End Date: 26/Sep/2024'.


- To conduct a final review of your 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.




- 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.

- To action the form, select  **Submission Ready for Final Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, 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.

- 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.

- To send your 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 your TIS Performance Report (Submission Approver)

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 your 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.

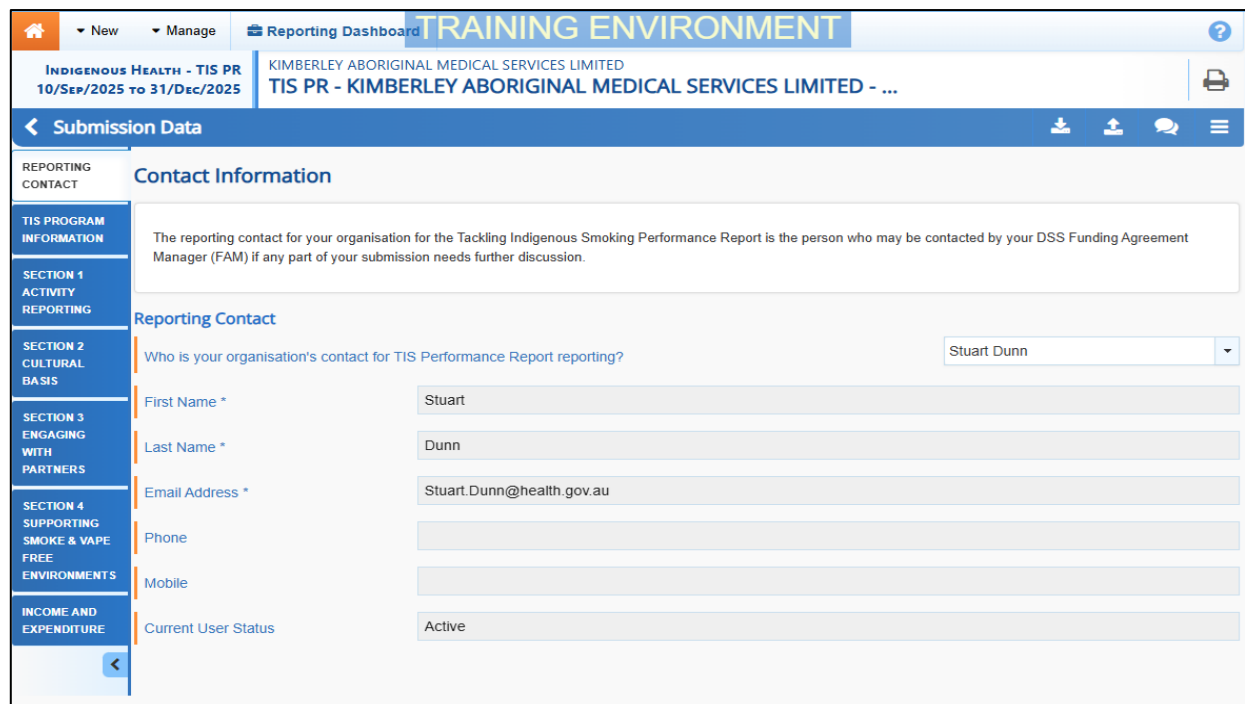
The Reporting Dashboard will display details for your TIS Performance Report.




The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. It features a header with 'Performance Report | 21 August 2024 Reporting Round' and a red plus icon. Below this, there are two status indicators: 'Due in 49 Days' and 'Not Started'. The main content area is divided into three sections: 'Activity Work Plan | No Upcoming Reporting Round', 'TIS PR | 12 September 2024 Reporting Round' (with 'Due in 14 Days' and 'Submission Ready for Final Approval' indicators), and 'TIS AWP | No Upcoming Reporting Round'. On the right side, there is a sidebar with 'Start Date: 12/Sep/2024' and 'End Date: 26/Sep/2024'.



2. To approve your 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 the 'Submission Data' form for 'INDIGENOUS HEALTH - TIS PR 10/SEP/2025 TO 31/DEC/2025' and 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED TIS PR - KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED - ...'. The form is titled 'Contact Information' and includes a section for 'Reporting Contact'. The 'Reporting Contact' section contains a dropdown menu with 'Stuart Dunn' selected. Below this, there 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 blue arrow icon is visible 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.

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

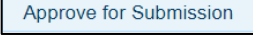


If any late changes need to be made to any of the information in the TIS Performance Report, select *Revision Required* to send the TIS Performance Report back to the *Submission Uploader* for amendment.

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 your TIS Performance Report, select .

Your 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. 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.

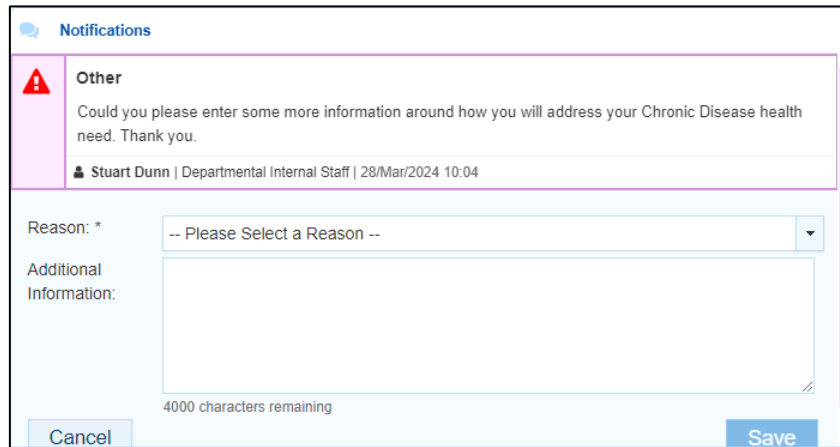
 If the *Notifications Tray* doesn’t display by default, select  in the top right-hand corner of the form.



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 NBPU 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.

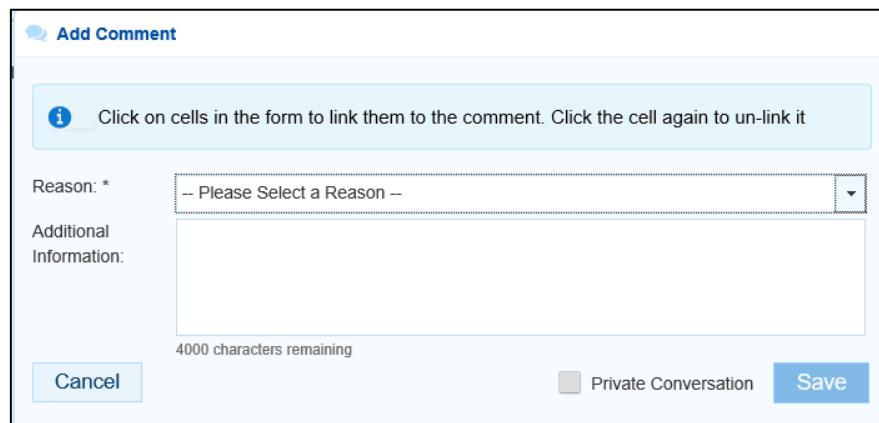
In these instances, you would not want your FAM to see these comments, as they were purely for use within your health service.



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**.






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 window 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 window 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.

Export your TIS Performance Report Form


There may be times when you need to export 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 export it and email it, so your CEO can review it in hard copy.

The following procedure is used to export 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 shows the Reporting Dashboard interface. At the top, it displays 'Performance Report | 21 August 2024' and 'Tackling Indigenous Smoking' in a 'TRAINING ENVIRONMENT'. There are two status buttons: 'Due in 49 Days' and 'Not Started'. On the right, the dates are 'Start Date: 12/Sep/2024' and 'End Date: 26/Sep/2024'. Below this, there are three main sections: 'Activity Work Plan | No Upcoming Reporting Round', 'TIS PR | 12 September 2024 Reporting Round' (with 'Due in 14 Days' and 'Submission Ready for Final Approval' buttons), and 'TIS AWP | No Upcoming Reporting Round'.

2. To open 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 the 'Submission Data' form for 'INDIGENOUS HEALTH - TIS PR' (10/SEP/2025 TO 31/DEC/2025) for 'KIMBERLEY ABORIGINAL MEDICAL SERVICES LIMITED'. The form is titled 'Contact Information' and includes a description: '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.' The 'Reporting Contact' dropdown is 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).

3. To export the offline Word version of your TIS Performance Report, select .

The offline Word version of the form has now been downloaded to your web browser's download tray, highlighted in red below.



 The screenshot above shows the Download tray for Google Chrome. If you use Microsoft Edge when accessing the Health Data Portal, the Download tray may be in a different spot.

- To open the offline Word version of the form, select  in the top right-hand corner of your screen and select the offline Word version of the form you have just exported from the list that displays (it should be at the top of the list).

The offline Word version of your TIS Performance Report will display.

A screenshot of the TIS Performance Report form. The form is titled 'TIS PR - Bega Garnbirringu Health Services Incorporated - 20241126'. It includes fields for 'Name of your TIS program', 'IREG 2021 Code', 'List partner organisations', and 'Date this report was completed'. There is also a section for 'Section 1 Activity Reporting'.

You can now print and/or save the Word version of the form, so you can share it as needed.