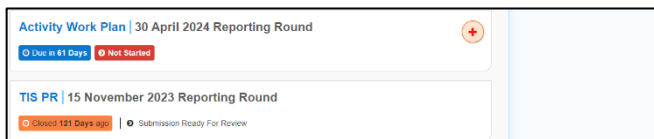




To review your TIS Performance Report as a *Submission Reviewer*, after it has been amended by your *Submission Uploader* at the request of your DSS FAM:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

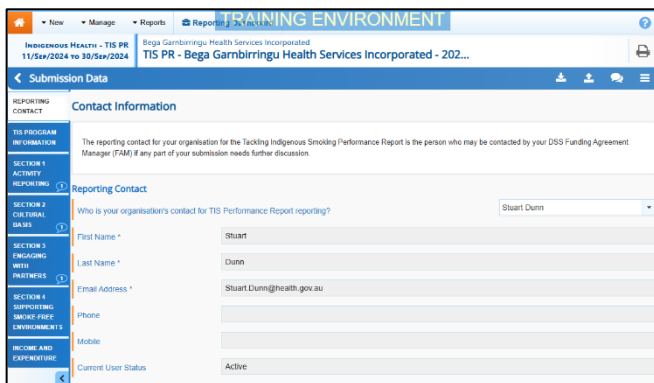
The Data Portal home screen will display with the Reporting Dashboard open.



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

3. 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

Your TIS Performance Report form will display.



4. Review the data in the different sections of the form as required.
5. Update information in the cells if you feel any of the information entered by the *Submission Uploader* needs to be changed or added to.
6. If your DSS FAM or *Submission Uploader* has left a comment for you in the form that you need to respond to, in the Notifications Tray, select .

To open the *Notifications Tray* if it doesn't display by default, select in the blue *Submission Data* bar at the top of the form.

7. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
8. Enter your comment in the **Additional Information** field.
9. To save the comment, select .

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

If you would like to leave your own comment for others accessing/reviewing the TIS

Performance Report form, select in the *Notifications Tray* and add your comment, linking it to a particular cell and making it a private comment if needed. Once you are done, select

.

10. To exit your TIS Performance Report form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

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

11. To progress your TIS Performance Report through the submission workflow, select .
12. 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 again.
- **Approve for Submission** – Select this action if you are the CEO, or nominated representative, and are approving the TIS Performance Report as well as reviewing it.
- **Request Interim Processing** – Select this action to send your 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 your TIS Performance Report to the *Submission Uploader* for further amendment.



13. In the **Comment** field, enter any comments regarding the action being performed on your submission.
14. One of the following buttons can now be selected when submitting your TIS Performance Report, depending on the action you have selected:
  - a. To send your TIS Performance Report to your CEO or their representative for approval again, select . See the [Approve your TIS Performance Report based on DSS Feedback \(Submission Approver\)](#) QRG for the next step in the process.
  - b. To approve your TIS Performance Report and send it directly to your DSS FAM for processing again, select . See the [Review and Action a Health Service's TIS Performance Report \(DSS FAMs\)](#) QRG for the next step in the process.
  - c. 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 . See the [Interim Processing of a TIS Performance Report](#) QRG for the next step in the process.
  - d. To send your TIS Performance Report back to your *Submission Uploader* for amendment again, select . See the [Amend your TIS Performance Report based on DSS Feedback \(Submission Uploader\)](#) QRG for the next step in the process.

Your TIS Performance has now been reviewed and either sent to your *Submission Approver* for re-approval or sent back to your *Submission Uploader* for further revision as required.