**Australian Government** 



Department of Health and Aged Care

## Process an OSR Submission (the AIHW)

## Step 1 – Review the Submission

Once the AIHW has received an approved OSR submission from a health service, they will need to review the submission in the Data Portal to ensure it is ready to go to the next step of the process.

To review an OSR submission in the Data Portal:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal home screen will display.



3. From the Data Portal home screen, search for the OSR submission to be processed.

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.

Volume To be eligible for processing, the OSR submission's status will need to be *Submission Approved*.

4. In the **Data Assets** section of the Data Portal home screen, select the OSR submission to be processed.

The Data Asset Details screen will display.

• New • Manage • Reports IRAINING ENVIRONMENT								
INDIGENOUS HEALTH - NKPI 21/Aug/2020 to 29/Aug/2020	Culcairn Health Service Culcairn Health Service -	July 2020 nKPI da	ıta	Open nKPI Form				
Asset Details		Draft Rea	dy For Review Ready For Approved Approved	Ready for Processing	Processed			
Title "	Culcaim Health Service - July 2020 nKPI data							
Description	Culcaim Health Sarvice - July 2020 INSPI data							
Submitted by	Stuart Dunn							
Organisation	Culcaim Health Service							
Date Submitted	25/Aug/2020							
Folder*	Folder *	Indigencus Health		~				
receives the submission)	Sub-Folder	nKP1		~				
	Additional info							
Reporting Round	Reporting Period	21/Aug/2020 to 29/Aug/2	020	~				
	Data Period	01/Jul/2020 to 31/Jul/2020						
Data Period	Start: 01/Jul/2020	End: 31/Jul	2020					
Files								
File Name	Last M	odified	Description		Actions			
MANUAL - NKPI - Wirraka Maya - 1 130 KB (text/xml)	20200825-113843.xml 🖹 25/Aug	/2020 11:38		4	V5 •			

- 5. Review the details of the submission as needed.
- To review the data in the attached form, select open OSR Form at the top of the screen.

The OSR form will display and the data in the form can be reviewed for accuracy.

 Once you have finished reviewing the content of the OSR form, select < Close at the bottom of the form.

If upon review of the data in the form you find anomalies, you should start the exception reporting process to add comments about the anomalies in the data and send the submission back to the health service for amendment. For more information, see the *Initiate Exception Reporting (the AIHW)* QRG.

The Data Asset Details screen will display.

 To action the submission, select either or the workflow progress bar at the top of the Data Asset Details screen.

The Change Data Asset Status dialog box will display.

9. In the **Action** field, select **Select** and select *Ready for Processing*.

If the health service has asked you to return the submission to them as it has been submitted in error, select *Return to Uploader*.

- 10. In the **Comment** field, enter any comments about the action being performed on the submission.
- 11. To set the submission to *Ready for*

Processing, select Ready for Processing

The submission's status will change to *Ready for Processing* and it is ready to be processed.

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**Department of Health** and Aged Care

## Step 2 – Process the Submission

Once a health service's OSR submission has the status of *Ready for Processing*, it can be processed in the Data Portal by the AIHW.

To process an OSR submission in the Data Portal:

1. Ensure the Data Portal home screen is displayed.

Australian Government Department of Health	DATA			
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2. From the Data Portal home screen, search for the submission to be processed.

For more information on how to search for a submission, see the Get Started in the Health Data Portal QRG.

3. Select the submission to be processed.

The Data Asset Details screen will display.

4. To check to see if any data validation issues are still present in the form, select bopen OSR Form at the top of the screen.

The OSR form (with the health service's name at the top of the screen) will display containing the health service's OSR data, and any sections still containing data validation flags will show a 🕰 on the corresponding tab.

5. To mark a data validation flag as "complete", in the Notifications Tray, hover your mouse pointer to the right of the comment title for the applicable

indicator and then select  $\checkmark$ .

U If the *Notifications Tray* doesn't display,

select 💶 or 🗾 at the top of the form to open it.

The Reason and Additional Information fields will display.

These fields will only display if you have

selected 💙 against a data validation flag and/or the last response entered against it. If you select

against a comment entered by the health service, the comment will just disappear and be marked as "complete".

6. In the **Reason** field, select 🖾 and select the reason that aligns to what is being done with the data in the indicator the

validation issue comment relates to. The options are Completed, all data accepted; Completed, data excluded from national reporting only and Completed, data excluded from organisation level and national reporting.

- 7. In the Additional Information field, if the data in the indicator is being excluded, enter detail about why the data is being excluded.
- Save 8. To save the comment, select
- 9. Repeat the process for all indicators with outstanding data validation issues.

A submission can't be processed as complete with any outstanding data validation flags.

The data validation flags will now disappear.

10. To exit the OSR form and return to the Data Asset Details screen, select

< Close at the bottom of the form.

The Data Asset Details screen will display.

11. Once the submission has been reviewed

as needed, select either 💙 or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.

- 12. In the **Action** field, select  $\checkmark$  and select Process.
- 13. In the **Comment** field, enter any comments about the action being performed on the submission.
- 14. To process the submission, select Process

The submission's status will change to *Processed* and the processing of the submission is now complete.

The information within the form attached to the submission can now be used in any publications that need to be produced and made available to applicable users of the Data Portal.