



## Respond to a Data Validation Flag

To respond to a data validation flag in your HCP form:

1. Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.

nKPI | No Upcoming Reporting Round


HCP | 30 October 2023 Reporting Round

Due in 61 Days | Draft Submission | Unresolved Comments Exist

Data Sharing

Do you agree to share your finalised processed HCP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

Do you agree to share your finalised processed HCP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

2. From the **Reporting Dashboard**, hover your mouse pointer to the right of the **HCP** reporting round text and select  (highlighted above in red).

The HCP form will display.

Submission Data

Health Care Provider Details

Please complete all details including provider number and name for all Health Care Providers who provided services during the period. Includes:

- general practitioners (GPs)
- participating midwives
- participating nurse practitioners
- allied health workers
- dental health workers
- Aboriginal and Torres Strait Islander health workers,
- Aboriginal and Torres Strait Islander health practitioners

For the purposes of this report, 'salaried' medical providers includes those paid a salary, wage, payment under contract or seasonal fee by your organisation for the provision of medical services.

Details of Health Care Providers who are not included in the CIS (Clinical Information System) data can be added manually by clicking the 'Add' button.

Please ensure each of your provider numbers meet the following format: 1234567a (first six characters must be numbers, the seventh character can be a letter or a number and the 8th character must be a letter). If your provider number doesn't have 8 characters, please just respond to the flag that displays explaining this.

Note: If there are issues with the data in your HCP form (i.e. there are error messages in the Notifications Tray) you can select the Bulk Update menu and then select Apply Common Name Fix-Ups option to see if this resolves the issues.



Bulk Update: Please select + Add


Provider Number	Last Name	First Name	Salaried	Bulk Select
2900613W	Armstrong	Brian	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2900613A	Do	Mal	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>



Notifications

Internal validation  
All fields are required  
Please amend your data or provide a comment.  
31/05/2023 14:32


The **Notifications Tray** will display on the right-hand side of the form and any applicable data validation flags (along with any responses made against the flags) will display.

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

3. To provide your explanation as to why you aren't updating the value in question, in the **Notifications Tray**, hover your mouse pointer to the right of the applicable data validation flag title and select .

4. Select  in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
5. Enter your response in the **Additional Information** field.
6. To save the response, select .

In the **Notifications Tray**, your response has been added directly under the data validation flag you are responding to and can be viewed by anyone accessing the submission in the Data Portal.

7. Repeat this process for any other data validation flags you wish to respond to.
8. To exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

The responses you have made to the data validation flags can now be seen by anyone else within your health service who needs to work with the submission, plus the Department of Health, Disability and Ageing once the submission is approved and submitted to them for processing.

## Add a New Comment

To add a new comment to your HCP form in the Data Portal:

1. Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.

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Data Sharing

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Do you agree to share your finalised processed HCP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations?  Yes  No

2. To open your HCP form, hover your mouse pointer to the right of the **HCP** reporting round text in the **Reporting Dashboard**, and select  (highlighted above in red).



The HCP form will display.

The screenshot shows the 'Health Care Provider Details' form. A red notification box in the top right corner reads: 'Internal validation: All fields are required. Please amend your data or provide a comment. 31/05/2023 14:32'. Below the notification is a table with columns: Provider Number, Last Name, First Name, Salaried, and Bulk Select. Two rows are visible: one for '2360513W' (Armstrong, Brian) and one for '2360613A' (Du, Mai).

You can now add a new comment (for example, explaining to the Department of Health, Disability and Ageing a value change you have made to address a data validation issue, or providing some additional information to other users within your health service) to the required section of the form.

- To add a new explanatory comment to the form, select **+ New** at the top of the Notifications Tray.
- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
- Enter your comment in the **Additional Information** field.
- To mark your comment as private so no one outside the health service can see it, select the **Private Conversation** check box.
- To save the comment, select **Save**.

The new comment has now been added to the *Notifications Tray* for the section, separate to any data validation flag and associated responses that may display.

- To exit your HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select **Close**.

### Link a Comment to Particular Cells

To add a new comment to your HCP form and then link the comment to certain cells:

- Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.
- To open your HCP form, hover your mouse pointer to the right of the **HCP** reporting round text in the **Reporting Dashboard** and select

The HCP form will display.

This screenshot is identical to the previous one, but the 'Salaried' column for the first row (2360513W) is highlighted with a red border, indicating it is the selected cell for linking a comment.

- To add a new explanatory comment to the selected section, select **+ New** at the top of the Notifications Tray.

The Add Comment window will display, showing the message "Click on cells above to link them to the comment. Click the cell again to unlink it".


- Scroll back up to the data cells for the indicator and select the cell or cells the new comment relates to.

The selected cell(s) will be highlighted with a red border. To unlink the cell(s) simply select it again.

- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
- Enter your comment in the **Additional Information** field.
- To mark your comment as private so no one outside the health service can see it, select the **Private Conversation** check box.
- To save the comment, select **Save**.




The comment has been saved and the selected cell(s) has been linked to the comment to give it context.

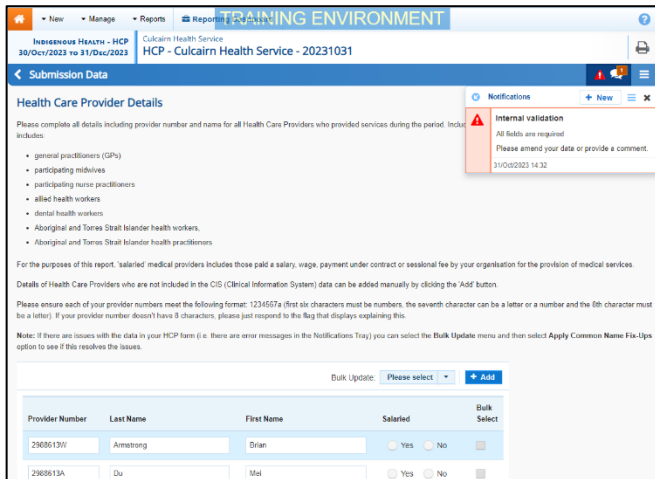
Any user who opens the form and accesses your comment can see the cell(s) that relates to your comment by selecting  next to your comment in the *Notifications Tray*.

## Mark Comments as Complete

To mark comments as complete in your HCP form:

1. Ensure the Data Portal home screen is displayed, and the Reporting Dashboard is open.
2. To open your HCP form, hover your mouse pointer to the right of the **HCP** reporting round text in the **Reporting Dashboard** and select .

The HCP form will display.






The screenshot shows the 'Health Care Provider Details' section of the HCP form. It includes a table with columns for Provider Number, Last Name, First Name, and Salaried. Below the table is a 'Bulk Update' section with a dropdown menu and an 'Add' button. On the right side, there is a 'Notifications' tray containing an 'Internal validation' message: 'All fields are required. Please amend your data or provide a comment. 31/05/2023 14:32'.

Provider Number	Last Name	First Name	Salaried	Bulk Select
2960613W	Armstrong	Brian	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2960613A	Du	Ma	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>




If you are a health service user looking to remove an internal comment or conversation from view prior to the submission being submitted to the Department of Health, Disability and Ageing for processing, you will need to mark the comment/conversation as complete.


Similarly, if you are a Department of Health, Disability and Ageing user looking to process a submission and the form still contains a data validation flag and its associated responses, you will need to mark these as complete before you can process the submission.

3. To mark a comment/data validation flag conversation as complete, in the Notifications Tray, select  next to the applicable comment/data validation flag.

 To open the *Notifications Tray* if it doesn't display, select  at the top of the screen.

The comment and the conversation it is part of will now disappear.

 To retrieve the comment that has been marked as complete, select  at the top of the *Notifications Tray* and then select *Show completed comments*. To return the comment permanently to view, select . The comment will now redisplay and can be responded to as needed.

4. To exit your HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select .