



**Australian Government**

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**Department of Health  
and Aged Care**

# **HCP REPORTING IN THE HEALTH DATA PORTAL**

24 MARCH 2024

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## About This Guide

The *HCP Reporting in the Health Data Portal for Health Services* user guide has been developed to assist health service users with performing their required tasks within the Health Data Portal (the Data Portal) as part of the HCP reporting process, conducted each July.

This user guide contains step-by-step instructions and other important information for health service end users.

**Health service end users** will perform the following functions in the Data Portal:

- Create/update HCP submissions and send them on to the next stage of the submission process
- Review HCP submissions
- Amend HCP submissions
- Approve HCP submissions
- Amend HCP submissions as part of exception reporting
- Participate in Interim Processing for HCP submissions
- Extract data validation issue history details from HCP submissions as 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	24 March 2024	Original version

## Introduction to the HCP Report

The Health Care Provider (HCP) report is submitted through the Health Data Portal every July by health services who sit under the 19(2) direction. A 19(2) exemption enables eligible health services and practitioners at approved sites to bulk bill the MBS for eligible services.

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.

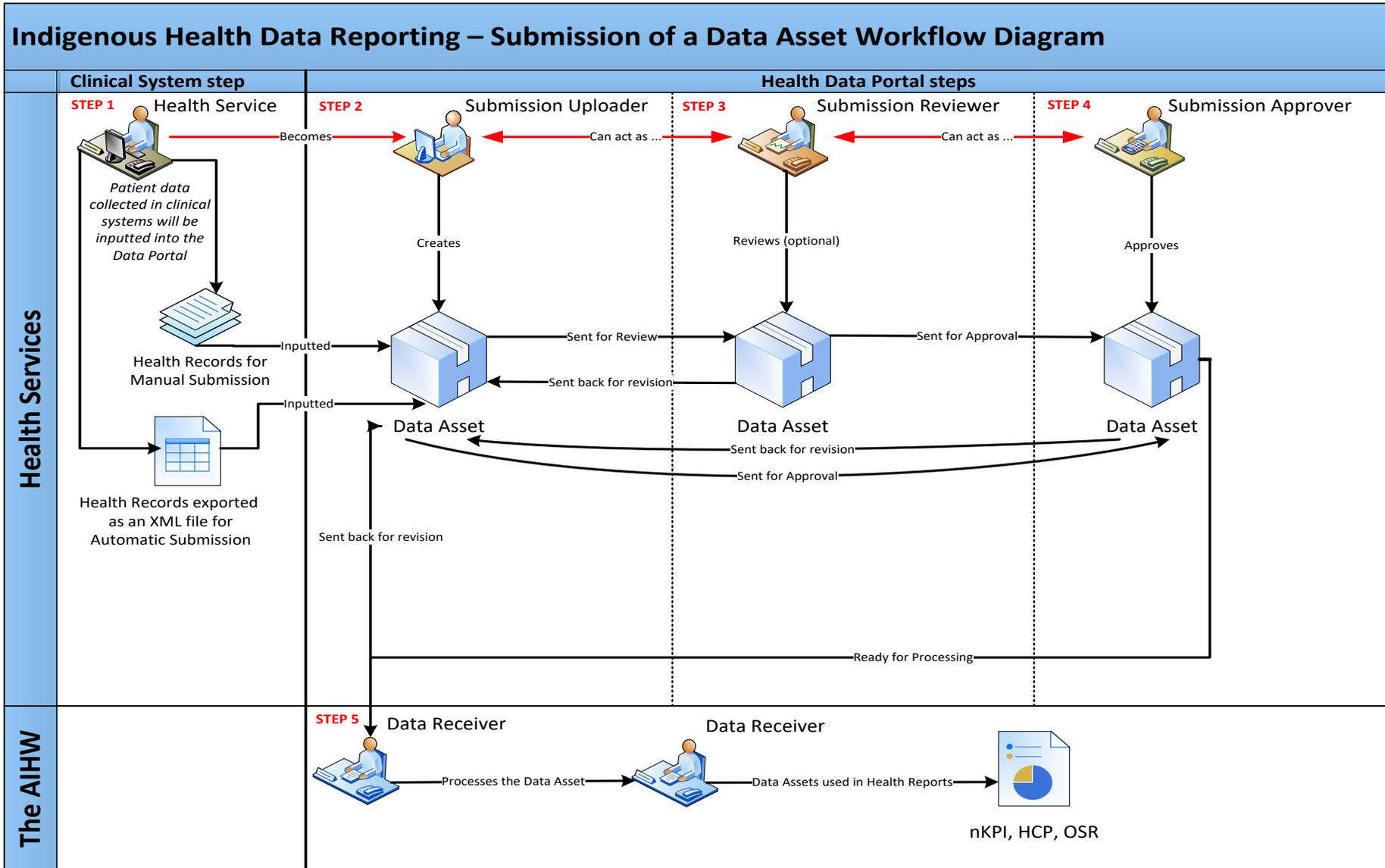
Bulk Update: Please select

Provider Number	Last Name	First Name	Salaried	Bulk Select
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

The Health Data Portal HCP form contains the following information for each health service:

- **Provider number** – Provider numbers are stored in your CIS, so should be transferred to your HCP form as part of the direct load process. Your provider numbers should follow the format **1234567a** (the first six characters must be numbers while the seventh character can be a letter or a number, and the 8th character must be a letter).
- **Provider name** – Each provider's first and last name will be transferred as part of the Direct Load process from your CIS.
- **Salaried information** – The salaried information is not carried by your CIS, so you will need to manually specify whether or not each provider is paid by your health service.

# HCP Submission Workflow



## HCP Submission

At the commencement of a HCP reporting round each July, health services required to report on their HCP data will be notified via email the reporting round has commenced.

Each health service will then need to report on their HCP data each July through the Health Data Portal. Depending on the Clinical Information System (CIS) they use to record their data, the health service can submit their submission in the Data Portal using either of the following two methods:

- **Direct Load** – an automatic data transfer from the health service's CIS to the Data Portal. The CIS' capable of facilitating the direct load of data into the Data Portal are *Communicare*, *MME*, *Medical Director* and *Best Practice*.
- **Manual Submission** – the health service will need to manually create the HCP submission in the Data Portal and enter their aggregated clinical data into a blank form within this submission.

## Automated Data Validation

As part of the creation and submission of HCP submissions in the Data Portal, there will be automatic data validation rules run over the data that is either submitted as part of the direct load process or manually entered in the applicable form by the *Submission Uploader* within the health service.

### Data Validation for Direct Load HCP submissions

For HCP submissions that have been automatically created in the Data Portal via the *direct load* process, if there are any issues identified with the data because of data validation, these issues will be outlined in the email all users with the *Submission Uploader* role within the health service will receive when the data is transferred to the Data Portal.

The detail regarding the issues will also be inserted into the HCP form in the Data Portal as a data validation error message that appears in the form's Notifications Tray. The *Submission Uploader* can then amend the values in the form as part of updating the submission and submitting it to the next stage of the submission workflow.

For more information, see the [Submit a HCP Report \(Direct Load\)](#) section later in this guide.

### Data Validation for Manual HCP Submissions

For HCP submissions created in the Data Portal through the manual submission process, users will be notified of issues with their data as they enter the data into the form they create as part of the submission process.

If there are issues with the data, the *Submission Uploader* will be notified when they select

 at the bottom of the form. The *Uploader* can then amend the values as required as they complete the form.

For more information, see [Submit a HCP Submission \(Manual Process\)](#) later in this guide.

## Rerunning Data Validation

It is important to note the automated data validation process will occur whenever a change is made to data in the HCP form, and the change saved, at any stage of the submission workflow. For example, if a submission is returned to the *Submission Uploader* for amendment after being reviewed and the *Submission Uploader* changes a value in the form, data validation will run

again when the *Submission Uploader* selects  at the bottom of the form. If there is an issue with the new value that has been entered, this will be identified as per the normal data validation rules described earlier in this section of the guide.

## Submit a HCP Report (Direct Load) Overview

Eligible health services whose CIS' (*Best Practice, Communicare, Medical Director* and *MMEEx*) allow them to, will produce and review the required report in their CIS and then transfer this report (containing aggregated HCP data) directly to the Health Data Portal as an XML file. This is known as *direct load* and automatically creates a draft HCP submission in the Data Portal.

If there are any issues with the data at the time of the *direct load*, all *Submission Uploaders* within the health service will receive an email informing them of these issues. A health service *Submission Uploader* can then log in to the Data Portal and address the data validation issues in the submission that has been created as part of the *direct load* process, before submitting it for review and/or approval as needed.

## Submit a HCP Report (Direct Load)

Eligible IAHP funded health services will need to provide their Health Care Provider information to the Department of Health and Aged Care, through the Data Portal, every 12 months (*in July*).

The following procedure is used to submit a HCP report in the Data Portal, and address data validation issues within the submission, using the *direct load* process.

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

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The dashboard lists three reporting rounds: OSR, nKPI, and HCP, all due on 21 June 2023. The HCP section is expanded to show data sharing options for QAIHC and NACCHO. The OSR and nKPI sections show 'Due 1 Day' and 'Not Started' status. The HCP section shows 'Due 1 Day', 'Draft Submission', and 'Unresolved Comments Exist' status. The data sharing options are: 'Do you agree to share your finalised processed HCP data (includes current and previous reporting periods) with Queensland Aboriginal and Islander Health Council (QAIHC) for the purpose of policy development, research and summary feedback and support to organisations?' with 'Yes' and 'No' radio buttons, and '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?' with 'Yes' and 'No' radio buttons. A red box highlights the document icon in the HCP section.

1. To review/update the HCP submission that has automatically been created in the Data Portal (currently with the status of *Draft Submission*) as part of the *direct load* process, hover your mouse pointer to the right of the reporting round text in the HCP section of the **Reporting Dashboard** and select .

The HCP form will display, containing the data uploaded to the Data Portal as part of the *direct load* process.

**Submission Data** TRAINING ENVIRONMENT

**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 sessional fee by you.

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
2988613W	Armstrong	Dr Brian	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du, Mei		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

The HCP form contains the Health Care Provider names and numbers for your health service that have been transferred from your Clinical Information System (CIS).

An “All fields are required” data validation flag will display in the *Notifications Tray* on the right-hand side of the form (as shown above) as information regarding whether your providers are salaried is not contained within your CIS and therefore, not transferred to the HCP form in the Data Portal as part of the direct load process.



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

- To complete the **Salaried** section of the form, select  on the **Bulk update:** button (either at the top or bottom of the form) and select the applicable option from the second half of the list that displays. The options are **Mark empty Salaried as Yes**, **Mark empty Salaried as No**, **Mark all Salaried as Yes** and **Mark all Salaried as No**.



You can also complete the *Salaried* section of the form either by selecting *Yes* or *No* for each provider or by selecting the *Bulk Select* check box for the applicable provider and then selecting  on the *Bulk update:* button and selecting either *Mark selected Salaried as Yes* or *Mark selected Salaried as No*.

- To save your changes, select  **Save** at the bottom of the form.

The “All fields are required” data validation flag should now be removed from the *Notifications Tray*.

Other data validation flags may also display in the HCP form *Notifications Tray* for the following reasons:

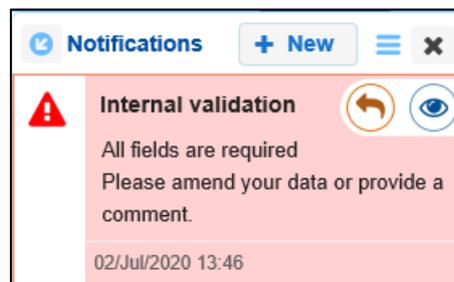
- One or more of your provider numbers does not meet the required numbering format.
  - The *Last Name* field is empty for one or more of your providers.
  - One of the name cells for one or more of your providers contains a salutation (e.g., Dr, Prof) or other words other than the provider name.
4. If any other data validation flags do display in the **Notifications Tray**, read the message to determine what action needs to be taken.
  5. You can then either make the required change in the applicable cell(s) or, for any validation flags relating to provider names, select Please select ▾ and then select **Apply Common Name Fix Ups** from the list that displays.
  6. Select Yes in the window that displays.
  7. Select Save at the bottom of the form.

Any validation flags associated with the provider names will now be resolved.

#### If data values are incorrect and need to be amended to address data validation flags:

- i. Update the applicable data value(s) in the required cell(s) to address the data validation flags.

 If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the cell(s) with issues will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.



- ii. To save the amendment and run data validation again, select Save at the bottom of the form.

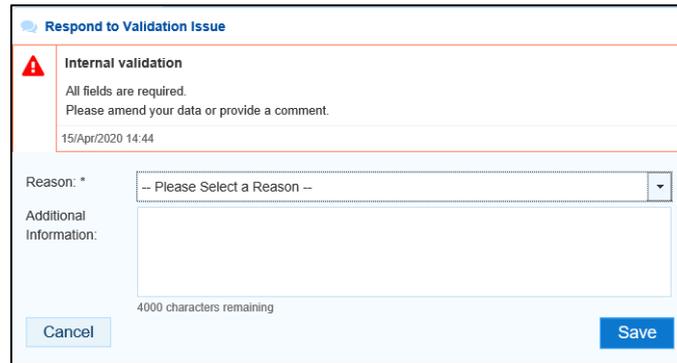
The data validation flag relating to the data value you have just amended should now disappear.

- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting Save until this occurs.

 To add a new comment for a colleague to an indicator separate to the responses added to the validation flag, select + New at the top of the Notifications Tray, enter your comment (linking the applicable cells if needed) and then save it.

### If you aren't changing the data values but wish to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag. The Respond to Validation Issue dialog box will display.



- ii. Select  in the **Reason** field and select the reason you are adding a response from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**.
- iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.
- iv. To save the response, select .
- v. Repeat this process for any other values in the indicator that need to be explained.

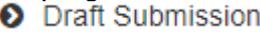
The comment(s) has been added underneath the data validation flag and can be viewed by anyone accessing the submission in the Data Portal.

 To enter details for any providers not transferred as part of the direct load process, select  and enter in the applicable information.

 If a provider(s) information needs to be removed from the form (perhaps they are a provider from a different clinic) select the *Bulk select* check box(es) at the end of the applicable row and then select  on the *Bulk update:* button (either at the top or bottom of the form) and select *Delete all selected* from the list that displays.

8. Once all data validation flags in the HCP form have been addressed, to exit the form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

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

9. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under Data Sharing.
10. To save the changes, select .
11. To progress the submission to the next stage of the submission workflow, select  for the HCP submission in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.

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

The available actions are:

- **Request Review** – Select this action to send the submission to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the submission directly to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the submission to Health and Aged Care 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 at this stage if you have the *Submission Reviewer* role.



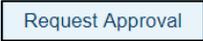
If you have the access to approve HCP submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the submission yourself and then submit it directly to Health and Ged Care for processing.

13. In the **Comment** field, enter any additional comments regarding the action being performed on the submission, if needed.



Any user with access to view the submission will be able to view any comments entered here.

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

- i. To send the submission for internal review, select . For the next step in the process see [Review a HCP Submission](#).
- ii. To submit the report directly to your CEO or their representative for approval, select . For the next step in the process, see [Approve a HCP Submission](#).
- iii. To send the submission to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of a HCP Submission](#).

The *direct load* HCP submission has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying

them the submission has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your health service can then action the submission as required.

## Refresh Your Direct Load Submission

If updates have been made to your HCP data for the current data collection period in your Clinical Information System (CIS), you can transfer the data across to the Data Portal again and the values in the HCP form for the current reporting round will be updated to reflect the new values.

The refreshed submission can then be progressed through the submission workflow as normal.



For this to be possible, the submission in the Data Portal needs to be “with” the *Submission Uploader*. That is, it needs to be at one of the following statuses: *Draft Submission*, *Submission Revision Required* or *Submission Returned to Uploader*.



If you need to complete the Direct Load process again to update your data in the Data Portal, **DO NOT** try to remove the submission, just follow the process above.

## Submit a HCP Report (Manual Process)

A health service using a CIS which will not automatically transfer Health Care Provider number data to the Data Portal, will need to manually create a HCP submission directly in the Data Portal.

The following procedure is used to manually submit a HCP 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.

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' interface. At the top, there are navigation options: 'New', 'Manage', and 'Reporting Dashboard'. The main content area is divided into three sections for different reporting rounds:

- OSR | 1 May 2022 Reporting Round:** Includes a 'Due in 27 Days' button and a 'Not Started' button. A red '+' icon is visible to the right.
- nKPI | 1 May 2022 Reporting Round:** Includes a 'Due in 27 Days' button and a 'Draft Submission' button. Below this is a 'Data Sharing' section with a question: 'Do you agree to share your finalised processed nKPI 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?' with 'Yes' and 'No' radio buttons.
- HCP | 1 May 2022 Reporting Round:** Includes a 'Due in 27 Days' button and a 'Not Started' button. A red '+' icon is visible to the right.

On the right-hand side, there is a summary table:

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	03/May/2022	31/May/2022
nKPI Reporting Round	Open	03/May/2022	31/May/2022
HCP Reporting Round	Open	03/May/2022	31/May/2022

1. To commence the submission of your manual HCP report, select  to the right of the HCP reporting round text in the **Reporting Dashboard**.

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

A blank HCP form will display, containing an explanation of what Health Care Provider information needs to be included for your health service.

**Health Care Provider Details**

Please complete all details including provider number and name for all Health Care Providers who provided services during the period. Include only those who had a Medicare provider number. This 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 sessional 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

In the HCP form, you need to enter details for your Health Care Providers with a Medicare number who provided services in the last twelve months.



The number provided in the form must be the eight-character Medicare provider number, not other numbers you may have that are associated with the provider.

2. Complete the cells in the first row of the HCP form as described below.

Field/Button	Description
Provider Number	Enter the provider number for your first provider.  A provider number needs to be 8 characters long, with the first 6 characters needing to be numbers. The 7 <sup>th</sup> character can then either be a number or a letter with the 8 <sup>th</sup> character needing to be a letter.
Last Name	Enter the provider's surname.
First Name	Enter the provider's first name.
Salaried	Select either <b>Yes</b> or <b>No</b> .
Bulk Select	The <b>Bulk Select</b> check boxes won't be used at this stage of the process. They are more likely to be used if you need to delete multiple providers from the form or mark a group of providers as salaried or non-salaried.

3. To save the details of your first provider, select  **Save** at the bottom of the form.



If you have not completed all the cells for the provider, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select  in the *Notifications Tray* and enter an explanation as to why the cell hasn't been completed. If

you need assistance in identifying which cells haven't been completed, select . Then, select  again and action the flag as needed.

4. To enter details for your next provider, select .
5. Enter the details for your next provider as described in **step 4** above.
6. Repeat the process for all providers you need to enter details for.

 To apply bulk selections in the **Salaried** section of the form, select  at the end of  and select the applicable option.

7. Once you have finished entering your data into the HCP form, select  at the bottom of the form.

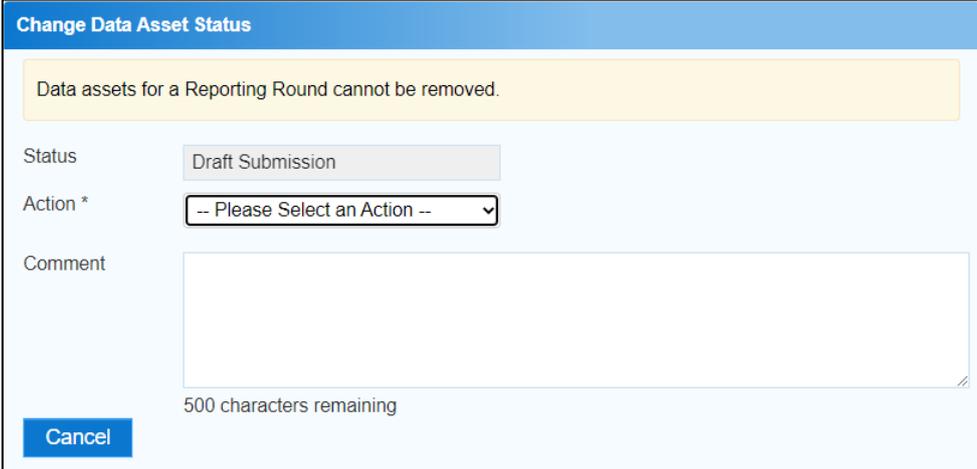
The Data Portal home screen will display with the *Reporting Dashboard* open.

8. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under Data Sharing.

9. To save the changes, select .

10. To progress the submission to the next stage of the submission workflow, select  **Draft Submission** for the HCP submission in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" contains a yellow warning banner at the top stating "Data assets for a Reporting Round cannot be removed." Below this, there are three fields: "Status" with a dropdown menu showing "Draft Submission", "Action \*" with a dropdown menu showing "-- Please Select an Action --", and "Comment" with a text area. At the bottom left is a "Cancel" button. At the bottom right of the text area, it says "500 characters remaining".

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

The available actions are:

- **Request Review** – Select this action to send the submission to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the submission to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the submission to Health and Aged Care 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 submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the submission and submit it directly to Health and Aged Care for processing.

12. In the **Comment** field, enter any comments regarding the action being performed on the submission, if needed.



Any user with access to view the submission will be able to view any comments entered here.

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

- i. To submit the report for internal review, select . For the next step in the process, see [Review a HCP Submission](#).
- ii. To submit the report to your CEO or their representative for approval, select . For the next step in the process, see [Approve a HCP Submission](#).
- iii. To send the submission to Health and Aged Care 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 an HCP Submission](#).



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

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

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

## Retrieve a HCP Submission

If a health service *Submission Uploader* has submitted a HCP report for either review or approval in error, they can recall the submission so the required amendments can be made before resubmitting the report.

The following procedure is used to retrieve a HCP submission 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.

A list of the reports you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' for the '30 October 2023 Reporting Round'. The status is 'Closed 82 Days ago' with 'Draft Submission' and 'Unresolved Comments Exist'. Under 'Data Sharing', there are two questions about sharing OSR data with NACCHO and AH&MRC, each with 'Yes' and 'No' radio buttons. The right sidebar lists reporting rounds: OSR (Closed, 30/Oct/2023 to 31/Dec/2023), nKPI (Closed, 30/Oct/2023 to 31/Dec/2023), HCP (Closed, 30/Oct/2023 to 31/Dec/2023), and Performance Report (Closed, 13/Mar/2024 to 13/Mar/2024).

2. To retrieve the HCP submission, select the status link ( **Submission Ready For Review** or **Submission Ready For Approval** ).
3. In the Change Data Asset Status dialog box, in the **Action** field, select and select **Revision Required**.
4. To continue, select **Revision Required** .

The HCP submission 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.

## Review a HCP Submission

When a HCP 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.



Even though any user in the health service with the *Submission Reviewer* role can review the details of a submission, only one user can make changes to the submission at a time.

The following procedure is used to review a HCP submission 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.

A list of the reports you are expected to submit as part of the current reporting round will display.



To be eligible for review, the HCP submission's status will need to be *Submission Ready for Review*.

2. To review the HCP report that has been submitted to you by the *Submission Uploader*, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select .

The HCP form will display.

If there are still issues in the form, a will display on the right-hand side of the blue Submission Data bar. If the issues have been addressed through the addition of a response by the *Submission Uploader*, a will display instead.

- Review the data as required and, if needed, update any data values that need to be amended so the data validation flag disappears.

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

- To respond to the data validation flag instead of amending a value, select in the **Notifications Tray** next to the most recent response attached to the applicable flag.

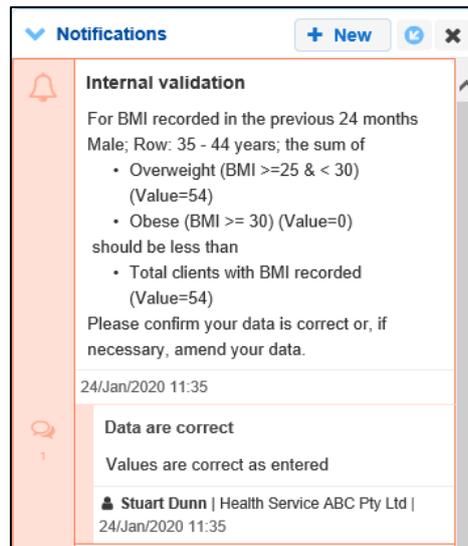
To add a new internal comment for the *Submission Uploader* or *Approver* that you may not wish Health and Aged Care to see, select in the *Notifications Tray*.

The Respond to Validation Issue dialog box will display.

- 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.

7. To save the response, select .

The comment has now been saved and added to the *Notifications Tray* and the data validation flag will change from  to .



 A comment you enter can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

8. Repeat this process for any other values in the HCP form that need to be changed or have comments added to them.

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

9. To exit the HCP form, scroll to the bottom of the form and select .

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

10. Before progressing the submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

11. Once the HCP submission has been reviewed and updated as required, select  in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the submission to your CEO or their representative for approval.
- **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving the submission as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the submission to Health and Aged Care for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return the submission to the *Submission Uploader(s)* within your health service for amendment.

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



Any user with access to view the submission will be able to view any comments entered here.

13. One of the following options can now be selected when submitting the HCP report, depending on the action that has been selected in the **Action** field:
- i. To send the submission to your CEO or their representative for approval, select . For the next step in the process, see [Approve a HCP Submission](#).
  - ii. To approve the submission and send it directly to Health and Aged Care for processing, select . For the next step in the process, see [Process a HCP Submission](#).
  - iii. To send the submission to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of a HCP Submission](#).
  - iv. To send the submission back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend a HCP Submission](#).

The HCP submission 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 a HCP Submission

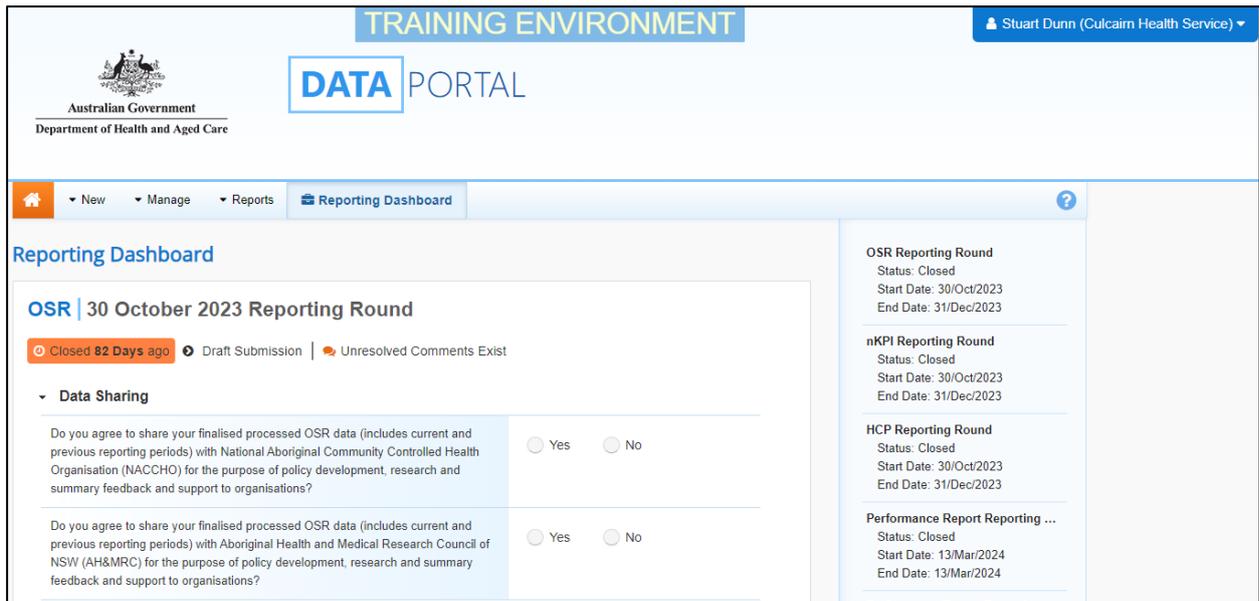
There may be times when the HCP form is returned to the *Submission Uploader* for amendment by the representative in your health service the submission has been sent to for review or approval in the Data Portal.

When it is returned for amendment, the HCP submission will have a status of *Submission Revision Required*.

The following procedure is used to amend a HCP submission in the Data Portal.

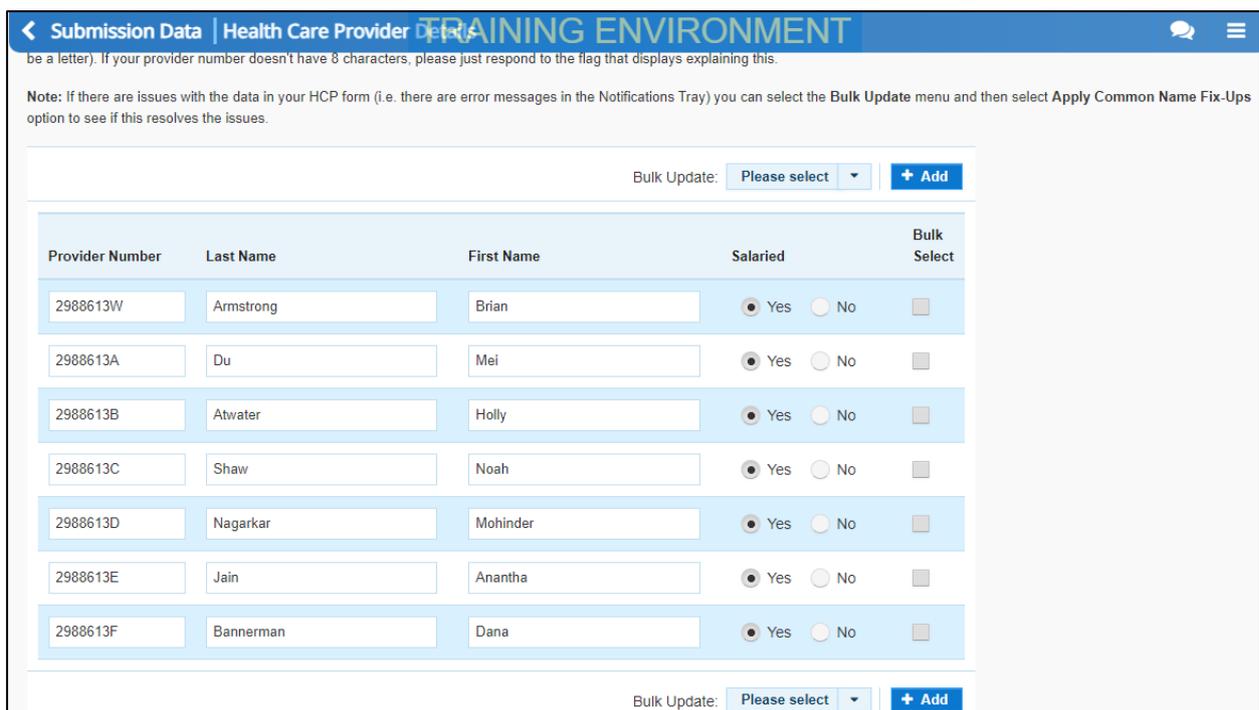
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

A list of the reports you are expected to submit as part of the current reporting round will display.



2. To amend the HCP submission that has been returned by the *Submission Reviewer* or *Submission Approver*, hover your mouse pointer to the right of the HCP reporting round text and select .

The HCP form will display.



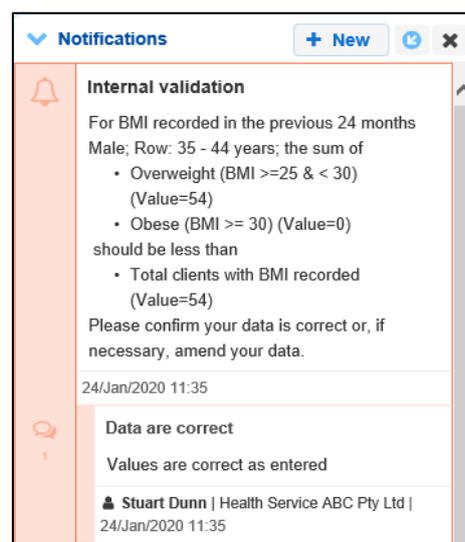
If there are still issues in the form, a  will display on the right-hand side of the blue Submission Data bar. If the issues have been addressed through the addition of a response by the *Submission Uploader*, a  will display instead.

3. Review the data in the form as required, focussing on any comments made by the *Submission Reviewer* or *Submission Approver* asking you to amend data values.
4. If required, update the value(s) in the required cell(s) based on the *Submission Reviewer/Submission Approver's* comments.
5. If you are not amending the value but wish to respond to a particular comment made by the *Submission Reviewer/Submission Approver*, select  next to the comment in the **Notifications Tray**.

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

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

The comment has now been saved and added to the *Notifications Tray* and the applicable validation icon will change from  to .



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

9. Repeat this process for any other values in the form that need to be addressed. The comment(s) has been added and can be viewed by anyone accessing the submission.

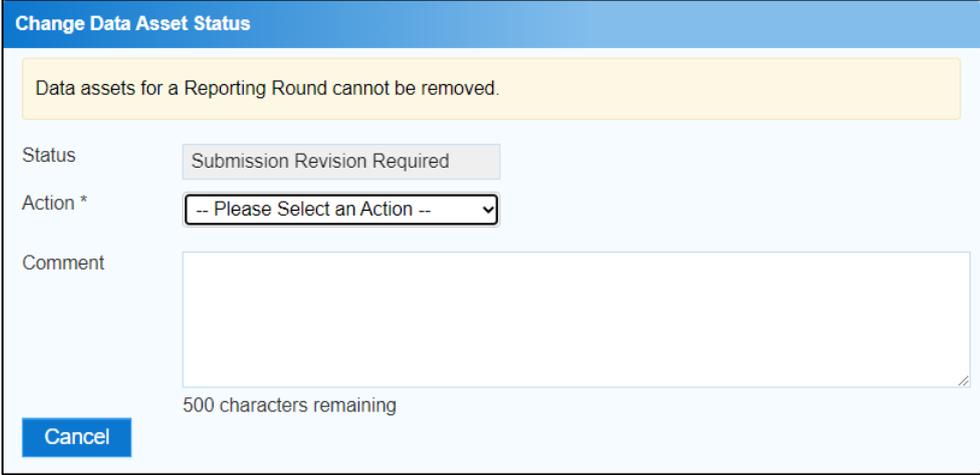
10. To exit the HCP form, scroll to the bottom of the form and select .

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

11. Before progressing the submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

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



The dialog box titled "Change Data Asset Status" has a blue header. Below the header is a yellow warning box with the text "Data assets for a Reporting Round cannot be removed." The main area contains a "Status" field with a dropdown menu showing "Submission Revision Required". Below that is an "Action \*" field with a dropdown menu showing "-- Please Select an Action --". There is a "Comment" text area below the action field, with a "500 characters remaining" indicator at the bottom right. A blue "Cancel" button is located at the bottom left of the dialog.

The available actions are:

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



If you have access to approve the submission, you will also see the *Approve for Submission* option in the action list. This allows you to approve the report and submit it directly to Health and Aged Care for processing.

13. In the **Comment** field, enter any comments regarding the action being performed on the submission, if needed.



Any user with access to view the submission will be able to view any comments entered here.

14. One of the following options can now be selected when submitting the HCP report, depending on the action that has been selected in the **Action** field:

- To send the submission to your *Submission Reviewer* for review again, select . For the next step in the process, see [Review a HCP Submission](#).
- To send the submission to your CEO or their representative for approval, select . For the next step in the process, see [Approve a HCP Submission](#).

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

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

## Approve a HCP Submission

A HCP submission 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 submission may also be the person who has reviewed and/or submitted the report.

The following procedure is used to approve a HCP submission 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' in the Data Portal. The main content area displays 'OSR | 30 October 2023 Reporting Round' with a status of 'Closed 82 Days ago'. Below this, there are sections for 'Data Sharing' with two questions and radio button options for 'Yes' and 'No'. On the right side, a sidebar lists several reporting rounds: OSR Reporting Round, nKPI Reporting Round, HCP Reporting Round, and Performance Report Reporting ...

2. To approve the HCP submission, hover your mouse pointer to the right of the HCP reporting round text and select .

The HCP form will display.

The screenshot shows the 'Submission Data' form for 'Health Care Provider Details'. At the top, there is a 'Bulk Update' dropdown menu set to 'Please select' and an '+ Add' button. Below this is a table with the following columns: Provider Number, Last Name, First Name, Salaried, and Bulk Select. The table contains seven rows of provider data:

Provider Number	Last Name	First Name	Salaried	Bulk Select
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

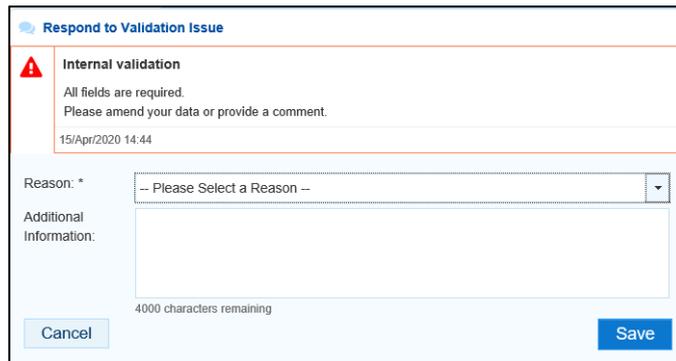
At the bottom of the table, there is another 'Bulk Update' dropdown menu set to 'Please select' and an '+ Add' button.

If there are still issues in the form, a  will display on the right-hand side of the blue Submission Data bar. If the issues have been addressed through the addition of a response by the *Submission Uploader* or *Reviewer*, a  will display instead.

3. Review the data 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**.

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

The Respond to Validation Issue dialog box 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 submission.

 To mark an internal conversation/comment as completed, select .

8. To exit the HCP form, scroll to the bottom of the form and select .

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

9. Before progressing the submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

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

The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing by Health and Aged Care.
- **Revision Required** – Select this action if the submission needs to be returned to your *Submission Uploader* for amendment.

11. In the **Comment** field, enter any comments regarding the action being performed on the submission.



Any user with access to view the submission will be able to view any comments entered here.

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

- i. To approve the submission and send it to Health and Aged Care for processing, select . For the next step in the process, see [Process a HCP Submission](#).
- ii. To send the submission back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend a HCP Submission](#).

The HCP submission has now been approved and sent to Health and Aged Care for processing in the Data Portal.

## Process a HCP Submission (Health and Aged Care)

Once a HCP submission has been approved by your CEO or their representative, it will be sent to Health and Aged Care for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the submission in the Data Portal is for Health and Aged Care to review the submission to ensure the provider information contained within the form is complete and correct.

Once Health and Aged Care has reviewed the HCP form and is comfortable with the content, the submission can be processed as complete in the Data Portal, ready to be used in any reports and publications produced by Health and Aged Care as required.

### Step 1 – Review the HCP Submission

Once Health and Aged Care has received your approved submission, they will need to review the submission in the Data Portal to ensure it is ready to go to the next stage of the process. For the submission to be processed by Health and Aged Care, it will need to have the status of *Submission Approved*.

Once Health and Aged Care has reviewed the submission in the Data Portal and actioned the submission as ready to be processed, the submission'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 submission has been changed to *Ready for Processing*. This means Health and Aged Care has taken the submission from their backlog and are now working on it.

### Step 2 – Process the HCP Submission

Once your submission has the status of *Ready for Processing* in the Data Portal, Health and Aged Care will process it. Once Health and Aged Care has processed your submission in the Data Portal, the submission's status will change to *Processed* and the processing of the submission is now complete.

The information within the HCP form can now be used by Health and Aged Care in any publications that need to be produced and made available to users of the Data Portal with the required file permissions.

## Exception Reporting

Once a HCP submission has been approved by your CEO or their representative, it will be sent to Health and Aged Care for processing. To action the submission in the Data Portal, a Health and Aged Care officer needs to have the *Data Receiver* role.

If, upon review of the submission, Health and Aged Care identifies anomalies in the data being reported on, they will initiate the exception reporting process to add comments regarding the anomalies in the attached form and send the submission back to you for amendment.



If the information in the submission is correct and no data needs amendment, Health and Aged Care can process the submission to complete the submission process. For more information, see [Process a HCP Submission \(Health and Aged Care\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for Health and Aged Care to update the status of the submission to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant indicators/sections of the form to assist you as the health service when you amend the data.

The *second* step of the process is for Health and Aged Care to go into the HCP form and add the required comments, so your *Submission Uploader(s)* can easily see the changes they need to make to the data in the form before the submission can be processed as complete by Health and Aged Care.

Once the *Health and Aged Care* has reviewed the HCP form and made any comments against the indicators/sections within the form, they will send it back to your health service. One of the *Submission Uploaders* in your health service should then amend the submission and the required information in the form and send the submission back through the submission workflow process as required.

### **Step 1 – Set the Submission Status to *Ready for Processing* (Health and Aged Care)**

Once it has been confirmed by Health and Aged Care that there is data in the HCP form that will need to be amended by the health service, Health and Aged Care will need to change the status of the submission 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 HCP Form and Return it to the Health Service for Amendment (Health and Aged Care)**

Once a HCP submission has the status of *Ready for Processing*, Health and Aged Care can add comments to any data values they feel need to be amended and can then return it to your health service's *Submission Uploaders* for amendment.

Once this is done, the submission's status will change to *Submission Returned to Uploader* and one of your health service's *Submission Uploaders* now need to address the comments Health and Aged Care made in the form before sending the submission back through the submission approval process.



Even though Health and Aged Care has sent the submission back to you, they will still be able to access the submission in "read only" mode so they can provide you with support in amending any data within the submission as required.

## Step 3 – Amend the HCP Submission as Part of the Exception Reporting Process

There may be times when an approved HCP submission is returned to you for amendment by Health and Aged Care due to issues, they have identified in the data contained in the form.

When your HCP submission is returned by Health and Aged Care, all *Submission Uploaders* in your health service will receive an email detailing the comments Health and Aged Care has made regarding the data contained within your form that needs to be amended.

A *Submission Uploader* within your health service will then need to amend the applicable values in the form in the Data Portal, directly addressing the comments made by Health and Aged Care.



When your HCP submission is returned to you by Health and Aged Care, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend a HCP submission 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' with a navigation bar at the top containing 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main content area is divided into two sections for reporting rounds. The first section is for the 'OSR | 1 May 2022 Reporting Round', which is 'Due in 27 Days' and has a 'Draft Submission' and 'Unresolved Comments Exist'. Below this is a 'Data Sharing' section. The second section is for the 'nKPI | 1 May 2022 Reporting Round', which is 'Due in 13 Days' and has a 'Submission Returned to Uploader' and 'Unresolved Comments Exist'. This section also has a 'Data Sharing' section with two questions and radio button options for 'Yes' and 'No'. On the right side, there is a sidebar with details for three reporting rounds: OSR Reporting Round (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022), nKPI Reporting Round (Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022), and HCP Reporting Round (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022).

2. To amend the HCP submission, hover your mouse pointer to the right of the HCP reporting round text and select .

The HCP form containing your aggregated clinical data will display.

The *Notifications Tray* will display any comments Health and Aged Care has made against existing data validation flags.



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

3. Review each of the comments made by Health and Aged Care.
4. Update the value(s) in the required cell(s), as needed, addressing Health and Aged Care's comments.

5. To save the changes, select  at the bottom of the form.

The applicable data validation flag should now disappear due to the changes you have made to your data.

6. Repeat this process for any other changes that need to be made to the data in response to the comments made by Health and Aged Care.



If you have amended the required data and would like to add an explanatory comment for Health and Aged Care, select  at the top of the *Notifications Tray*, select a *Reason* and add your comment in the *Additional Information* field.

The comments have now been added and can be viewed by anyone accessing the submission in the future.

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

7. Before progressing the submission through the submission workflow, select ► next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

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

The available actions are:

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



If your *Submission Uploader* can approve the HCP submission, they will see the *Approve for Submission* option in the action list. This allows them to approve the submission and submit it directly to Health and Aged Care for processing again.

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



Any user with access to view the submission will be able to view any comments entered here.

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

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

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

## Step 4 – Review the HCP submission as Part of the Exception Reporting process (Health Service)

If Health and Aged Care has identified anomalies in your data in the HCP form sent to them for processing, they will add comments to the data and send the submission back to your health service for amendment. Once the *Submission Uploader* in your health service has amended the anomalies identified, they may send the amended submission on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review a HCP submission in the Health 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot displays the 'Reporting Dashboard' interface. At the top, there are navigation tabs for 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections for reporting rounds:

- OSR | 1 May 2022 Reporting Round:** Shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. A 'Data Sharing' dropdown is visible.
- nKPI | 1 May 2022 Reporting Round:** Shows 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. The 'Data Sharing' section is expanded, containing two questions:
  - Do you agree to share your finalised processed nKPI 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 selected)
  - Do you agree to share your finalised processed nKPI 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 selected)

On the right-hand side, a sidebar lists the reporting rounds with their status and dates:

- OSR Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022
- nKPI Reporting Round:** Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022
- HCP Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022

2. To review the HCP submission, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select .

The HCP form will display

Submission Data | Health Care Provider Details | TRAINING ENVIRONMENT

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
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

Bulk Update: Please select + Add

3. Review the data in the form and any accompanying comments as required.

Each of the comments added to the form can be read to see the changes that were requested by Health and Aged Care and the subsequent updates made by your *Submission Uploader* in response.

4. Update any data values if needed to address outstanding data validation issues.

5. To add a comment for your colleagues explaining any change you have made to the data, select **+ New** at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

**Add Comment**

*i* Click on cells in the form to link them to the comment. Click the cell again to un-link it

Reason: \* -- Please Select a Reason --

Additional Information:

4000 characters remaining

Private Conversation

Cancel Save

6. If needed, select the cell(s) to be linked to the comment you are adding.

7. Select **▼** in the **Reason** field and select the reason the comment is being added from the drop-down list.

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

9. To make the comment private so the Health and Aged Care can't see it, select the **Private Conversation** check box.

10. To save the response, select .

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

11. Repeat this process for any other values in the form that need to be changed.

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

12. To save your comments and any data value changes, select  at the bottom of the form.

13. To exit the HCP form, scroll to the bottom of the HCP form and select .

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

14. Before progressing the submission through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the **Data Sharing Consent** questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

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

The available actions are:

- **Request Approval** – Select this action to send the submission 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 submission as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the submission to Health and Aged Care 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 submission to the *Submission Uploader* again for further amendment.

16. In the **Comment** field, enter any comments regarding the action being performed on the submission.

 Any user with access to view the submission will be able to view any comments entered here.

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

- i. To send the submission back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve a HCP Submission as Part of Exception Reporting](#).
- ii. To approve the submission and send it back to Health and Aged Care for processing again, select . For the next step in the process, see [Process a HCP Submission](#).
- iii. To send the submission to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of a HCP Submission](#).

- iv. To send the submission back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend a HCP Submission as Part of Exception Reporting](#).

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

## Step 5 – Approve the HCP Submission as Part of the Exception Reporting process

Once a submission has been returned to your health service by Health and Aged Care due to anomalies in the data, one of your *Submission Uploaders* will need to make the required changes to the data and then send the submission back through the internal review and approval process prior to the amended submission being sent back to the Health and Aged Care for processing.

The following procedure is used to approve a HCP 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the Reporting Dashboard interface. At the top, there is a navigation bar with 'New', 'Manage', and 'Reports' menus, and a 'Reporting Dashboard' button. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections for reporting rounds:

- OSR | 1 May 2022 Reporting Round:** Status: Due in 27 Days. Includes 'Draft Submission' and 'Unresolved Comments Exist' indicators. A 'Data Sharing' dropdown is visible.
- nKPI | 1 May 2022 Reporting Round:** Status: Due in 13 Days. Includes 'Submission Ready For Approval' and 'Unresolved Comments Exist' indicators. The 'Data Sharing' dropdown is expanded, showing two questions with 'Yes' selected:
  - Do you agree to share your finalised processed nKPI 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?
  - Do you agree to share your finalised processed nKPI 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?

On the right-hand side, a sidebar lists the reporting rounds with their status and dates:

- OSR Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022
- nKPI Reporting Round:** Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022
- HCP Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022

2. To approve the HCP submission, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select .

The HCP form will display.

Submission Data | Health Care Provider Details | TRAINING ENVIRONMENT

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.

Provider Number	Last Name	First Name	Salaried	Bulk Select
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

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

The Respond to Comment dialog box will display.

**Respond to Comment**

**Other (specify)**  
 I updated the highlighted values as per AIHW advice  
 Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 15:02

Reason: \* -- Please Select a Reason --

Additional Information:  
 4000 characters remaining

Cancel Save

- 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 save the response, select Save.

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

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

- To save your comments, select Save at the bottom of the form.

9. To exit the HCP form, scroll to the bottom and select .

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

10. Before progressing the submission through the submission workflow, select the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the **Data Sharing Consent** questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

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

The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing by Health and Aged Care.
  - **Revision Required** – Select this action if the submission needs to be returned to your *Submission Uploader* again for further amendment.
12. In the **Comment** field, enter any comments regarding the action being performed on the submission.

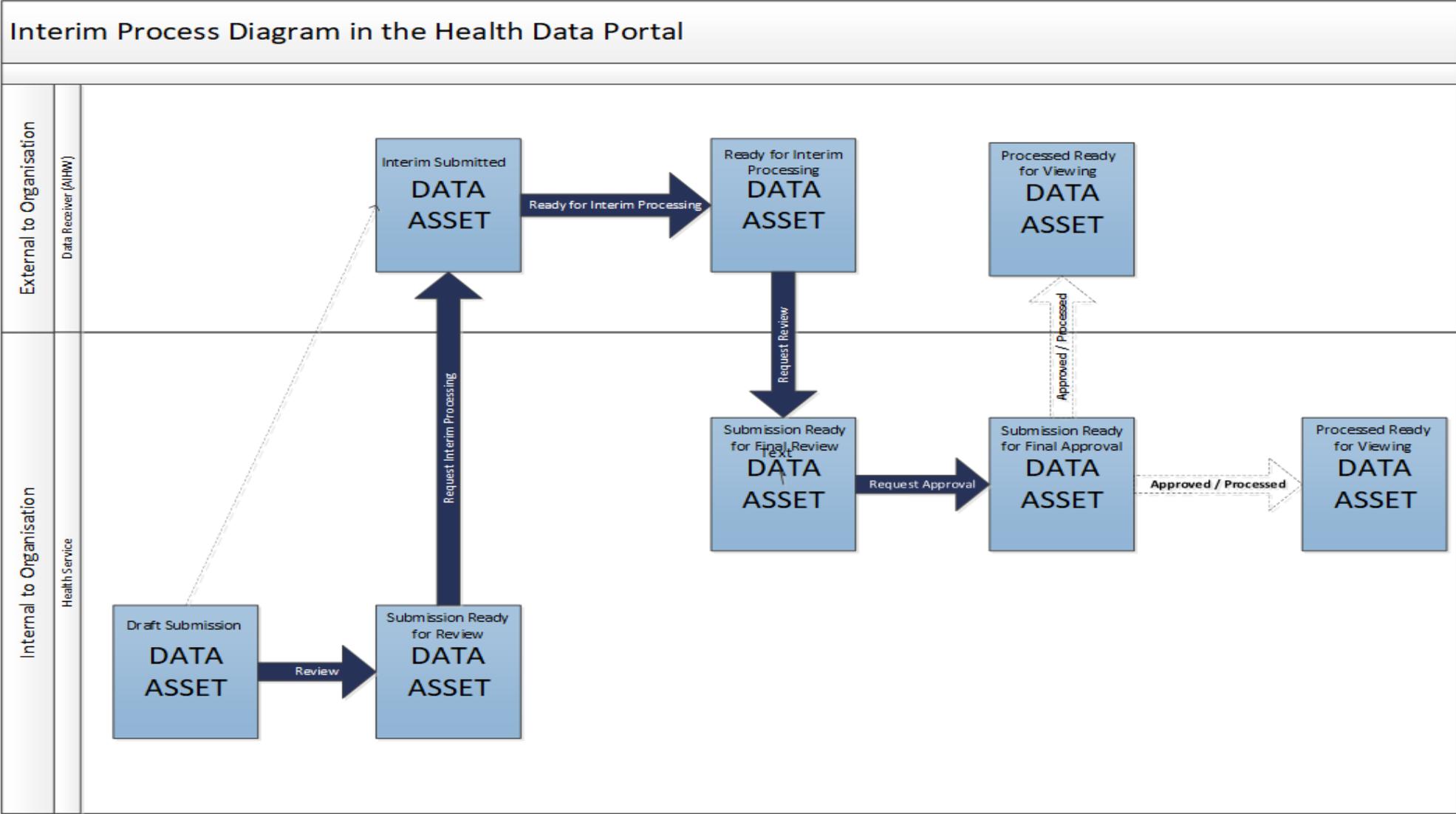


Any user with access to view the submission will be able to view any comments entered here.

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

The HCP submission has now been approved and sent back to Health and Aged Care for processing. For more information, see [Process a HCP Submission](#).

# Indigenous Health Interim Processing Workflow



## Interim Processing of a HCP Submission

Interim Processing of a HCP submission will be available to health services during a reporting round to allow them to send a submission on to the Department of Health and Aged Care's First Nations Health Division 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 a CEO approving a submission only to have Health and Aged Care send it back to the health service for amendment so it needs to be approved again. Some health service CEOs may prefer to be the last person to see the submission and give formal approval once all other parties have reviewed and approved the submission as required. In these cases, Interim Processing will be the most suitable procedure for the health service to follow.



To send the submission for interim processing, the health service user must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

### Step 1 - Initiate Interim Processing

When a HCP submission has been updated (direct load) or created (manual submission) by a *Submission Uploader* in your health service and sent to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send the submission to Health and Aged Care 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 submission at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the submission 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 submission 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot displays the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main content area is divided into two sections for reporting rounds:

- OSR | 1 May 2022 Reporting Round:** Shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. A 'Data Sharing' section is partially visible.
- nKPI | 1 May 2022 Reporting Round:** Shows 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. A 'Data Sharing' section is expanded, showing two questions with 'Yes' selected:
  - Do you agree to share your finalised processed nKPI 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?
  - Do you agree to share your finalised processed nKPI 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?

The right sidebar provides details for three reporting rounds:

- OSR Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022
- nKPI Reporting Round:** Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022
- HCP Reporting Round:** Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022

2. Before progressing your HCP submission through the submission workflow, select the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.



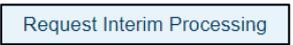
If your health service is in the ACT only the NACCHO question will display here.

3. To initiate interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Interim Processing*.
4. In the **Comment** field, enter any comments for Health and Aged Care.



Any user with access to view the submission will be able to view any comments entered here.

5. To send the submission to Health and Aged Care for interim processing, select



The status of the HCP submission has now been set to *Interim Submitted* and Health and Aged Care can now review the submission as required to assess its suitability before it goes to the health service CEO, or their representative for approval.

## Step 2 – Review the Submission (Health and Aged Care)

Once your *Submission Reviewer* has requested interim processing of a submission, the submission's status will be set to *Interim Submitted* and it will be sent to Health and Aged Care for review.

Health and Aged Care will now go into the submission and set it to the status of *Ready for Interim Processing* to inform your health service that the submission has been removed from their backlog and is now being worked on.

## Step 3 – Process the Submission (Health and Aged Care)

When the submission has progressed to the status of *Ready for Interim Processing*, it can be reviewed by Health and Aged Care and sent back to your health service for your final review and approval.



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

## Step 4 – Conduct a Final Review of the Submission

If Health and Aged Care has reviewed the HCP submission and is happy with it, they will send it on to your health service's *Submission Reviewer* for final review prior to approval. The submission's status will be set to *Submission Ready for Final Review*.

The following procedure is used to conduct a final review on a HCP submission sent for Interim Processing in the Health 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.

A list of the reports your health service is expected to submit as part of the current reporting round will display.

**Reporting Dashboard**

**OSR | 1 May 2022 Reporting Round**

Due in 27 Days | Draft Submission | Unresolved Comments Exist

Data Sharing

**nKPI | 1 May 2022 Reporting Round**

Due in 13 Days | Submission Ready for Final Review

Data Sharing

Do you agree to share your finalised processed nKPI 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 nKPI 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

**OSR Reporting Round**  
Status: Open  
Start Date: 03/May/2022  
End Date: 31/May/2022

**nKPI Reporting Round**  
Status: Open  
Start Date: 04/May/2022  
End Date: 17/May/2022

**HCP Reporting Round**  
Status: Open  
Start Date: 03/May/2022  
End Date: 31/May/2022

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

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

**Submission Data | Health Care Provider Details**

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

Provider Number	Last Name	First Name	Salaried	Bulk Select
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

Bulk Update: Please select

- Once the content of the HCP 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 submission, select  **Submission Ready for Final Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Approval*.

 If changes need to be made to any of the data in the submission, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on the submission.

 Any user with access to view the submission will be able to view any comments entered here.

- To send the submission on to your CEO or their representative for approval, select .

The HCP submission has been sent to your CEO or their representative within the health service for final approval.

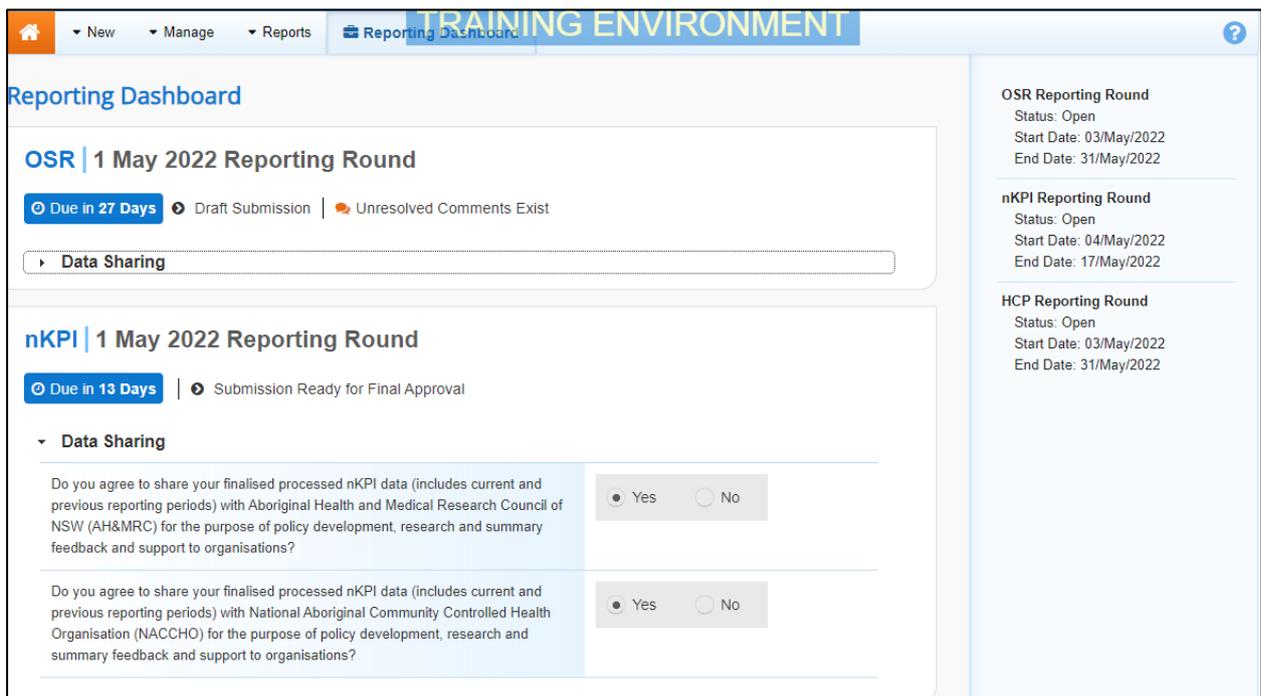
## Step 5 – Approve the HCP Submission

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

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

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

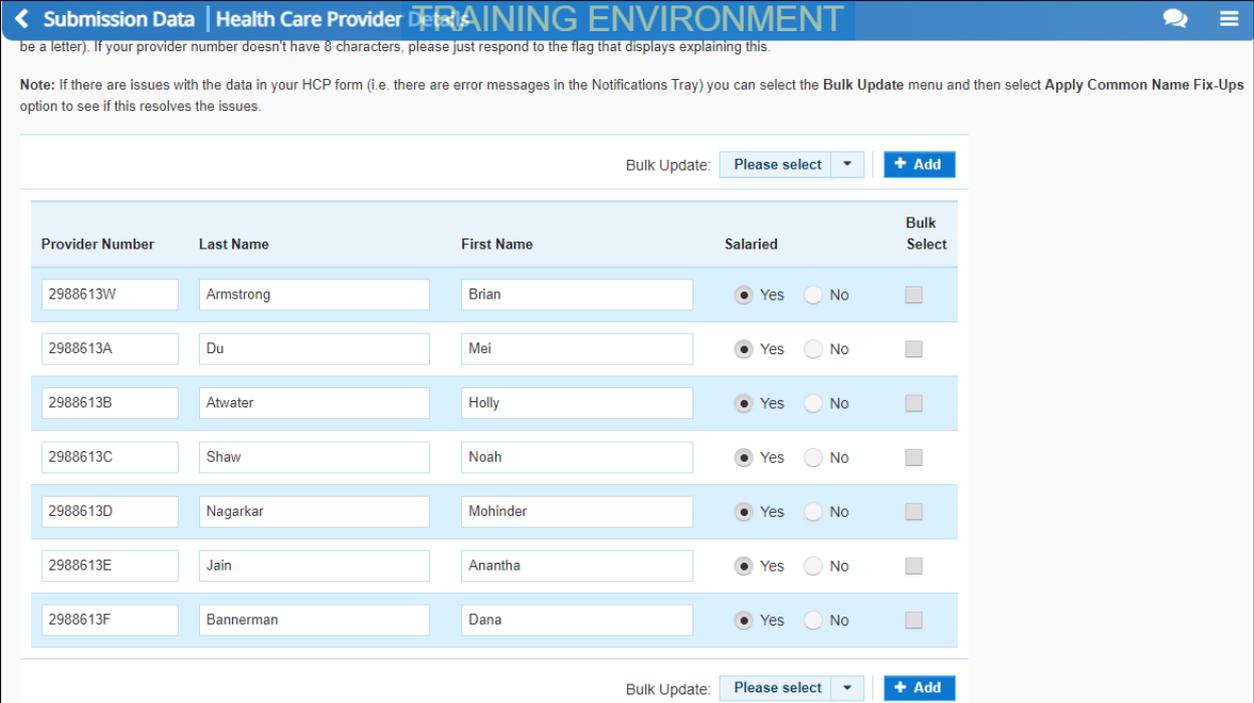
A list of the reports your health service is expected to submit as part of the current reporting round will display.



The screenshot shows the 'Reporting Dashboard' interface. At the top, there are navigation tabs for 'New', 'Manage', and 'Reports', with 'Reporting Dashboard' selected. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. The nKPI section shows 'Due in 13 Days' and 'Submission Ready for Final Approval'. Below these are 'Data Sharing' sections with consent questions and 'Yes/No' radio buttons. A right-hand sidebar displays details for 'OSR Reporting Round', 'nKPI Reporting Round', and 'HCP Reporting Round', including their status and dates.

- To approve the submission, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select .

The HCP form will display, and the data can be reviewed for accuracy.



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
2988613W	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613A	Du	Mei	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613B	Atwater	Holly	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613C	Shaw	Noah	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613D	Nagarkar	Mohinder	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613E	Jain	Anantha	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2988613F	Bannerman	Dana	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

Bulk Update: Please select + Add

- Once the content of the HCP form has been reviewed, select  at the bottom of the form.
- To approve the submission, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Approve for Submission*.

 If changes need to be made to any of the data in the submission, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on the submission.

 Any user with access to view the submission will be able to view any comments entered here.

- To approve the submission, select .

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

## Work with Comments

As part of the submission workflow process in the Data Portal, it is important for your health service and Health and Aged Care to be able to engage in a “conversation” regarding the HCP data that has been recorded in the submission.

There may be times, for example, when your health service needs to explain to Health and Aged Care why a particular data value has been recorded, as it may be higher or lower than expected. Health and Aged Care 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 Health and Aged Care 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 and Health and Aged Care 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 a data validation flag in your form

When a data validation flag appears in your HCP form regarding a particular value or values, and you believe the values in question are correct and don't need to be changed, you will need to respond to the message explaining to Health and Aged Care why the value doesn't need to be changed.



You will not be able to submit a submission to Health and Aged Care until a data validation flag is addressed by either amending the values in question or responding to the flag.

The following procedure is used to respond to a data validation flag in your form.

1. Ensure the applicable form is displayed.
2. Open the indicator/tab you wish to add a data validation flag response to.
3. Navigate to the **Notifications Tray** containing the data validation flag you wish 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 flag to confirm the data values the data validation flag is referring to.
5. To add your response to the flag, in the **Notifications Tray**, select  next to the flag.

The Respond to Validation Issue dialog box will display.

6. Select  in the **Reason** field that displays and select the reason you are responding from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
7. Enter an explanatory comment in the **Additional Information** field.
8. To save the response, select .

Your response will now appear under the data validation flag you have responded to and can be viewed/responded to by anyone else with access to the submission (including Health and Aged Care).

You can now submit your HCP submission through the submission workflow and both the reviewers and approvers within your health service, and Health and Aged Care, will be able to view your comment and respond to it if needed.

 Once you have added a response against a data validation flag, the icon displayed will change from  to , indicating that the validation issue has been resolved and will not prevent the submission from being submitted to Health and Aged Care for processing.

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

As part of the submission of a HCP submission 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 data in the form, or you may want to provide an explanation about a data value to your CEO, so they understand the context regarding a particular value before considering whether to approve a submission.

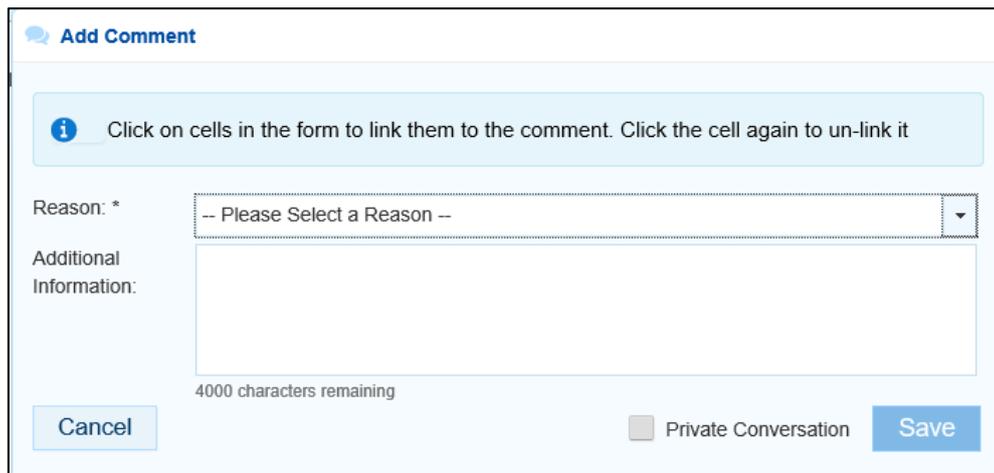
In these instances, you would not want Health and Aged Care to see these comments as they were purely for use within your health service.

The following procedure is used to commence a private conversation in a form in the Data Portal by adding an “internal comment” to an indicator.

1. Ensure the applicable form is displayed.
2. Open the indicator/tab you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.

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

4. To add your “internal comment”, select  at the top of the **Notifications Tray**. The Add Comment dialog box will display.



5. Select  in the **Reason** field that displays and select the reason the new comment is being added from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
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 in an Indicator](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so Health and Aged Care 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 submission, but not Health and Aged Care.

 Your internal, “private” comment will display in purple, as opposed to any data validation flags and associated responses, which will be red (data validation flag) or orange (data validation flag with a response).

## Mark an Internal Comment as Complete

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

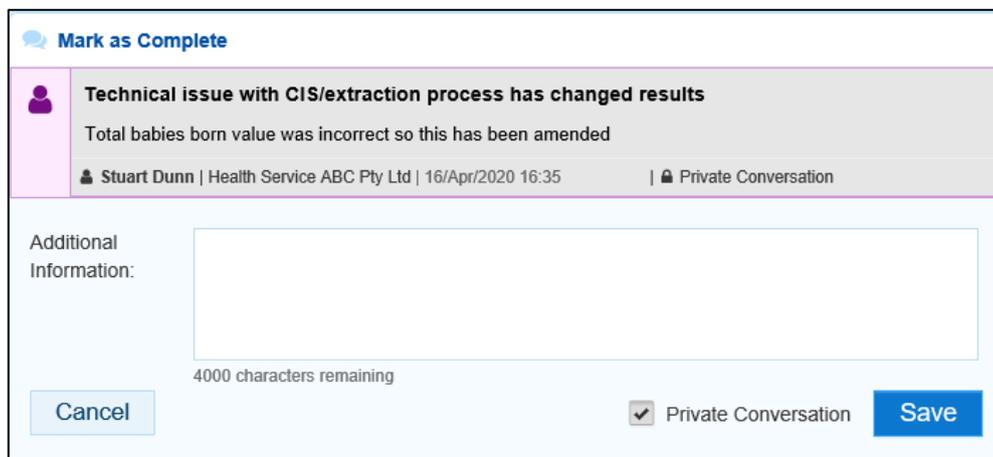
The following procedure is used to mark a private conversation in a form as complete in the Data Portal.

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

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

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

The Mark as Complete dialog box will display.



The dialog box is titled "Mark as Complete" and contains the following information:

- Technical issue with CIS/extraction process has changed results**
- Total babies born value was incorrect so this has been amended
- Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 16:35 | Private Conversation

Below this information is an "Additional Information" field with a text area and a "4000 characters remaining" indicator. At the bottom, there are "Cancel", "Save", and a checked "Private Conversation" checkbox.

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.

 Only Health and Aged Care can mark comments and conversations attached to automated data validation flags as complete. If any such comments remain at the end of the submission process, Health and Aged Care needs to mark these comments as complete to be able to set the submission to the status of *Processed*.

## Link a Comment to Particular Cells in an Indicator/Tab

If there is a particular data value you would like to draw another user's attention to, you can add a comment and link a particular cell or cells to that comment. For example, you may wish to ask Health and Aged Care a question about a particular provider or point out to them that an incorrect provider number has been transferred across from your CIS.

1. Ensure the HCP form is displayed.
2. Navigate to the **Notifications Tray**.



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

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

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

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

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

5. Select  in the **Reason** field that displays and select the reason you are linking the cell from the drop-down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation**, and **General comments**. Each category then has several options that can be selected from.
6. Enter an explanatory comment in the **Additional Information** field.
7. To mark the conversation as private so Health and Aged Care can't see it, select the **Private Conversation** check box.
8. To save the comment, select .

Once the report is submitted to Health and Aged Care for processing, Health and Aged Care 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 a HCP 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.

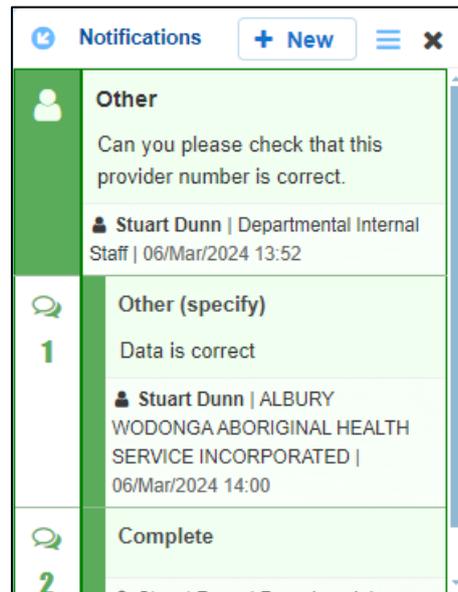
The following procedure is used to view a completed comment/conversation in a submission's form in the Data Portal.

1. Ensure the applicable form is displayed.
2. Open the indicator 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 Health and Aged Care has not previously been involved a particular conversation conducted by your health service, they will not be able to retrieve these "completed" comments.

## Download a HCP Submission's Data Validation History

When working with your submissions in the Data Portal, there may be times when you wish to see a full history of all the data validation issues that were generated for a particular submission. As data validation issues are resolved in the Data Portal as part of the submission workflow process, they disappear from the HCP form, so it isn't easy for those interacting with the submission to see all the issues that have been raised.

Being able to download the data validation history for a submission in the Data Portal allows any Data Portal users with the applicable access to be able to see what kind of data validation issues were encountered when working with the submission and how many of these issues were generated. It also allows you to see exactly how each issue was resolved and by whom.

The following procedure is used to download the data validation history report for a particular submission.

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

A list of the reports your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section indicates it is 'Due in 27 Days', has a 'Draft Submission', and 'Unresolved Comments Exist'. Below this is a 'Data Sharing' section with a dropdown arrow. The nKPI section indicates it is 'Due in 13 Days' and 'Submission Ready for Final Approval'. Below this is another 'Data Sharing' section with two consent questions, each with 'Yes' and 'No' radio buttons. On the right side, there is a sidebar with three reporting round summaries: 'OSR Reporting Round' (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022), 'nKPI Reporting Round' (Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022), and 'HCP Reporting Round' (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022).

2. To open the HCP Data Asset Details screen, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard**, select  and then select **Open Data Asset**.

The Data Asset Details screen will display.

3. To download the data validation history report for the selected submission, scroll down to the **Files** section of the screen and select  in the **Action** column.

4. From the Download tray  that now displays in the top right-hand side of your browser, select the spreadsheet that has just been downloaded.

The Data Validation History report will now open in Microsoft Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
#####	Y	Internal v; NKPI01An For Row: f For Row: Number of babies; <ul><li>With birth weight recorded (all live births) (Value=35)</li></ul> should not be more than <ul><li>Total babies born (Value=34)</li></ul>Please amend your data or provide a comment.																							
#####	Y	Internal v; NKPI01Data: All fields ; All fields are required- Please amend your data or provide a comment.																							

The Data Validation History report displays the following information:

- **Created** - The date the data validation issue was generated (column needs to be expanded for the date to be seen).
- **Error Resolved** – Whether or not the data validation issue has been resolved by you either amending the values associated with issue or responding to the issue.
- **Validation Type** – Lists the type of validation issue – examples are *Internal validation* and *Time trend variation*.
- **Page** – The indicators the data validation issues appeared in.
- **Original Message** – The data validation flag that first displayed when the issue was generated.
- **Final message** - The data validation flag that displayed when the issue was resolved.
- **Who responded** – Where a response was added to a data validation flag, this column will list who entered the response.
- **Comment Reason** – The reason selected from the drop-down list when the response was added.
- **Comment Text** – The content of the response added by the user.

5. Use/save the data validation history report in Microsoft Excel as required.

## Print or PDF your HCP Form

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

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

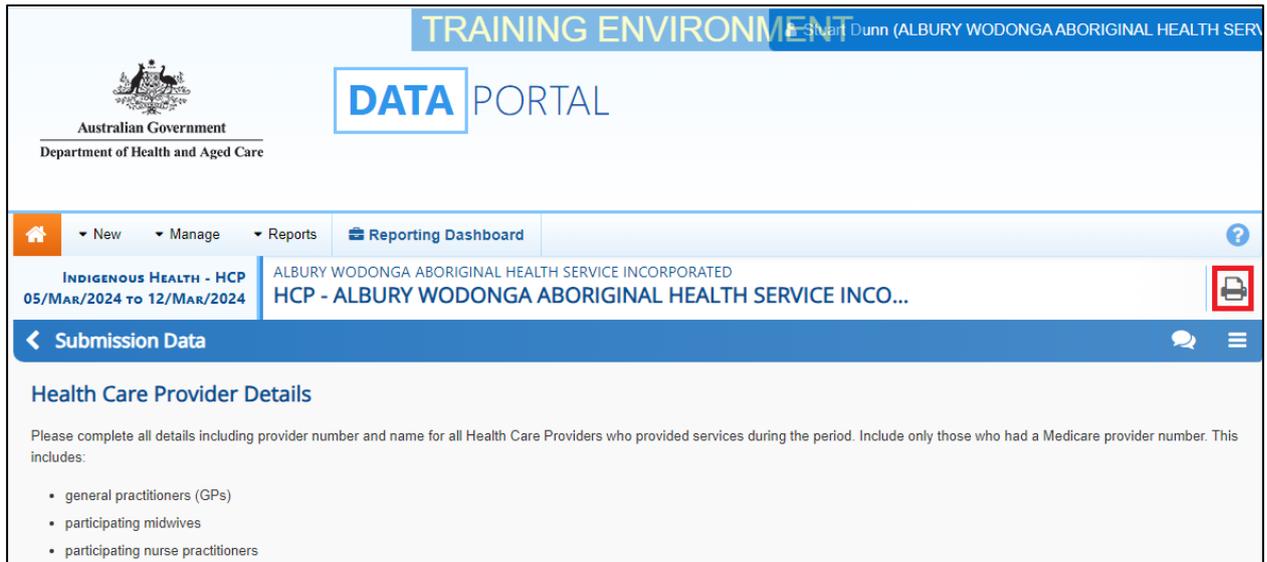
1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

A list of the submissions your health service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Dashboard' interface. At the top, there is a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Dashboard' (highlighted). A 'TRAINING ENVIRONMENT' banner is visible. The main content area is divided into two sections: 'OSR | 1 May 2022 Reporting Round' and 'nKPI | 1 May 2022 Reporting Round'. The OSR section shows 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. Below it is a 'Data Sharing' dropdown menu. The nKPI section shows 'Due in 13 Days' and 'Submission Ready for Final Approval'. Below it is a 'Data Sharing' dropdown menu. The OSR section has a question: 'Do you agree to share your finalised processed nKPI data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations?' with 'Yes' and 'No' radio buttons. The nKPI section has a similar question: 'Do you agree to share your finalised processed nKPI 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?' with 'Yes' and 'No' radio buttons. On the right side, there is a sidebar with three reporting rounds: 'OSR Reporting Round' (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022), 'nKPI Reporting Round' (Status: Open, Start Date: 04/May/2022, End Date: 17/May/2022), and 'HCP Reporting Round' (Status: Open, Start Date: 03/May/2022, End Date: 31/May/2022).

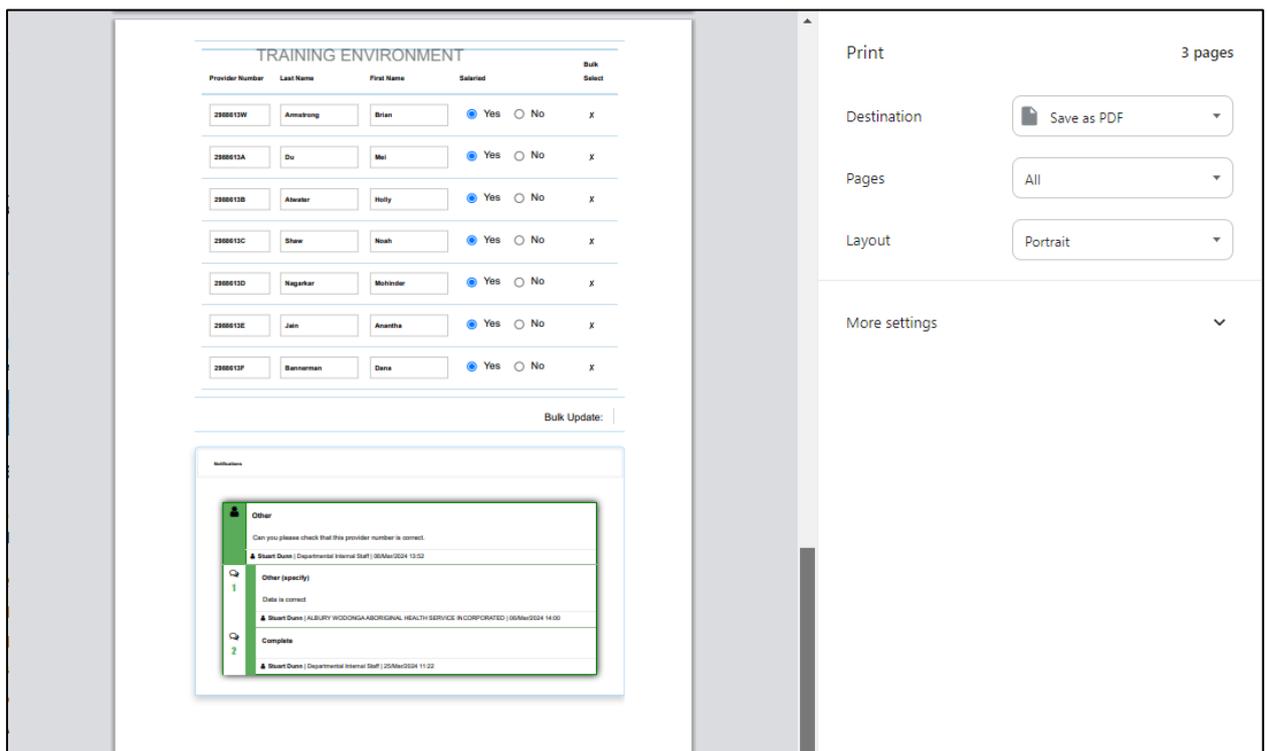
2. To print the HCP form, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select .

The HCP form will display with the Print button available in the top right-hand corner of the form.



3. To print the HCP form, select .

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



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

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

5. To print the form, select .

The form will now be printed at the selected printer.