




To submit your *AWP* through the Data Portal:

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

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



3. To commence the creation of your *AWP*, select  to the right of the reporting round date in the *Activity Work Plan* section of the **Reporting Dashboard** (as highlighted above in red).

The *AWP* form will display with the *Reporting Contact – Contact Information* section displaying by default.






4. You now need to complete each of the sections of the *AWP*, before sending it to your DSS Funding Agreement Manager (FAM) for approval.

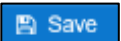
The following are the sections of the *AWP* that need to be completed:

- **Reporting Contact** – Select the person within your service who will be the primary contact for the *AWP*.
- **IAHP PHC Grant Information** – Your service’s grant information will display here and can be reviewed as needed.
- **Key Health Concerns** – Select your key health needs and enter information regarding how you are going to address each need.
- **Areas of Focus & Challenges** – Select your key areas of focus and challenges and how they will be addressed.
- **IAHP PHC FM Additional Funding** – If your service receives additional funding, detail how you plan on allocating that funding.
- **Staffing information** – Upload your organisational chart or staffing profile as appropriate.
- **PHC Service Delivery** – Select your service’s objectives and detail how you will achieve these objectives and by when.
- **Supporting PHC Delivery** - Select your service’s objectives and detail how you will achieve these objectives and by when.
- **Governance, Leadership & Culture** - Select your service’s objectives and detail how you will achieve these objectives and by when.
- **Risk Management Plan** – If your Risk Management Plan is published online, enter the details of the website it can be found on. If you have a Risk Management Plan, you can upload it here. Otherwise, detail the risks your service is facing, the impact each risk will have if it happens and how you will prevent or manage the risks.





Some tips for completing your *AWP* in the Data Portal are:



- Enter data for each section of the form by selecting the applicable tab on the left-hand side of the form.
- The *IAHP PHC Grant Information* tab will pre-populate with your grant information from your *Performance Report*. If any of this information needs to be changed, select  and ask for the information to be updated.
- You can add comments for your colleagues on any section of the form by selecting  at the top of the *Notifications Tray*, adding in the comment or question for your colleagues and then selecting *Save*.
- Documents can be uploaded to the *Key Health Concerns*, *Staffing Information* and *Risk Management Plan* sections of the *AWP* using the applicable upload buttons as needed.
- The help text at the top of the *Primary Health Care Service Delivery* and *Risk Management Plan* tabs can be collapsed and expanded using .


5. Once the required data has been entered for the first section, select  at the bottom of the form.

The simple completeness data validations will now run on the cells you have completed in the first section of the form, and if any of the cells have been left blank, a data validation flag will appear in the *Notifications Tray*.


6. If a data validation flag has been generated, you will need enter the required data in the applicable cell(s).

 If you are unsure which cell has been left blank, in the *Notifications Tray*, hover your mouse pointer to the right of the data validation flag title, select  and the applicable cell(s) will be highlighted in red.



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

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

The data validation flag relating to the cell you have just completed should now have disappeared from the *Notifications Tray*.

8. Repeat the above steps for each section of the form as required.
9. Once you have finished entering your data into the different sections of the form and have saved the data, select  at the bottom of the form.


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

10. Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** and then select .
11. To progress the *AWP* through the submission workflow, select .

The Change Data Asset Status dialog box will display.




The screenshot shows a dialog box titled "Change Data Asset Status". At the top, a yellow warning banner reads "Data assets for a Reporting Round cannot be removed". Below this, the "Status" field is set to "Draft Submission". The "Action" field is a dropdown menu currently showing "-- Please Select an Action --". There is a "Comment" text area below the action field, with a "500 characters remaining" indicator. A "Cancel" button is located at the bottom left of the dialog box.



12. In the **Action** field, select  and select the appropriate action.



The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your health service for review prior to it being submitted for approval.
- **Request Approval** – Select this action to send the data asset to your CEO or their representative for internal approval.
- **Request Interim Processing** – If you are a *Submission Reviewer* as well as a *Submission Uploader*, you can select this action to send the data asset to the DSS FAMs for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.


 If you can approve the data asset submission yourself, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset and submit it directly to your DSS FAM for processing.

13. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
14. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:
 - a. To send the data asset for internal review, select . See the *Review an Indigenous Health Data Asset Submission* QRG for the next step in the process.
 - b. To submit the data asset directly for approval to your CEO or their representative, select . See the *Approve an Indigenous Health Data Asset Submission* QRG for the next step in the process.

The data asset has now been manually created and submitted to either the internal *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 data asset has been submitted to them for action.

 For a more detailed description of how to submit your AWP through the Data Portal, see *Submit your Activity Work Plan (AWP)* in the *Indigenous Health Data Reporting in the Health Data Portal for Health Services* user guide on the *User Support* page of the Data Portal.