

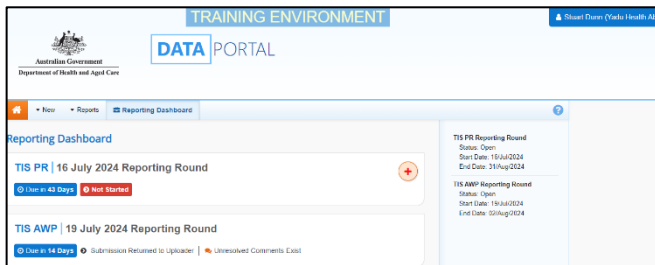


When your DSS FAM returns your TIS Activity Work Plan (AWP) to you for amendment, you will receive an email notification informing you your TIS AWP is ready for you to review and update as required.

To amend your TIS AWP in the Data Portal:

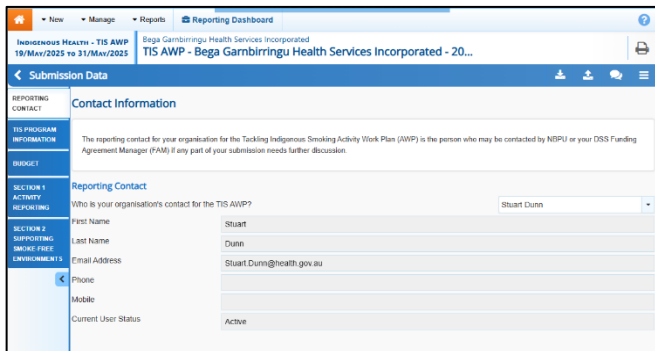
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

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



3. To open your TIS AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the **Reporting Dashboard** and select

Your TIS AWP form will open.



Any sections of your report containing DSS FAM comments will contain a on the corresponding tab. The *Notifications Tray* will display as open for each of these sections in the top right-hand corner of the form, so you can see the detail of the comments the FAM has made.

4. For each section of your form with data validation flags, review the comment made by your FAM in the applicable **Notifications Tray**.
5. If text needs to be updated to address the comment made by your FAM, make the changes in the applicable field(s) as needed.

When you add text to a field in your form at this stage of the process, it will look the same as the previous text you have entered, so please add some detail regarding the changes you have made in the response you have to make to the FAM's comment.

Once you have made the required text changes, you will need to respond to the comment your FAM left.

6. To do this, select next to the applicable FAM comment in the **Notifications Tray**.
7. In the Respond to Comment window, select in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made.

9. To save your response, select

Your response has now been added to the DSS FAM comment and the on the section should now have been replaced by

10. Repeat steps 4 to 9 for any other comments your DSS FAM has left in the form.
11. To exit your TIS AWP form and return to the Data Portal home screen, scroll to the bottom of the form, and select


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

12. To commence the process of sending your updated TIS AWP back to your FAM, select
13. In the Change Data Asset Status window, select the in the **Action** field and select the action required.

The available actions are:

- **Request Review** – Select this action to send your AWP to your *Submission Reviewer* for review again (including NBPU if needed).
- **Request Approval** – Select this action to send your plan back to your CEO or their representative for approval.



 If you can approve your TIS AWP yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the TIS AWP and submit it directly to your FAM for processing again.

14. In the **Comment** field, enter any comments regarding the action being performed on your report.
15. One of the following buttons can now be selected when submitting your TIS AWP, depending on the action you have selected:
 - a. To send your TIS AWP to the *Submission Reviewer* for review again, select . See the [Review your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Reviewer\)](#) QRG for the next step in the process.
 - b. To send your TIS AWP back to your CEO or their representative for approval, select . See the [Approve your TIS Activity Work Plan based on DSS FAM Feedback \(Submission Approved\)](#) QRG for the next step in the process.

Your TIS AWP has now been amended and either sent back to your *Submission Reviewer* for further review (and/or NBPU as needed) or sent straight on to your CEO or their representative for approval.

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