# Amend an Indigenous Health Data Asset as Part of Exception Reporting (Health Service) Screencast – Accessible Version

Introduction

Welcome to the *Amend an Indigenous Health Data Asset as Part of Exception Reporting (Health Service)* screencast.

This screencast will show you how to amend a data asset that has been sent back to your health service by the *Data Receiver* as part of exception reporting, and then set the data asset’s status to *Approve for Submission* to send the data asset back to the *Data Receiver* for processing.

Overview

There may be times when an approved data asset is returned to a health service for amendment by the *Data Receiver*, due to anomalies they have identified in the data contained in the attached form. When the data asset is returned by the *Data Receiver*, all *Submission Uploaders* in the health service will receive an email detailing the comments the *Data Receiver* has made regarding the data contained within the form. A *Submission Uploader* within the health service will then need to review the applicable values in the form attached to the data asset in the Data Portal, addressing the comments made by the *Data Receiver*.**Note:** When the data asset is returned to the health service by the *Data Receiver*, it will have the status of *Submission Returned to Uploader*.

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1. In the Data Portal home screen, to review and update the data in the form, as requested by the AIHW, hover your mouse pointer to the right of the applicable data asset in the **Reporting Dashboard** and select the **Open Submission Form** button.

The indicators/tabs requiring attention from the health service will contain a red triangle on the left-hand side of the form. The comments will display in the *Notifications Tray* on each of these indicators/tabs, explaining what is required from the health service

**Note:** If you want to know which cells for a particular indicator/tab the *Data Receiver* comment relates to, you can select the *Eye* button next to the applicable data validation flag.

If the *Data Receiver* has linked their comment to specific data cells, the *Eye* button will appear. This *Eye* button will allow you to identify which data cells for this indicator are at issue by highlighting them with a red outline.

There is an anomaly with the data as one of the values is too high, and results in the numerator being larger than the denominator for this indicator/tab.

1. Amend the applicable values to address the *Data Receiver* comments as required.

Any changes made to values in the form at this point will generate an extra line labelled *Current*. In the *Current* line, the updated cell will be highlighted by an orange border. This allows all users viewing the form, including the *Data Receivers*, to easily identify the original data value submitted by the health service and the updated value entered because of the *Data Receiver* feedback.

1. Whenever you make a change to data in the cells, you must save the amendment. There are two options when doing this:

* The **Save** button: Saves the change and leaves you on the current indicator.
* The **Save and Next** button: Saves the change and moves you to the next indicator/tab.

Whenever you save the form, data validation will run on any values that have been changed since the form was last saved.If a change you have made has addressed a particular data validation issue, the data validation flag and any associated responses will disappear. In our case, the change we made has resulted in the flag and its associated responses disappearing.

It is always good practice to leave a comment for your colleagues explaining any changes you make to data values.

1. To add a new comment, select the **New** button at the top of the **Notifications Tray**.
2. In the **Reason** field, select the **down arrow** and select the reason you are making the comment.
3. In the **Additional Information** field, enter a comment explaining the data change you have made.
4. To save the comment, select the **Save** button.

**Note:** As part of this new comment, you can link the comment to a cell(s) in the indicator/tab by selecting those cell(s) before you select the *Save* button to complete the comment. This will create a link between the comment and your chosen cell(s), which is visible to internal and external audience via the *Eye* button.

The comment has now been added and can be viewed by anyone accessing the data asset in the future. After inserting a comment, you can repeat this process for any other changes you need to make to the data in response to the comments made by the *Data Receiver*.

1. To return to the Data Portal home screen, select the **Close** button at the bottom of the form.
2. To progress the data asset, select the **status** link for the applicable data asset in the **Reporting Dashboard**.

After amending the data in the form as required, you can send the data asset on to either your *Submission Reviewer* or *Submission Approver* again for review or approval as required, depending on the access you have in the Data Portal and your health service’s processes. If you have the required access, you may even choose to approve the data asset yourself and send it straight on to the *Data Receiver* for processing again.

1. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Approve for Submission*.

The *Approve for Submission* option in the action list allows you to approve the data asset and submit it directly to the *Data Receiver* for processing again.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset back to the *Data Receiver* for processing, select the **Approve for Submission** button.

The data asset has now been amended and sent back to the *Data Receiver* for processing.