



To update and submit a *direct load* nKPI data asset in the Data Portal:

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

The Data Portal Home screen will display with the Reporting Round Dashboard open.

The screenshot shows the 'Reporting Round Dashboard' with a tab for 'nKPI | 1 October 2020 Reporting Period' highlighted with a red box. Below the tab, there are buttons for 'Due in 5 Days' and 'Draft Submission'.

The nKPI data asset that has been created as part of the Direct Load transfer from your Clinical Information System (CIS) will display here (*as highlighted above*).

The data asset's status will be *Draft Submission*.

3. To open the form attached to the nKPI data asset, hover your mouse pointer to the right of the *Reporting Period* text in the **Reporting Round Dashboard** and select .

If you need to change the *Title* or *Description* of the data asset or switch it to be a *Trial Submission*, you can do this in the Data Asset Details screen by selecting next to and then *Open Data Asset*.

The nKPI Form will display

The screenshot shows the 'Submission Data' tab of the nKPI form. It displays a table for 'PI01: Birth weight recorded and PI02: Birth weight result' with columns for 'Low (< 2,500 grams)', 'Normal (>= 2,500 & < 4,500 grams)', 'High (>= 4,500 grams)', and 'With birth record (excludes birth)'. The table shows counts for 'Number of babies' and 'Total' across different categories.

Each section of the nKPI form is displayed on a separate tab on the left-hand side of the form. You will notice that any indicators with data validation issues will contain a on the applicable tab on the left-hand side of the form

for easy identification. For each of the indicators containing a the *Notifications Tray* will display the accompanying data validation flag in the top right-hand corner of the form.

Only the indicators you report on will display in the nKPI form. For example, if you are a Maternal and Child Health service, you will only see indicators 01 and 02, 03, 04, 11 and 13.

4. On the left-hand side of the form, select the first indicator with data validation issues to be resolved.

The floating *Notifications Tray* will display on the right-hand side of the form, and any data validation flags for the indicator will display here. To "dock" the tray at the bottom of the indicator, underneath the cells, select .

If the *Notifications Tray* doesn't display, select or in the blue *Submission Data* bar at the top of the form to open it so you can address the data validation issues/read the comments that display.

5. Read the data validation flags displayed in the **Notifications Tray** to determine whether any values in the indicator are incorrect and need to be amended, or if the values referred to are correct in your view but require further explanation.


## If values need to be amended:



- a. Update the incorrect value(s) in the required cell(s) to address the applicable data validation flag(s).

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




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




The data validation flag relating to the data value(s) you have just amended should now have disappeared from the *Notifications Tray*.

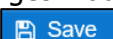
- c. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data and selecting  until this occurs.


 If you wish to add a comment for your colleagues explaining the changes you have made to the data values, select  at the top of the *Notifications Tray* and add the details.

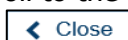
## If explanatory comments are to be added to the data:

- d. In the **Notifications Tray**, hover your mouse pointer to the right of the data validation flag title and select .
- e. Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop down list.
- f. Enter your comment in the **Additional Information** field.
- g. To save the comment, select .
- h. Repeat this process for any other value(s) in the indicator that need to be explained.


 The  on the indicator will change to a  if all data validation flags on the indicator have been responded to. This shows that you have responded as required to the data validation flags on the indicator, and you can now submit the data asset to the AIHW if there are no flags to be actioned on any other indicators. The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

i. To save the changes made to the indicator, select  at the bottom of the form if needed.

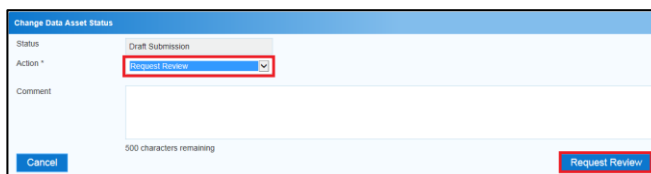
6. Repeat the above steps for all indicators in the form containing a .

7. Once all data validation issues in the nKPI 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 again display with the Reporting Round Dashboard open.

8. To progress the data asset through the workflow, select  **Draft Submission** for the nKPI data asset.

The Change Data Asset Status dialog box will display.




The dialog box titled 'Change Data Asset Status' shows the current status as 'Draft Submission'. The 'Action' dropdown menu is open, with 'Request Review' selected and highlighted with a red box. There is a text area for 'Comment' and a '500 characters remaining' indicator. At the bottom, there are 'Cancel' and 'Request Review' buttons.

9. 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 Interim Processing** – If you are a *Reviewer* as well as a *Submission Uploader*, you can select this action to send the data asset to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.
- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).


 If you have the ability to approve data asset submissions yourself, you will also see the *Approve for Submission* option in the list. This allows you to immediately approve the data asset and submit it directly to the AIHW for processing.

10. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.

11. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected in the **Action** field:
- To send the data asset for internal review, select [Request Review](#). See the *Review an IHDR Data Asset Submission* QRG for the next step in the process.
  - To submit the data asset directly for approval to your CEO or their representative, select [Request Approval](#). See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.
  - To remove the data asset from the Data Portal (it may have been created in error) select [Remove Data Asset](#).

The *direct load* data asset has now been updated and sent 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 (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action.

 For a more detailed description of how to submit an nKPI direct load data asset in the Data Portal, see *Submit an IHDR Data Asset (Direct Load)* in the *IHDR in the Health Data Portal for Health Services* user guide on the *User Support* section of the Data Portal.

### Refresh Your Direct Load Data Asset

If there have been updates made to your 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 existing data asset in the Data Portal for the matching/current reporting round will be updated to reflect the new values.

The updated data asset can then be progressed through the data asset submission workflow as normal.



In order for the refresh process to be possible, the data asset 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*, *Submission Returned to Uploader*, *Removed Draft Submission* or *Removed Submission*.