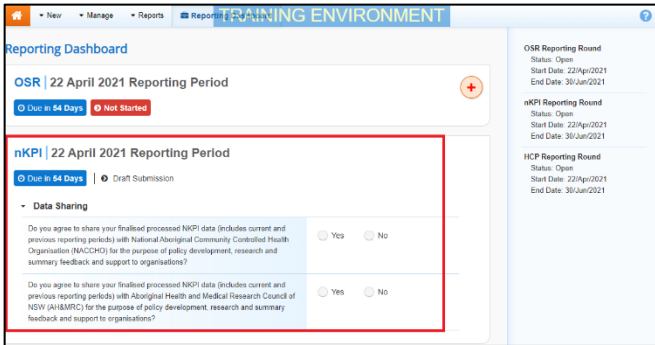




To update and submit a *direct load* nKPI data asset in the Data Portal:

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 Dashboard open.



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 in red above*).

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

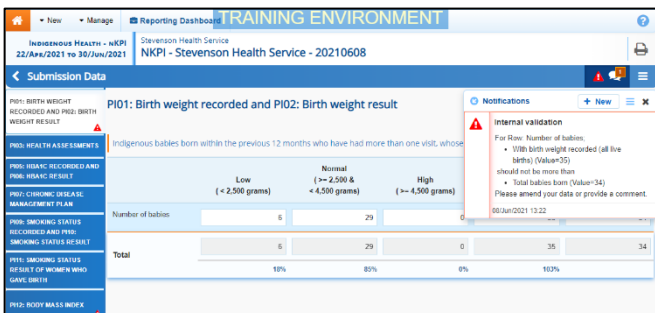
3. To open the form attached to the nKPI data asset, hover your mouse pointer to the right of the *Reporting Period* text in the **Reporting Dashboard** and select



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 in the *Reporting Dashboard* and then selecting *Open Data Asset*.

The nKPI Form will display



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.

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, 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 data 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 tab on the left-hand side of the form 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.

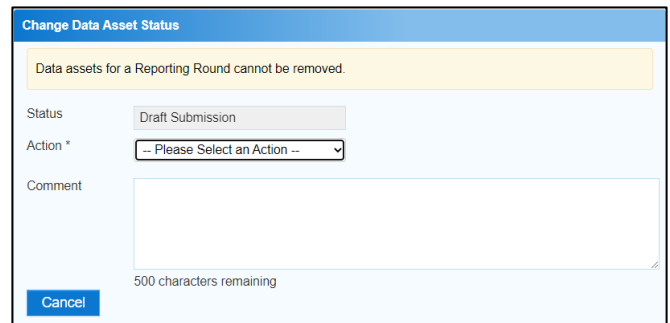
- i. To save the changes made to the indicator, select  at the bottom of the form if needed.

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 Dashboard* open.

8. Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the two data sharing consent questions that display under **Data Sharing**.
9. To save the changes, select .
10. To progress the nKPI data asset through the workflow, select  **Draft Submission** for the data asset.

The Change Data Asset Status dialog box will display, informing you that your draft data asset cannot be removed.




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



11. 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 directly to your CEO or their representative for 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 AIHW 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 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.

12. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.
13. 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:
  - a. To send the data asset for internal review, select . See the *Review an IHDR 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 IHDR Data Asset Submission* QRG for the next step in the process.

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 (*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 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 in 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) (or perhaps an error in the CIS has been fixed) 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.

 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* 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 data asset, just follow the process above.