# Submit a HCP Data Asset (Direct Load) Screencast – Accessible Version

Introduction

Welcome to the *Submit a HCP Data Asset (Direct Load)* screencast.

This screencast will show you how to submit a Health Care Provider (HCP) direct load data asset as part of an Indigenous health data reporting round. This process is only applicable if your health service’s PIRS/CIS can transfer your HCP data to the Health Data Portal (the Data Portal).

By the end of this screencast, you should know how to locate your HCP direct load data asset, complete the attached form, and then submit the data asset on to a reviewer within your health service.

Direct Load Overview

At the commencement of a reporting round, health services required to report on their HCP data will be notified via email the reporting round has commenced.

Those health services whose PIRS/CIS will allow them to, will produce and review the required report in the applicable system, and then transfer this report directly to the Heath Data Portal as an XML file (known as a data file or form). This is known as direct load and automatically creates a draft HCP data asset submission in the Data Portal.

If there are any issues with the data at the time of the direct load process, the health service will receive an email informing them of this. The health service’s *Submission Uploader* can then log in to the Data Portal and address any issues with the data before submitting the data asset for review and/or approval as needed.

Submit a HCP Data Asset (Direct Load)

On the Data Portal home screen, in the *Reporting Dashboard*, you can see the status of your HCP data asset, the number of comments that need to be actioned in the data asset and how long you have left to submit the data asset. The data sharing consent questions you need to answer before completing the submission will also display here.

From here you can open the HCP form for your data asset to review and update your data as required as part of the data asset submission workflow process.

1. To open the HCP form for your data asset, select the **Open Submission Form** button to the right of your HCP data asset in the **Reporting Dashboard**.

**Note:** If you need to update the title or description of your data asset or change the data asset to be a *Trial Submission*, you can open the Data Asset Details screen by selecting the button with the **three dots** and then **Open Data Asset**.

The HCP form displays the Health Care Provider numbers that have been transferred from your Clinical Information System (CIS). The form also contains instructions on which providers should have their information included in the form, how this information can be added manually if needed and the correct format for the provider numbers

An “All fields are required” data validation flag will display in the *Notifications Tray* on the right-hand side of the form, as information regarding whether or not your providers are salaried is not contained within your CIS and, therefore, not transferred to the HCP form in the Data Portal as part of the direct load process.

**Note:** Any other data validation flags that have been generated due to potential issues with your data, will also be displayed here. We will look at how to resolve these soon.

1. To complete the *Salaried* section of the form and remove the associated data validation flag, select the **Bulk Update: Please select** button and select either “**Mark empty Salaried as Yes**” or “**Mark empty Salaried as Yes**” to populate all **Salaried** cells.
2. To save your changes, select the **Save** button at the bottom of the form.
3. To continue, select **Yes**.
4. To save the changes you have made to the *Salaried* section of the form, and remove the data validation flag, select **Save**.

**Note:** You can also complete the *Salaried* section by selecting **Yes** or **No** for each individual provider, or by using the applicable **Bulk Select** check boxes and the two “Mark selected salaries...” options behind the **Bulk update: Please select** button.

The *“All fields are required”* data validation flag should now be removed from the *Notifications Tray*.

Other data validation flags may display for the following reasons:

* One or more of your provider numbers doesn’t meet the required numbering format
* The *Last Name* field is empty for one or more of your providers
* One of the name cells for one or more of your providers contains a salutation (e.g., Dr, Prof)

1. If this occurs, address the data validation flag that displays in the **Notifications Tray** by amending/entering the values in the applicable cells.

**Note:** If you are unsure which cells need to be updated/completed, select the **Eye** button next to the validation flag and the applicable cell(s) will be highlighted in red.

1. To save your changes, select the **Save** button at the bottom of the form.

While you can resolve these data validation flags manually, you can also use the **Apply Common Name Fix-Ups** option to automatically resolve the issues. This will be especially helpful if you have multiple data validation flags relating to the way your provider names display.

There are a few other functions that can be performed in the HCP form as/if needed:

* To delete a row or rows containing provider information from the form (it may have been entered incorrectly) select the **Bulk Select** check box(es) next to the applicable row(s) and then select the **Bulk Update: Please select** and select **Delete all selected** from the list that displays.
* If information for an additional Health Care Provider needs to be added to the form, select the **Add** button and add the provider’s details.

1. Once all validation flags in the HCP form have been addressed, select the **Close** button to close the form.
2. Before submitting the data asset through the submission workflow, you will need to answer either **Yes** or **No** to the data sharing consent questions listed in the **Data Sharing** section of the **Reporting Dashboard**.
3. To submit the HCP data asset for review, select the **Draft Submission** link in the **Reporting Dashboard** on the Data Portal Home screen, which will open the Change Data Asset Status dialog box and allow you to select the required action.
4. Select down arrow in the **Action** field and select **Request Review**.

Selecting *Request Review* will send the data asset to someone within your health service for review, prior to it being submitted for approval.

**Note:** If you wish to send the data asset directly for approval, select **Request Approval**.

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for review, select the **Request Review** button.

The data asset has now been updated and sent to the *Submission Reviewer* for review.

An automated email will be sent to all users within your health service that have been assigned the *Submission Reviewer* role in the Data Portal notifying them the data asset has been submitted to them for action.