

Australian Government

Approve your TIS Performance Report (Submission Approver)

Department of Health and Aged Care

To approve your TIS Performance Report in the Data Portal as your health service's *Submission Approver*:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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

Performance Report 28 March 2024 Reporting Ro O Due in 175 Days Submission Ready For Approval	ound	Status: Caned Start Date: 15/Nov/2023 End Date: 31/Dec/2023
- Data Sharing		
De you agree to share your finalised processed Performance Report data (includes current and previous reporting particids) with National Abeolginal Community Controlled Health Organisation (AIACCHO) for the parpose of potcy development, research and summary feedback and support to organisations?	Yes No	
Activity Work Plan 30 April 2024 Reporting Roun	d	
© Opens in in 18 Days		

To be eligible for approval, the Performance Report's status will need to be *Submission Ready for Approval*.

3. To open your TIS Performance Report form, hover your mouse pointer to the right of the TIS PR reporting round text in

the Reporting Dashboard and select 🦲

The TIS Performance Report form will display.

🕋 🔹 New	Reporting D	ashboard	TRAINING ENVIRON	MENT	0
INDIGENOUS HEA	tth - Perfor to 04/Oct/2024		e Health service ance Report - Spence Ridge Health serv	rice - 20230817	Ð
< Submissi	on Data				
REPORTING CONTACT	Contact Info	ormation			
IAHP PHC GRANT INFORMATION	Reporting Con Who is your organ		act for the Performance Report?	Stuart Dunn	•
KEY HEALTH CONCERNS	First Name		Stuart		
AREAS OF FOCUS & CHALLENGES	Email Address		Dunn Stuart.Dunn@health.gov.au		
IAHP PHC FM- ADDITIONAL FUNDING	Mobile Current User Stat	15	Active		
STAFFING			20000		
IMPLEMENTATION PLAN GOALS					
PHC SERVICE DELIVERY					
SUPPORTING PHC DELIVERY					

 Review the information in the TIS Performance Report form, focussing on any sections with a displaying on the corresponding tab, if there are any.

Use If any sections in the form contain a , you should send your Performance Report back to your *Submission Uploader* and ask them to address the issue before returning the report to you for approval.

 In the first section of the form displaying a read the comment that has been left for you in the Notifications Tray. Uf the *Notifications Tray* doesn't display, select If the top right-hand corner of the form to open it.

- In the Notifications window that displays, select Save

The comment has now been removed from the form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

select Save. Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the Performance Report back to them.

 To exit your TIS Performance Report form and return to the Data Portal home screen, scroll to the bottom of the form, and select close

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

 To approve your TIS Performance Report, select Submission Ready For Approval.

The Change Data Asset Status dialog box will display.

Change Data	Asset Status	
Status	Submission Ready For Approval	
Action *	Please Select an Action V	
Comment		
Cancel	500 characters remaining	

11. In the **Action** field, select **Select** and select **Approve for Submission**.

If you responded to one of the comments in the form and need to send your TIS Performance

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Report back to your *Submission Uploader* so they can address your response, select *Revision*

Required and then select Revision Required

- 12. In the **Comment** field, enter any comments about the action being performed on your Performance Report.
- 13. To approve your TIS Performance Report and send it for processing by your DSS

FAM, select Approve for Submission. See the *Process a TIS Performance Report* QRG for the next step in the process.

Your TIS Performance Report has now been approved and sent to your DSS FAM for processing.