Australian Government



Department of Health and Aged Care

To amend your health service's OSR submission as a Submission Uploader once it has been sent back to your by your Submission Reviewer or Approver.

- 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 ORG.

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

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SR 1 May 2022 Reporting Round		
Due in 28 Days O Draft Submission Submission		
Data Sharing		·····)
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3. To open your OSR form, hover your mouse pointer to the right of the OSR reporting round text in the Reporting

Dashboard and select \bigcirc .

If you need to change the *Title* or Description of the OSR submission or switch to to a Trial Submission, you can do this in the Data

Asset Details screen by selecting 🛄 next to and then selecting Open Data Asset. The OSR form will display.

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Any sections that still have data validation flags to be responded to will display a A on the corresponding tab. If a section has a data

Uploader)

validation flag that has been responded to or a new internal comment entered by the Submission Reviewer or Submission Approver, it will show a

 ${\color{black} {\mathfrak O}}$ on the corresponding tab.

- 4. Review the data in the applicable section as needed, focussing on any comments made by your Submission Reviewer or Submission Approver asking you to amend values.
- 5. If required, update the value(s) in the required cell(s) based on your Submission Reviewer/ Approver's comments.
- 6. To respond to a particular comment made by your Submission Reviewer/Approver rather than amending the identified value(s), in the *Notifications Tray*, hover your mouse pointer to the right of the

data validation flag title, and select \heartsuit .

If the Notifications Tray doesn't display,

select 🚨 or 😎 at the top of the form to open it so you can address the data validation issues/read the comments that display.

- 7. Select \square in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
- 8. Enter your response in the Additional **Information** field.
- Save 9. To save the comment, select
- 10. Repeat steps **5** to **9** for any other values in the form that need to be addressed.

If you wish to add an internal comment for your colleagues explaining the changes you have

made to the values, select + New at the top of the Notifications Tray and add the details.

11. To exit the OSR form and return to the Data Portal home screen, scroll to the

< Close bottom of the form, and select

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

- 12. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under Data **Sharing** if the questions have not already been answered.
- Save 13. To save the changes, select



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14. To progress your OSR submission through the submission workflow, select
Submission Revision Required

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

Asset Status	
for a Reporting Round cannot be removed.	
Submission Revision Required	
Please Select an Action 🗸	
500 characters remaining	11

15. In the **Action** field, select **Solution** and select the appropriate action.

The available actions are:

- **Request Review** Select this action to send your OSR submission to the internal *Submission Reviewer* for review again.
- **Request Approval** Select this action to send your OSR submission directly to your CEO or their representative for approval.

If you can approve your OSR submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and send it directly to the AIHW for processing.

- 16. In the **Comment** field, enter any comments about the action being performed on the submission.
- 17. One of the following options can now be selected when sending your OSR, depending on the action you have selected:
 - a. To send your OSR submission to your CEO or their representative for approval, select Request Approval. See the Approve your OSR Submission (Submission Approver) QRG for the next step in the process.
 - b. To send your OSR submission to the *Submission Reviewer* for review again, select Review . See the *Review your OSR Submission (Submission Reviewer)* QRG for the next step in the process.

Your OSR submission has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) letting them know your OSR submission has been sent to them for action.