

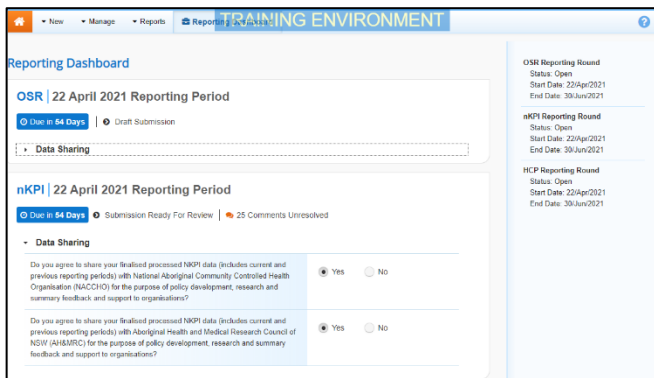


## Initiate Interim Processing (Health Service)

To initiate interim processing of a 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.



To be eligible for interim processing, the data asset's status can be at either *Draft Submission* or *Submission Ready for Review*, if the user has the *Submission Reviewer* role.

3. Before progressing the data asset through the interim submission workflow, answer either **Yes** or **No** to the two data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.

4. To save the changes, select

5. To initiate interim processing, select for the applicable data asset in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select and select **Request Interim Processing**.

6. In the **Comment** field, enter any comments you wish to add for the AIHW or Health.

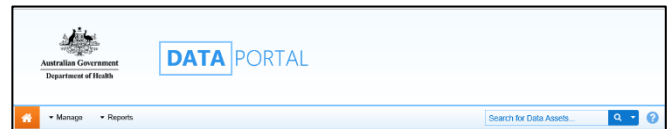
7. To send the data asset to the AIHW or Health for interim processing, select .

The status of the data asset has now been set to *Interim Submitted* and the AIHW or the Indigenous Health Division in Health can now review the data asset as required to assess its suitability before it goes to the health service's CEO, or their representative, for approval.

## Review the Data Asset (AIHW/Health)

To review the data asset:

1. Ensure the Data Portal Home screen is displayed.



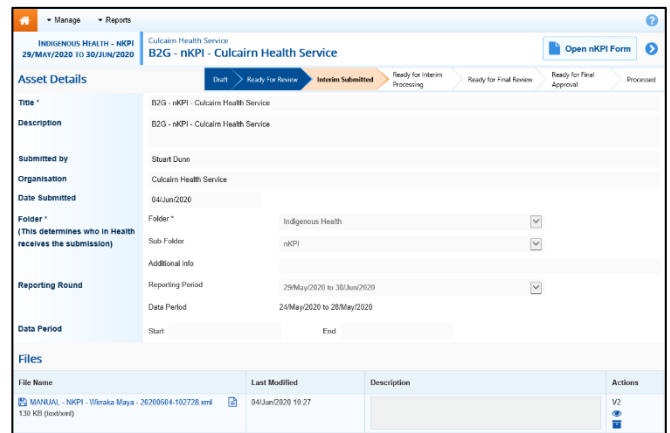
2. From the Data Portal Home screen, search for the data asset to be reviewed.

For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.

The data asset will have the status of *Interim Submitted*.

3. Select the data asset to be reviewed.

The Data Asset Details screen will display.




4. Review the details of the data asset as required.

5. To review the contents of the attached form, select either or at the top of the screen.

6. Once finished, select at the bottom of the form to exit the form and return to the Data Asset Details screen.


7. To action the data asset, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset



Status dialog box, in the **Action** field, select  and select *Ready for Interim Processing*.



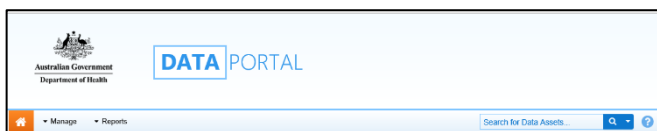
If the health service has asked you to return the data asset as it has been submitted in error, select *Return to Uploader*.

- In the **Comment** field, enter any comments regarding the action being performed on the data asset.
- To prepare the data asset for processing, select .

## Process the Data Asset (AIHW/Health)

To complete interim processing on the data asset in the Data Portal:

- Ensure the Data Portal Home screen is displayed.








- From the Data Portal Home screen, search for the data asset with the status of *Ready for Interim Processing*.

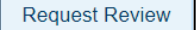
For more information on how to search for a data asset, see the *Get Started in the Health Data Portal* QRG.

- Select the data asset to be processed.

The Data Asset Details screen will display.

- Review the details of the data asset as required.
- To review the contents of the attached form, select either  or  at the top of the screen.
- Once finished, select  at the bottom of the form to exit the form and return to the Data Asset Details screen.
- To action the data asset, select either  or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Review* to send the data asset back to the health service's *Submission Reviewer*, who will review the data asset and move it to the next stage of the process. This action will

progress the data asset to the status of *Submission Ready for Final Review*.

- In the **Comment** field, enter any comments regarding the action being performed on the data asset.
- To send the data asset on to the health service's *Submission Reviewer*, select .







## Conduct a Final Review of the Data Asset (Health Service)

To conduct a final review of the data asset in the Data Portal:

- Ensure the Data Portal Home screen is displayed, and the **Reporting Dashboard** is open.

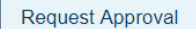


The data asset will have the status of *Submission Ready for Final Review*.

- To open the Data Asset Details screen for the applicable data asset, hover your mouse pointer to the right of the Reporting Period text next to the data asset in the **Reporting Dashboard**, select  and then select **Open Data Asset**.
- Review the details of the data asset as required.
- To review the contents of the attached form, select either  or .
- Once finished, select  at the bottom of the form to exit the form and return to the Data Portal Home screen.
- To action the data asset from the **Reporting Dashboard**, select  *Submission Ready for Final Review* and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Approval*.



If changes need to be made to any of the data in the data asset, select *Revision Required* to send the data asset back to the *Submission Uploader* for amendment.

- To send the data asset on to the CEO or their representative for approval, select .



The data asset has now been sent to the CEO or their representative within the health service for final approval.


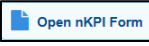




## Approve the Data Asset Submission (Health Service)

To approve the data asset that has been through interim processing in the Data Portal:

1. Ensure the Data Portal Home screen is displayed.



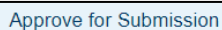
The data asset will have the status of *Submission Ready for Final Approval*.

2. To open the Data Asset Details screen for the applicable data asset, hover your mouse pointer to the right of the Reporting Period text next to the data asset in the **Reporting Dashboard**, select  and then select **Open Data Asset**.
3. Review the details of the data asset as required.
4. To review the contents of the attached form, select either  or .
5. Once finished, select  at the bottom of the form to exit the form and return to the Data Portal Home screen.
6. To action the data asset from the **Reporting Dashboard**, select  **Submission Ready for Final Approval** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Approve for Submission*.



If changes need to be made to any of the data in the data asset, select *Revision Required* to send the data asset back to the *Submission Uploader* for amendment.

7. In the **Comment** field, enter any comments regarding the action being performed on the data asset.
8. To approve the data asset, select



The Data Asset has been progressed to the status of *Processed* and the data asset submission process is now complete.