



Initiate Interim Processing (Health Service)

To start interim processing of your nKPI submission in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).
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.

The screenshot shows the 'Reporting Dashboard' for the '1 May 2022 Reporting Round'. It includes sections for 'OSR' and 'nKPI', both with a 'Due in 28 Days' status. Under 'nKPI', there are two data sharing consent questions with 'Yes' and 'No' radio buttons.

To be eligible for interim processing, your nKPI submission's status will need to be at either *Draft Submission* or *Submission Ready for Review*, if you have the *Submission Reviewer* role.

3. Before progressing the nKPI submission through the interim 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.
4. To save the changes, select
5. To start interim processing, select **Submission Ready For Review** 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.

7. To send the nKPI submission to the AIHW for interim processing, select

The status of the nKPI submission has now been set to *Interim Submitted* and the AIHW can review the submission as needed to assess its suitability before it goes to your CEO, or their representative, for approval.

Review the Submission (AIHW)

To review the health service's nKPI submission:

1. Ensure the Data Portal home screen is displayed.

The screenshot shows the 'DATA PORTAL' home screen with navigation options like 'Manage' and 'Reports', and a search bar for data assets.

2. From the Data Portal home screen, search for the nKPI submission to be reviewed.

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



The submission will have the status of *Interim Submitted*.

3. Select the nKPI submission to be reviewed.



The Data Asset Details screen will display.


The screenshot shows the 'Asset Details' for an nKPI submission. It includes fields for Title, Description, Submitted by, Organisation, Date Submitted, Folder, Reporting Round, and Data Period. A progress bar at the top indicates the submission is 'Interim Submitted'. A table at the bottom lists files associated with the submission.

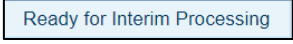
4. Review the details of the submission as needed.
5. To review the contents of the nKPI form, select at the top of the screen.
6. Once finished, select at the bottom of the nKPI form to exit the form



and return to the Data Asset Details screen.

- To action the submission, 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 submission as it has been submitted in error, select *Return to Uploader*.

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

Process the Submission (AIHW)

To complete interim processing on the nKPI submission in the Data Portal:

- Ensure the Date Portal home screen is displayed.






- From the Data Portal home screen, search for the nKPI submission with the status of *Ready for Interim Processing*.


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

- Select the nKPI submission to be processed.

The Data Asset Details screen will display.

- Review the details of the submission as needed.
- To review the contents of the nKPI form, select  at the top of the screen.
- Once finished, select  at the bottom of the nKPI form to exit the form and return to the Data Asset Details screen.

- To action the submission, 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 submission back to the health service's *Submission Reviewer*, who will review the submission and move it to the next stage of the process. This action will progress the submission to the status of *Submission Ready for Final Review*.






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


Conduct a Final Review of the Submission (Health Service)

To conduct a final review of your nKPI submission in the Data Portal:

- Ensure the Date Portal home screen is displayed, and the Reporting Dashboard is open.

 Your nKPI submission will have the status of *Submission Ready for Final Review*.

- To open the Data Asset Details screen for your submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard, select  and then select **Open Data Asset**.
- Review the details of your submission as needed.
- To review the contents of your nKPI form, select .
- Once finished, select  at the bottom of your nKPI form to exit the form and return to the Data Portal home screen.
- To action your nKPI submission 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 your nKPI submission, select *Revision*



Required to send the submission back to your *Submission Uploader* for amendment.

7. To send the submission on to your CEO or their representative for approval, select

The nKPI submission has now been sent to your CEO or their representative for final approval.

Approve the Submission (Health Service)


To approve the nKPI submission that has been through interim processing in the Data Portal:

1. Ensure the Data Portal home screen is displayed.





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

2. To open the Data Asset Details screen for your submission, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting Dashboard,

select  and then select **Open Data Asset**.

3. Review the details of your nKPI submission as needed.
4. To review the contents of the nKPI form, select

5. Once finished, select at the bottom of the nKPI form to exit the form and return to the Data Portal home screen.

6. To action your submission 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 your submission, select *Revision Required* to send the submission back to your *Submission Uploader* for amendment.

7. In the **Comment** field, enter any comments about the action being performed on your submission.
8. To approve your submission, select

Your nKPI submission has been progressed to the status of *Processed* and the submission process is now complete.