Australian Government
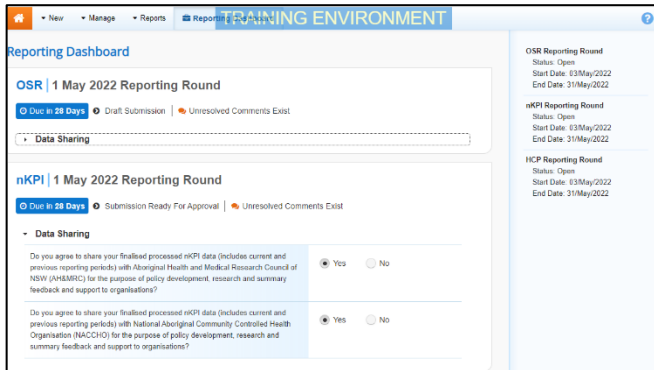**Department of Health and Aged Care**

To approve a HCP 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.

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

3. To open the HCP form, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select 📄.

⚠ If you need to change the *Title* or *Description* of the submission, you can do this in the Data Asset Details screen by selecting ⋯ next to 📄 and then selecting Open Data Asset. The HCP form will display.
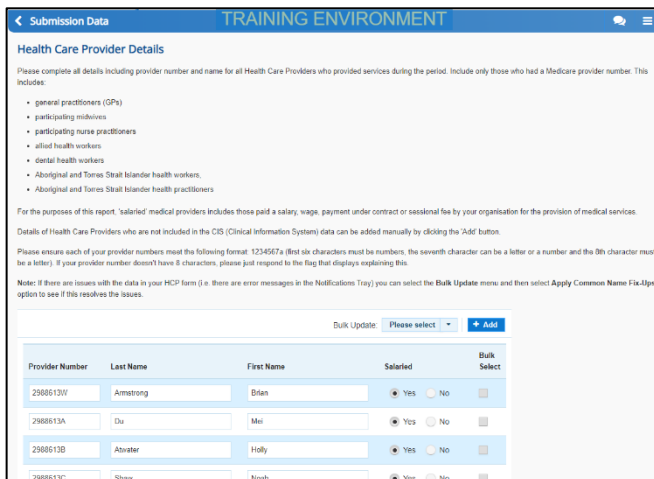
4. Review the data in the HCP form as needed.

5. To respond to a particular comment/response made by the *Submission Uploader* or the *Submission Reviewer*, in the **Notifications Tray**, hover your mouse pointer to the right of the applicable data validation flag title and select ↩.

⚠ 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.

6. Select ▾ in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
7. Enter your response in the **Additional Information** field.
8. To save the response, select **Save**.

The response has been added and can be viewed by the *Submission Uploader* and anyone else accessing the data asset.

9. To exit the HCP 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.

10. 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 they have not already been answered.
11. To save the changes, select **Save**.
12. To progress the submission through the submission workflow, select ❯ **Submission Ready For Approval**.

The Change Data Asset Status dialog box will display.
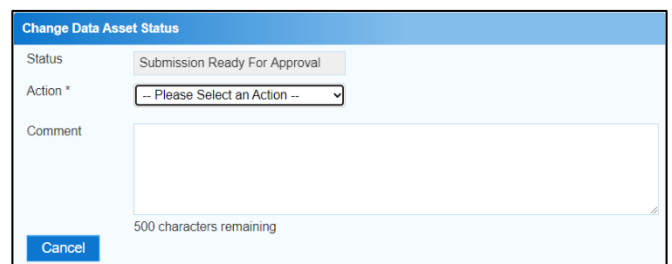
13. In the **Action** field, select ▾ and select the appropriate action.

The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing by the Health and Aged Care.
- **Revision Required** – Select this action if the submission needs to be returned to the *Submission Uploader* for amendment.

14. In the **Comment** field, enter any comments about the action being performed on the submission.

15. Select one of the following buttons when submitting the submission, depending on the action you have selected:

   a. To send the submission back to the *Submission Uploader* for amendment, select `Revision Required`. See the *Amend a HCP Submission* QRG for the next step in the process.

   b. To approve the submission and send it for processing by Health and Aged Care, select `Approve for Submission`. See the *Process a HCP Submission* QRG for the next step in the process.

The submission has now either been sent back to the *Submission Uploader* for amendment or approved and sent to Health and Aged Care for processing.