

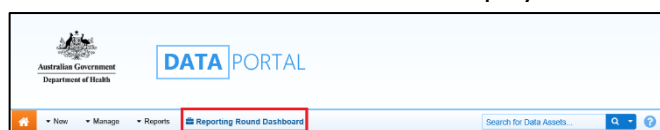



Download the Workforce Profile Spreadsheet from an OSR Data Asset

To download a Workforce Profile spreadsheet containing your Workforce Profile FTE data for a previous collection period, from a historical OSR data asset in the Health Data Portal:


1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Initial Access to the Health Data Portal* QRG.

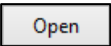
The Data Portal Home screen will display.



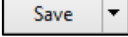
3. From the Data Portal Home screen, select **Reporting Round Dashboard** to open the **Reporting Round Dashboard** and locate your draft OSR data asset for the current reporting round.
4. To download the *Workforce Profile Spreadsheet* from your most recently *Processed* OSR data asset, hover your mouse pointer to the right of the OSR Reporting Period text in the **Reporting Round Dashboard** and select  and then select **Download Workforce Profile**.



You can also download the spreadsheet by opening your most recently *Processed* OSR data asset, opening the attached form and selecting  in the blue *Submission Data* bar at the top of the form, and then selecting **Download Workforce Profile**.

5. In the dialog box that displays at the bottom of the screen, select  to open the spreadsheet.



You can also just select  to save the spreadsheet somewhere on your local environment.

The Workforce Profile Spreadsheet will display.

This Excel spreadsheet is provided to help your organisation to more easily report workforce information for the OSR. For many health services, the workforce data is assembled by people who are not the main Health Data Portal users in the organisation, and getting the information together can take some time. This spreadsheet can assist by being downloaded and given to those who are responsible for this information for your health service.

The spreadsheet is divided into tabs, with each tab concerning one category of staffing. For the roles within each category, your finalised FTE values for the last OSR report are shown, along with empty cells for your organisation's current OSR collection, for Paid and Unpaid FTE. **Please note that it does not include vacant FTE staff from your previous OSR.**

In all the tabs except 'Other', the cells are locked except for the cells to input your data for the current OSR collection. In the 'Other' sheet, you are able to input additional roles which are not covered in the other sheets.

For the FY2019/20 OSR collection, you will need to manually input your workforce data from the spreadsheet into the Workforce forms in the Health Data Portal. The intention is that for the FY2020/21 OSR collection, there will be a new feature for you to upload the completed spreadsheet and this will populate the Portal's Workforce forms automatically.

General and Other Staff

Role / function	-Reporting Round Data Period-			New	
	Paid ATSI FTE	Paid Other FTE	Unpaid FTE	Paid ATSI FTE	Unpaid FTE
CEO					
Managers / Supervisors					
Doctors / Field officers					
Finance and accounting staff					
Administrative and clerical staff					
IT and data management staff					
Cleaners / Security / Other support staff					
Administrative / Support trainees					

Only 'New' cells will be available for data entry. Data will be limited to numeric values.

With the exception of the 'Other' tab, this value cannot be updated.

These cells contain historical OSR data and are populated from the 'Processed' OSR data form. Read only.

The tab that displays in the *Workforce Profile* spreadsheet by default is the **Instructions** tab. This contains instructions on how to fill out each of the different tabs on the *Workforce Profile Spreadsheet*. The different tabs in the spreadsheet are:

- General and Other Staff;
- Health Professionals;
- Medical Specialist;
- SEWB;
- Allied Health Professionals;
- Health Promotion and Prevention;
- Training and Trainee, and
- Other.

Each of these tabs contains a list of your Health Service's positions for the applicable category, along with the paid and unpaid FTE values for each from your processed OSR data asset from the most recent collection period. It also contains a section where the current FTE values for each position can be entered by the relevant staff members.

6. Share the spreadsheet with the applicable staff members within your Health Service who are going to contribute to confirming the FTE values for the different positions within your Health Service for the current collection period.
7. Once each of these staff members have entered the applicable FTE values into the **New** table in each tab of the spreadsheet (using the values in the previous collection period table as needed) and returned the spreadsheet to you, compile the values entered by the different contributors into one value as required.



8. You can now open the OSR form in your OSR data asset for the current reporting round in the Health Data Portal, and enter the values into the applicable cells in either the *Paid FTE Positions* or *Unpaid FTE Positions* section of the form.