



Australian Government
Department of Health

IHDR IN THE HEALTH DATA PORTAL FOR HEALTH SERVICES

DECEMBER 2020

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About This Guide

The *IHDR in the Health Data Portal for Health Services User Guide* has been developed to assist the different Health Service users interacting with the Health Data Portal (the Data Portal) with performing their required tasks within the Data Portal as part of the Indigenous Health Data Reporting (IHDR) process.

This user guide contains step-by-step instructions and other important information for the following user groups:

- Health Service end users
- Health Service User Administrators.

Health Service end users will perform the following functions in the Data Portal:

- Create/update data assets (nKPI, OSR and HCP) and send them on to the next stage of the data asset submission process
- Review data assets
- Amend data assets
- Approve data assets
- Amend data assets as part of exception reporting
- Participate in Interim Processing
- Extract data validation issue history details from data assets as needed
- Manage their user profiles.


Health Service User Administrators will perform the following functions in the Data Portal:


- Update user profiles for users in their Health Service so these users can perform the required Data Portal tasks such as submitting data assets
- Approve/revoke new user profiles for users from other Health Services who request the creation of profiles within the User Administrator's Health Service
- Create user profiles for users within their organisation structure who require a user profile in another organisation within that structure (Parent/Child organisation structure only)
- Provide general support to users in their Health Service in their use of the Data Portal.

Data Portal Terminology

There are different terms particular to the Data Portal that users may not have previously encountered.

With this in mind, the table below identifies these terms along with a description of what they mean, with the aim of assisting users in their overall understanding of the Data Portal and how to use it for their IHDR requirements.

Term	Description
Data Asset	<p>The data file being submitted by the Health Service and its associated information, such as who is submitting the data and for which reporting period.</p> <p>Data asset is a generic term used for all data submitted in the Data Portal, not just data submitted by Health Services.</p> <p>An analogy that is used to describe a data asset is to think of it as the "envelope" that contains the "letter" that is the Health Service's data, and carries it through the data asset submission workflow process.</p>
Data Period	<p>This field identifies the period covered by the data being submitted (e.g. 01/01/20 to 30/06/20).</p> <p> This field isn't used for Indigenous Health Data Reporting.</p>
B2G	Business to Government. This term describes a data asset that has been uploaded to the Data Portal automatically from a Health Service's Clinical Information System (Communicare, MMEEx, Medical Director or Best Practice) through a direct data load.
Direct Load	Another term for B2G, a "direct load" data asset is one that is automatically transferred from the Health Service's Clinical Information System (CIS) to the Data Portal at the commencement of a reporting round.
Reporting Round	A scheduled event that triggers the submission of health-related data by Health Services through the Data Portal.
Trial Submission	<p>An option used by Health Services to test the submission of their data in the Data Portal before submitting it to the AIHW or Health as part of the reporting round.</p> <p>Trial submissions can also be used by Health Services to submit data in the Data Portal more frequently so this data appears in their QLIK Indigenous Health Data Interactive Reports.</p>
Organisation	The generic Portal term used to describe Health Services that use the Data Portal. It can be any entity with an ABN, or connected to an organisation with an ABN. In the IHDR context, each Health Service required to report will have an organisation record created for it in the Data Portal.
Parent Organisation	A Health Service that has smaller "child" organisations reporting to it. Parent organisations need to have an ABN recorded in the Data Portal.
Child Organisation	A Health Service that reports to a larger "parent" organisation. A child organisation is not required to have an ABN.



Term	Description
Action	In order to move a data asset to the next stage of the data asset submission workflow process, an appropriate action needs to be selected in the Data Portal.
Organisation Type	The category of organisation (for example, Local Government, Non-Government Health Service). This is used for grouping reporting data for particular types of Health Services.
Shared Data Asset	A data asset that can be seen in the Data Portal by all users with access to a particular folder - this may be across different Health Services. For example, there may be information Health wants all Health Services to see - if so, they can disseminate this information as a shared data asset in the Data Portal.
FOFMS ID	FOFMS is the system Health uses to manage grant payments. If a Health Service receives grants from Health, they should have a FOFMS ID recorded in their organisation record in the Data Portal.
Status	Shows where a data asset submission is up to in the data asset submission workflow process. There are different statuses in the Data Portal for data assets submitted by Health Services and for those published through the Data Portal by Health or the AIHW. When a data asset moves from one status to another in the Data Portal, the applicable users will be notified via email of the status change. For more information, see Portal Statuses later in this guide.
Folders	Used to provide permissions for submitted data. A user will only be able to submit or update a data asset for information relating to the folder or folders they have been given access to. For IHDR, the <i>Indigenous Health</i> folder is the only folder Health Services will need access to.
Data File	A data file contains the Health Service's aggregated clinical data, that is either automatically uploaded as part of a data asset (direct load) or entered manually (manual submission) in the Data Portal during the data asset submission workflow process. For IHDR this will be the Health Service's nKPI, OSR or HCP data, depending on what is being reported on.  This is also known in the Data Portal as an XML file and a Form.
Trading Name	A Health Service's trading name is what they are known as to customers or people that interact with the Health Service. A Health Service could have several trading names listed in their organisation record in the Data Portal.






Data Portal Roles

The table below details each of the user roles available in the Data Portal. Users must have at least one of these roles added to their user profile to be able to use the Data Portal. Roles will be assigned to users by either the *User Administrator* for each Health Service or by a *Health User Administrator* as required.



The roles described below are common across all business uses of the Data Portal - they are not specific to IHDR.

Role	Description
End User Roles (Data Asset Submission Workflow)	
Submission Uploader	<p>The <i>Submission Uploader</i> is the creator (manual submission) or initial updater (direct load) of a data asset in the Data Portal. They create/update the draft data asset details containing information relevant to their requirements and create/update an attached form containing their aggregated clinical data. In the IHDR context, the <i>Submission Uploader</i> will sit within a Health Service.</p> <p>The <i>Submission Uploader</i> can send the data asset and the form contained within to a colleague either for review (<i>Submission Reviewer</i>) or approval (<i>Submission Approver</i>).</p> <p>The <i>Submission Uploader</i> may be required to amend a data asset as it progresses through the data asset submission workflow.</p> <p> Displays in the user management area of the Data Portal as <i>Uploader of data assets for submission</i>.</p>
Submission Reviewer	<p>The <i>Submission Reviewer</i> role is assigned to any users within a Health Service who have a need to review data assets submitted by other users within the Health Service.</p> <p>In smaller Health Services, the <i>Submission Uploader</i> and the <i>Submission Reviewer</i> may be the same person, while in larger Services they will generally be different.</p> <p>The <i>Submission Reviewer</i> is responsible for reviewing and verifying the contents of the data asset (and its attached form) that has been sent to them by the <i>Submission Uploader</i>.</p> <p>The <i>Submission Reviewer</i> can request revisions to the data asset if needed, in which case the submission is returned to the <i>Submission Uploader</i> for revision. If, however, the <i>Submission Reviewer</i> is happy with the data asset, they can send it on to the <i>Submission Approver</i> for approval.</p> <p> Displays in the user management area of the Data Portal as <i>Reviewer of data assets for submission</i>.</p>
Submission Approver	<p>The <i>Submission Approver</i> approves the data asset for their Health Service. The <i>Submission Approver</i> for a Health Service will generally be the CEO or a nominated representative.</p> <p>Approval of the data asset by the <i>Submission Approver</i> will send the data asset to an external <i>Data Receiver</i> for</p>

Role	Description
	<p>processing. For IHDR, this either will be the AIHW (for nKPI and OSR data) or Health (HCP).</p> <p>If needed, the <i>Submission Approver</i> can request amendments to the data asset, in which case the data asset is returned to the <i>Submission Uploader</i> within the Health Service.</p> <p> Displays in the user management area of the Data Portal as <i>Approver of data assets for submission</i>.</p>
Submission Viewer	<p>The <i>Submission Viewer</i> can view the details of processed data assets for a Health Service but they do not have the ability to make any changes to a data asset or its attached form.</p> <p>The <i>Submission Viewer</i> within either a Health Service or affiliate will generally be someone who isn't involved in the reporting process but has an interest in the data.</p> <p> Displays in the user management area of the Data Portal as <i>Viewer of Processed Data in submission</i>.</p> <p> If a user has other roles, such as <i>Submission Uploader</i> or <i>Submission Reviewer</i>, they should not be given the <i>Submission Viewer</i> role, as this could prevent their profile from functioning properly.</p>
Data Receiver	<p>The <i>Data Receiver</i> role is assigned to users external to the Health Service submitting the data asset. For IHDR, this will be either the AIHW (nKPI and OSR) or Health (HCP).</p> <p>The <i>Data Receiver</i> receives the data asset once it has been approved by a Health Service's <i>Submission Approver</i> (or submitted by the <i>Submission Reviewer</i> if Interim Processing is used). They are responsible for reviewing and processing the data asset.</p> <p>If amendments are required to the data in the data asset, the <i>Data Receiver</i> can send the data asset back to the Health Service's <i>Submission Uploader</i> for revision. This is known as exception reporting.</p> <p> Displays in the user management area of the Data Portal as <i>Receiver of data assets for submission</i>.</p> <p> If a user has the <i>Data Receiver</i> role in the Data Portal, they should not be given any other roles (<i>Submission Uploader</i> etc) as this could prevent their profile from functioning properly.</p>
Interactive Report Viewer	<p>The <i>Interactive Report Viewer</i> role will be assigned to those users with a need to analyse their Indigenous Health Data submitted through the Data Portal.</p> <p>This may be users from a Health Service who will track their Health Service's data over time and against comparison groups through the QLIK Indigenous Health Data Interactive Reports, or the AIHW, who will monitor the data asset submission progress of Health Services during reporting rounds by using QLIK management reports.</p>


Role	Description
Published Report Viewer	<p>The <i>Published Report Viewer</i> role will be assigned to those users with a need to access their nKPI Summary PowerPoint reports within the Health Data Portal.</p> <p>Initially, the role will be given to each Health Service <i>User Administrator</i> and the User Administrator can then decide which of the users within their Health Service requires the role and then can assign it accordingly.</p>
System Administration Roles	
User Administrator (Department of Health)	<p><i>Health User Administrators</i> will have the ability to update user profiles for all users of the Data Portal.</p> <p>When the first member of a Health Service registers in the Data Portal, all <i>Health User Administrators</i> will receive an email informing them this user needs to be set up as the <i>User Administrator</i> for their Health Service.</p> <p>A <i>Health User Administrator</i> will then go in to the user's profile and assign them the <i>User Administrator</i> role and the Indigenous Health folder.</p> <p>At any time, a <i>Health User Administrator</i> can update a Health Service user's profile to assist the Health Service's <i>User Administrator</i> as needed.</p>
User Administrator (Health Service)	<p>The <i>User Administrator</i> role will be assigned to an individual(s) within each Health Service.</p> <p>The <i>User Administrator</i> is responsible for the management of user profiles within their Health Service. The <i>User Administrator</i> can add and remove roles to and from users within their Health Service as required.</p> <p>The initial <i>User Administrator</i> role for each Health Service will be assigned by a <i>Health User Administrator</i>. Subsequent <i>User Administrator</i> roles for a Health Service can then be assigned by the original <i>User Administrator</i> for the Service.</p>
Organisation Administrator (Health)	<p>The <i>Organisation Administrator</i> role will be assigned to nominated representatives from within Health.</p> <p>The <i>Organisation Administrator</i> role allows the user to create organisation records for new Health Services in the Data Portal as needed. These records can also be created as parent or child organisations with connections to each other if required.</p> <p><i>Organisation Administrators</i> can also update existing organisation records within the Data Portal.</p>
Reporting Round Administrator (Health)	<p>The <i>Reporting Round Administrator</i> will be able to create and update IHDR reporting rounds in the Data Portal.</p> <p>The <i>Reporting Round Administrator</i> role will be assigned to individuals within Health.</p>

Data Portal Statuses

In the Health Data Portal, a data asset can have a variety of statuses as it moves through the IHDR data asset submission workflow process. The statuses and their respective meanings are outlined below.

Status	Description
Draft Submission	<p>When a <i>Submission Uploader</i> in the Health Service commences the process of submitting a data asset in the Data Portal, the data asset will automatically be set to the status of <i>Draft Submission</i>.</p> <p>For a <i>direct load</i> data asset, the status is automatically set to <i>Draft Submission</i> when the data asset is uploaded to the Data Portal from the Health Service's CIS.</p> <p>For a manual submission data asset, the status is set once the data asset is created and saved.</p> <p>If a data asset is saved but not sent to the next stage of the data asset submission workflow, its status will remain at <i>Draft Submission</i> until an action is selected.</p>
Submission Ready for Review	<p>When the <i>Submission Uploader</i> selects the action <i>Request Review</i>, the data asset will be given the status of <i>Submission Ready for Review</i>.</p> <p>The data asset can then be reviewed by the <i>Submission Reviewer</i> in the Health Service as required.</p> <p>Once the <i>Submission Reviewer</i> has reviewed the data asset, they can set it to one of the following statuses depending on what is required and what their Data Portal access allows them to do:</p> <ul style="list-style-type: none"> • <i>Submission Revision Required</i> • <i>Submission Ready for Approval</i> • <i>Interim Submitted</i> • <i>Submission Approved</i>.
Submission Revision Required	<p>If a data asset is returned to the <i>Submission Uploader</i> for revision, its status will be set to <i>Submission Revision Required</i> through the selection of the <i>Revision Required</i> action by either the <i>Submission Reviewer</i> or the <i>Submission Approver</i>.</p> <p>The <i>Submission Uploader</i> will then make the required changes to the data asset and send it off for review/approval again.</p>
Submission Ready for Approval	<p>When a data asset is reviewed and deemed ready for approval, the action <i>Request Approval</i> is selected.</p> <p>This sets the data asset's status to <i>Submission Ready for Approval</i> and sends the data asset to the Health Service's <i>Submission Approver</i> (usually the CEO) for approval.</p>

Status	Description
Submission Approved	When the <i>Submission Approver</i> reviews a data asset and decides it can be approved, they select the <i>Approve for Submission</i> action. This sets the data asset's status to <i>Submission Approved</i> and sends the data asset to the AIHW (nKPI and OSR) or Health (HCP) for processing.
Ready for Processing	<p>When a data asset has been approved for submission, it goes to the AIHW (nKPI and OSR) or the Department of Health (HCP) for processing.</p> <p>Once the AIHW or Health review the data asset and are happy with the content of the data asset and the associated form, they will set the asset's status to <i>Ready for Processing</i> to let the applicable Health Service know they are processing this particular data asset.</p>
Processed	<p>When the data asset has been processed as required by the AIHW or the Department of Health, they will select the <i>Process</i> action which sets the data asset to the status of <i>Processed</i> and completes the data asset submission workflow process.</p> <p>A data asset will also be set to the status of <i>Processed</i> when the Health Service <i>Submission Approver</i> gives final approval of the data asset as part of Interim Processing.</p> <p>The processing of the data asset in the Data Portal is now complete and the applicable Health Service will be notified by email.</p>
Interim Submitted	<p>Once the <i>Submission Reviewer</i> has reviewed a data asset and is happy with it, they can send it on to the <i>Submission Approver</i> as part of the normal submission workflow process or, they can send it to the AIHW or the Department of Health as part of Interim Processing. This is done by selecting the action <i>Request Interim Processing</i>.</p> <p>Interim Processing allows the Health Service to send the data asset to the AIHW or Health for processing prior to it going to their CEO for approval. This means the CEO will only have to approve the data asset once after all required changes have been made, rather than potentially needing to approve it several times as part of the standard submission workflow process.</p> <p>When a data asset is sent to the AIHW or Health as part of Interim Processing, it will have the status of <i>Interim Submitted</i>.</p>
Ready for Interim Processing	When a data asset is sent for Interim Processing by the Health Service's <i>Submission Reviewer</i> , it goes to the AIHW or Health for review.

Status	Description
	Before the AIHW or Health reviews the data asset and the associated form, they will set the asset's status to <i>Ready for Interim Processing</i> to let the applicable Health Service know they are processing this particular data asset.
Submission Ready for Final Review	<p>When the AIHW or Health reviews a data asset as part of Interim Processing and is happy for the data asset to be sent back to the Health Service for CEO approval, they will select the action <i>Request Review</i>.</p> <p>This sends the data asset back to the Health Service's <i>Submission Reviewer</i> and sets the status of the data asset to <i>Submission Ready for Final Review</i>. The <i>Submission Reviewer</i> can then action the data asset as required.</p>
Submission Ready for Final Approval	<p>When the <i>Submission Reviewer</i> sends the data asset that has been through Interim Processing to the Health Service's <i>Submission Approver</i> for approval, it will be set to the status of <i>Submission Ready for Final Approval</i>.</p> <p>The <i>Submission Approver</i> can then approve the data asset, which sets the data asset to the status of <i>Processed</i>.</p>
Submission Returned to Uploader	<p>Once a data asset has been approved by the Health Service approver and sent to the AIHW or Health for processing (or it has been sent to the AIHW or Health by the <i>Submission Reviewer</i> as part of Interim Processing) the AIHW or Health can send it back to the Health Service for revision at any stage by selecting the <i>Return to Uploader</i> action.</p> <p>This will set the status of the data asset to <i>Submission Returned to Uploader</i> and will initiate the exception reporting process.</p> <p> A data asset can also be set to <i>Submission Returned to Uploader</i> if the Health Service has sent the data asset to the AIHW or Health in error and asks them to send the data asset back to them.</p>
Removed Draft Submission	If a data asset has been created by the <i>Submission Uploader</i> but the action <i>Remove Data Asset</i> is selected prior to the asset being sent to the next step in the process (for review or approval) the data asset's status will be set to <i>Removed Draft Submission</i> and the data asset will be removed from view.
Removed Submission	If a submitted data asset has been sent back to the <i>Submission Uploader</i> for revision by the AIHW or Health and the uploader <i>then</i> decides to select the action <i>Remove Data Asset</i> , the data asset's status will be set to <i>Removed Submission</i> and the data asset will be removed from view.

Status	Description	
Reporting Round Statuses	Pending	A reporting round will have the status of <i>Pending</i> until the reporting round start date has been reached.
	Open	<p>This <i>Pending</i> status will automatically change to <i>Open</i> when the reporting round start date is reached.</p> <p>When the reporting round is set to <i>Open</i>, Health Services can submit data assets through the Data Portal.</p>
	Closed	<p>The status of the reporting round will automatically change to <i>Closed</i> on the reporting round end date.</p> <p>When the reporting round is set to <i>Closed</i>, data assets can no longer be submitted through the Data Portal for that reporting round.</p>

Register for the Health Data Portal

Before Health Service users can perform any tasks in the Data Portal, they will need to be registered in the Data Portal. While the majority of existing Health Service users should already be registered for the Data Portal, there will always be new users who need to be registered and need assistance with the registration process.

Before they can register for the Data Portal, Health Service users must have a myGovID. These are secure logins that identify users when using participating government online services, such as the Data Portal. Once a user has their myGovID, and it has been linked to the Health Service in the RAM by their Principal Authority, they can register in the Data Portal. For more information on how to register for myGovID, see [Registering for myGovID](#).



A user should only register once for the Data Portal. If a user has registered for the Data Portal but then obtained a new myGovID for some reason, that user should not register in the Data Portal again. Instead, they should contact the Indigenous Health Data Portal team at the Department of Health on indigenousreporting@health.gov.au.

The following procedure is used to register for the Data Portal as a Health Service user.

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

The Data Portal Registration and Log In screen will display.

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Department of Health

DATA PORTAL

Welcome to the Health Data Portal

The Health Data Portal allows Health staff to easily publish reports for [public consumption](#) or exchange data and other files with authenticated individuals, businesses and other government agencies through a web site.

Please see the '[Health Data Portal Project](#)' for more information.

[Log in](#)

[Register](#)

[View Public Data](#)

Health Statistics and Data Requests

Requesting Health Statistics and Data

Where Health and Aged Care data is not available publicly, the data can be requested, or for approved requestors, accessed directly.

The release and use of health statistics and data for approved health research is bound by privacy, confidentiality and secrecy provisions in relevant legislation.

More information about how to request data is available on the '[Requesting Health Statistics and Data](#)' page.

Please see the '[Public Health and Aged Care Data](#)' page for further information.


User Support

User guides and frequently asked questions have been provided in the links below.

[User Help](#)

[Frequently Asked Questions \(FAQs\)](#)

Indigenous Health specific information about the Health Data Portal, including Fact Sheets and links to the monthly e-newsletters, are available at the health Data Portal [Webpage](#)

2. From the Data Portal Registration and Log In screen, select .

The Registration - Authentication screen will display.

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DATA PORTAL

Registration

1 Authentication
2 Confirm Details
3 Contact Information
4 Nominate Folder and Terms & Conditions
5 Complete

* Mandatory field

Authentication

To register for the Health Data Portal, you must have a valid myGovID.

Note: As of **March 30 2020**, you must use myGovID to access the Health Data Portal.

If you **do not** have a myGovID you will need to register for one at [Register for myGovID](#). Then, your Principal Authority must link your myGovID to your organisation using [Relationship Authorisation Manager \(RAM\)](#). Once this is done, you can then register for the Health Data Portal.


If you **do** have a MyGovID and have been linked to your organisation through the RAM, please click **Next** to proceed.

Cancel Next

This screen confirms you need to have a valid myGovID to be able to register for the Data Portal.



If you don't have a valid myGovID, select  and then go to [Registering for myGovID](#) to obtain one.

3. To continue registration for the Data Portal, select .


The Health Authentication Gateway screen will display.


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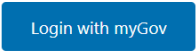
Health Authentication Gateway
Select an identity provider


Which credential would you like to use?

☐ Remember my selection

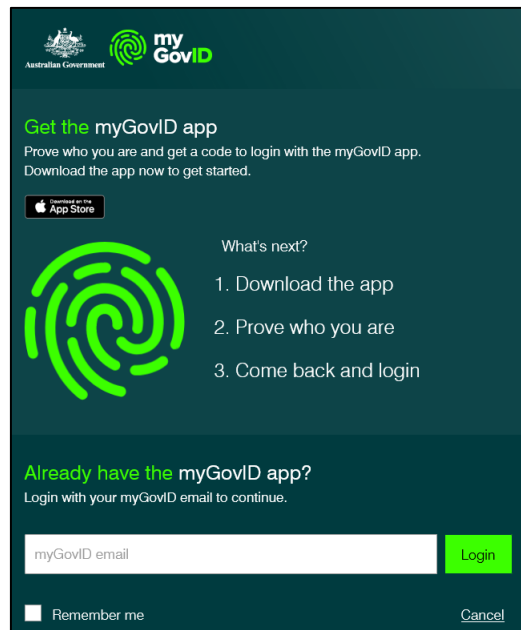
myGovID
Try myGovID, a new way to login.
myGovID is different to myGov. Using [myGovID](#) and [Relationship Authorisation Manager \(RAM\)](#) together is a simpler and more secure way to log in.


VANguard FAS
Federated Authentication Service enables a person's existing network login to be used as a single sign-on.
You will not need to re-enter a password when accessing government online services


myGov
Authenticate using your existing myGov account.
A simple and secure way to access government online services.


4. To continue, select .

The myGovID screen will display.



The image shows the myGovID login screen. At the top, it says 'Australian Government' and 'myGovID'. Below that, it says 'Get the myGovID app' and 'Prove who you are and get a code to login with the myGovID app. Download the app now to get started.' There is a 'Download on the App Store' button. A large green fingerprint icon is in the center. To the right of the icon, it says 'What's next?' followed by a list: '1. Download the app', '2. Prove who you are', and '3. Come back and login'. Below this, it says 'Already have the myGovID app?' and 'Login with your myGovID email to continue.' There is a text input field for 'myGovID email' and a green 'Login' button. At the bottom, there is a 'Remember me' checkbox and a 'Cancel' link.

5. In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.

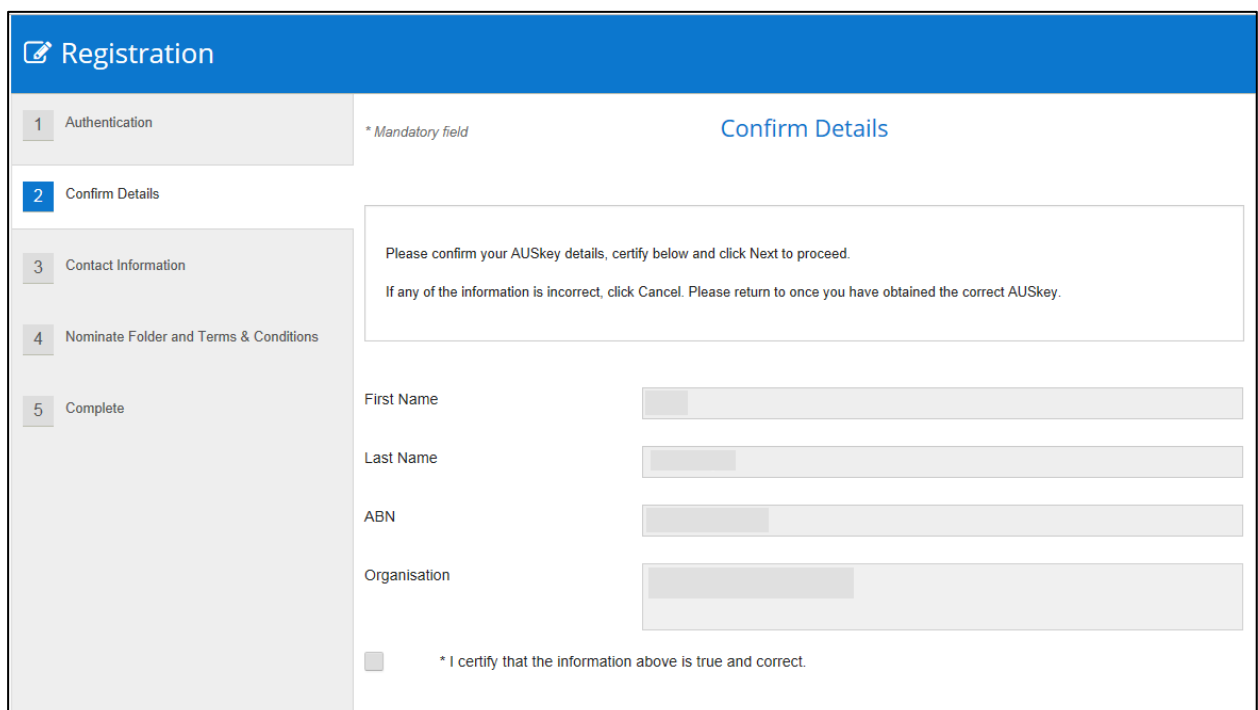
6. To continue, select .



If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.


7. Enter the 4 digit code that appears into the applicable fields that have appeared on your smart phone.

The Registration - Confirm Details screen will display.



The image shows the 'Registration - Confirm Details' screen. On the left, there is a sidebar with five steps: '1 Authentication', '2 Confirm Details' (highlighted), '3 Contact Information', '4 Nominate Folder and Terms & Conditions', and '5 Complete'. The main area has a blue header with a pencil icon and the text 'Registration'. Below the header, it says '* Mandatory field' and 'Confirm Details'. A text box contains the instruction: 'Please confirm your AUSKey details, certify below and click Next to proceed. If any of the information is incorrect, click Cancel. Please return to once you have obtained the correct AUSKey.' Below this, there are four input fields: 'First Name', 'Last Name', 'ABN', and 'Organisation'. At the bottom, there is a checkbox and the text '* I certify that the information above is true and correct.'


8. Check to ensure the details listed for you (first name, last name, ABN and organisation) are correct:

9. If your details are correct, select the **I certify that the information above is true and correct check box** at the bottom of the screen and select .



If your details are incorrect, select **Cancel** at the bottom of the screen and restart the registration process with the correct myGovID.

The Registration - Contact Information screen will display.

10. In the **Contact Number 1** field, select  and select **Office**.
11. In the blank field next to **Contact Number 1**, enter a contact phone number.
12. In the **Your email address** field, enter in a contact email address. This is a mandatory field.



You don't have to enter in a second contact number.

13. To continue, select **Next**.

The Registration - Nominate Folder and Terms and Conditions screen will display.

Registration

1 Authentication

2 Confirm Details

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

* Mandatory field

Nominate Folder

Please nominate your folder below, accept the terms & conditions and click Next to finalise your registration.

Nominate Folder *

-- Choose a folder --

Terms and Conditions



TERMS OF USE

Welcome to the Health Data Portal (dataportal.health.gov.au). As condition of Your use of the secure area (which requires users to log in for access) of the Health Data Portal You must agree to these Terms of Use.

In these Terms of Use, the terms "You" and "Your" refer to the user of the Health Data Portal.

The Commonwealth of Australia as represented by the Department of Health (the "Department") may at its discretion update these Terms of Use. By continuing to use the Health Data Portal, You accept the Terms of Use as they apply from time to time.

YOUR OBLIGATIONS

14. In the **Nominate Folder** field, select  and select **Indigenous Health** from the drop down list.
15. Select the **I accept the terms and conditions listed above** check box at the bottom of the screen.
16. To continue, select .

The Registration - Complete screen will display.

Registration

1 Authentication

2 Confirm Details

3 Contact Information

4 Nominate Folder and Terms & Conditions

5 Complete

* Mandatory field

Complete

You have successfully registered. A notification has been sent to your nominated email address confirming your registration.

Please contact your organisation's User Administrator(s) (see below) to obtain privileges, before attempting to log in. A notification has been sent to your organisation's User Administrator(s) about your registration.

To perform functions and view information within the system you will need to be assigned privileges by your organisation's User Administrator(s).

Organisation:

User Administrators:

Finish

Before completing the process, note the name of your *User Administrator(s)* in the **User Administrators** field in case you need to contact them.

17. To complete the registration process, select **Finish**.

You have now successfully registered for the Data Portal.

Your *User Administrator* will receive an email informing them they need to finalise your profile (including assigning you the applicable Data Portal roles) so you can use the Data Portal.

Log in to the Health Data Portal

Once a user from a Health Service has registered for the Data Portal and their user profile has been completed by their local *User Administrator* (for more information see [Manage User Records](#) later in this guide) they can log in to the Data Portal.

In order for a user to be able to perform tasks in the Data Portal, their *User Administrator* needs to have assigned them roles and folders first. If a user logs in to the Data Portal and can't see any options on the toolbar in the Data Portal Home screen or any folders on the left hand side of the screen, they will need to contact their *User Administrator* and ask them to update their profile as required.

The following procedure is used to log in to the Data Portal as a Health Service user.

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

The Data Portal Registration and Log In screen will display.



Welcome to the Health Data Portal

The Health Data Portal allows Health staff to easily publish reports for [public consumption](#) or exchange data and other files with authenticated individuals, businesses and other government agencies through a web site.

Please see the ['Health Data Portal Project'](#) for more information.

[Log in](#)

[Register](#)

[View Public Data](#)

Health Statistics and Data Requests

Requesting Health Statistics and Data

Where Health and Aged Care data is not available publicly, the data can be requested, or for approved requestors, accessed directly.

The release and use of health statistics and data for approved health research is bound by privacy, confidentiality and secrecy provisions in relevant legislation.

More information about how to request data is available on the ['Requesting Health Statistics and Data'](#) page.

Please see the ['Public Health and Aged Care Data'](#) page for further information.

User Support

User guides and frequently asked questions have been provided in the links below.


[User Help](#)

[Frequently Asked Questions \(FAQs\)](#)

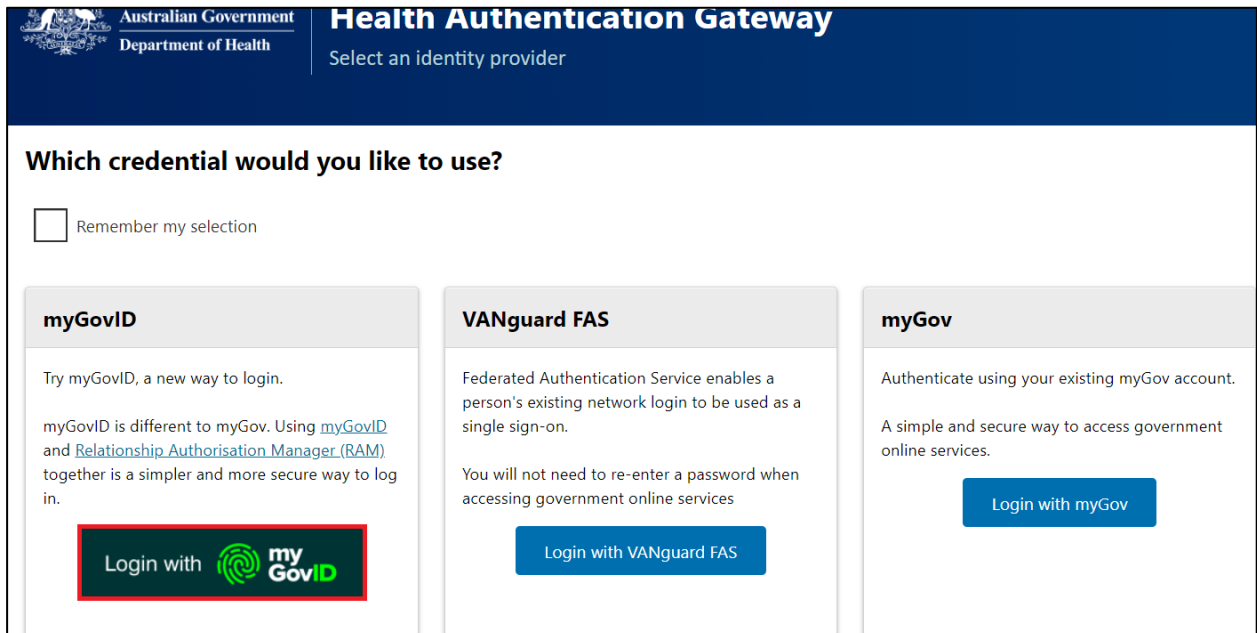
Indigenous Health specific information about the Health Data Portal, including Fact Sheets and links to the monthly e-newsletters, are available at the health Data Portal [Webpage](#)




User help and the Health Data Portal webpage can both be accessed under the *User Support* heading on the Data Portal Registration and Log In screen.

2. From the Data Portal Registration and Log In screen, select .

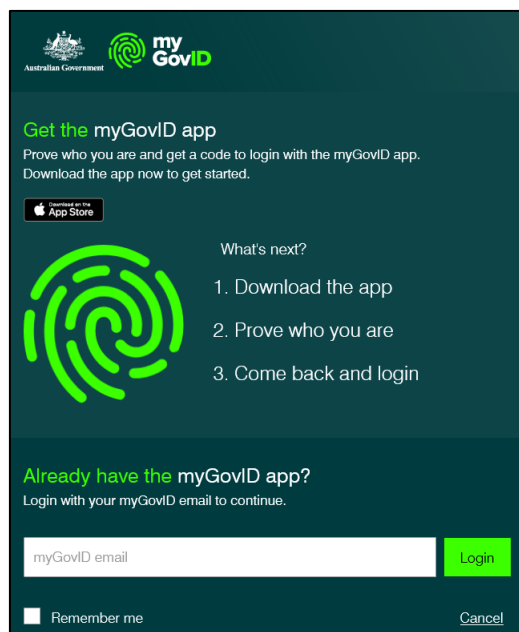
The Health Authentication Gateway screen will display.



The screenshot shows the 'Health Authentication Gateway' page. At the top, it says 'Australian Government Department of Health' and 'Health Authentication Gateway'. Below this is a header 'Select an identity provider'. The main heading is 'Which credential would you like to use?'. There is a checkbox labeled 'Remember my selection'. Below this are three columns representing different login methods: 'myGovID', 'VANguard FAS', and 'myGov'. The 'myGovID' column has a red box around the 'Login with myGovID' button. The 'VANguard FAS' column has a blue button labeled 'Login with VANguard FAS'. The 'myGov' column has a blue button labeled 'Login with myGov'.

3. To continue, select .

The myGovID screen will display.



The screenshot shows the 'myGovID' screen. At the top, it says 'Australian Government myGovID'. Below this is a heading 'Get the myGovID app' with the text 'Prove who you are and get a code to login with the myGovID app. Download the app now to get started.' There is a button 'Download on the App Store'. Below this is a large green fingerprint icon. To the right of the icon is the text 'What's next?' followed by a list: '1. Download the app', '2. Prove who you are', and '3. Come back and login'. Below this is a heading 'Already have the myGovID app?' with the text 'Login with your myGovID email to continue.' There is a text input field labeled 'myGovID email' and a green 'Login' button. At the bottom, there is a checkbox labeled 'Remember me' and a 'Cancel' link.

4. In the myGovID screen, enter your myGovID email address in the **myGovID email** field at the bottom of the screen.

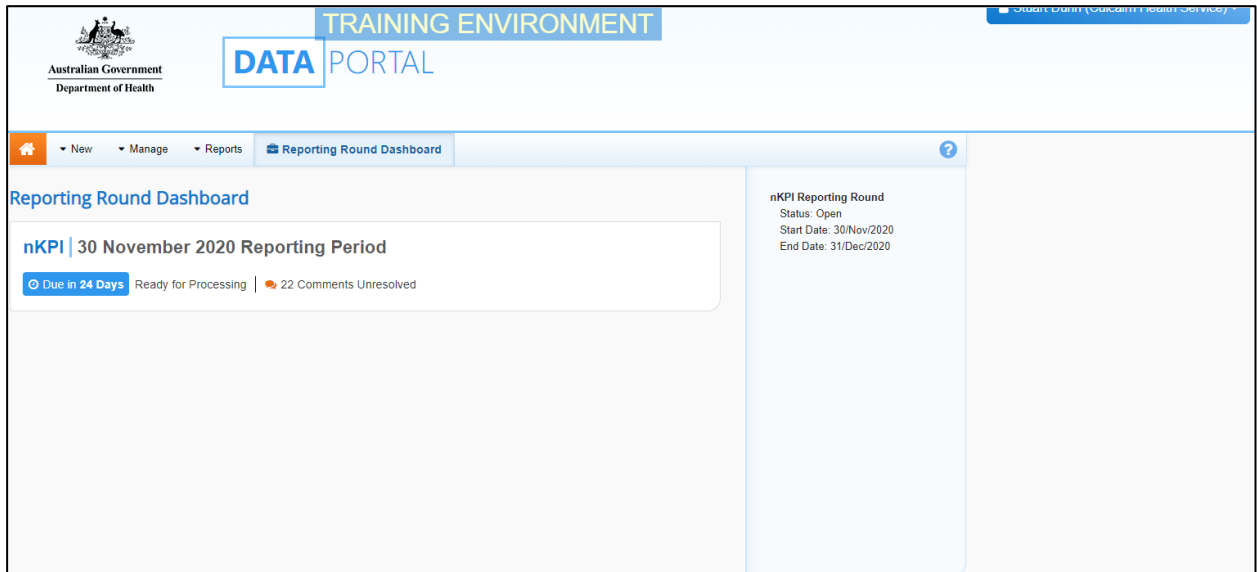
5. To continue, select .



If your myGovID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

6. Enter the 4 digit code that appears into the applicable fields that have appeared on your smart phone.

The Data Portal Home screen will display and you can now complete your tasks in the Data Portal as required.



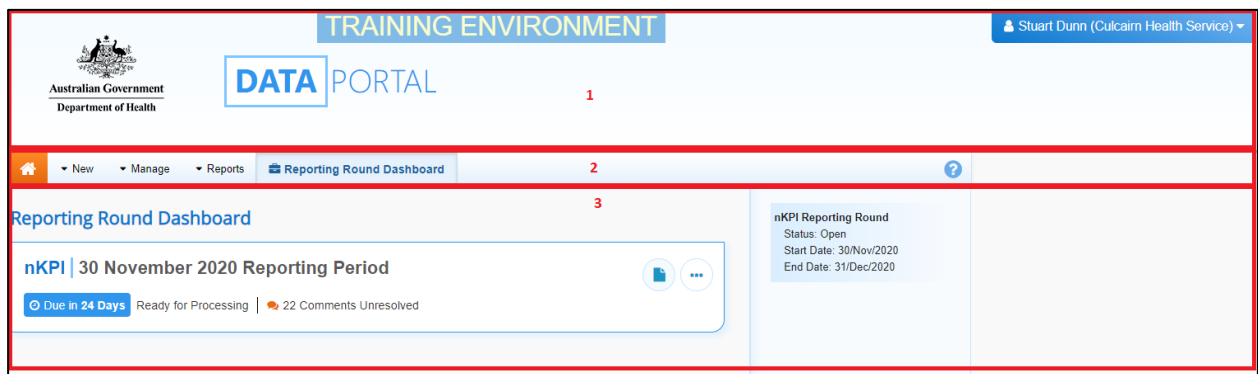
Introduction to the Data Portal Home screen

Health Service users will need to become familiar with the Data Portal Home screen when working in the Data Portal. Users such as *Submission Uploaders*, *Submission Reviewers* and *Submission Approvers* will use the Data Portal Home screen to launch a variety of functions.

The Data Portal Home screen will be accessed at various times during the data asset submission workflow process, and allows users to navigate to a variety of different screens within the Data Portal.

Upon logging in to the Data Portal, users will arrive at the Data Portal Home screen. This screen will be used to navigate through to a variety of different areas of the Data Portal.

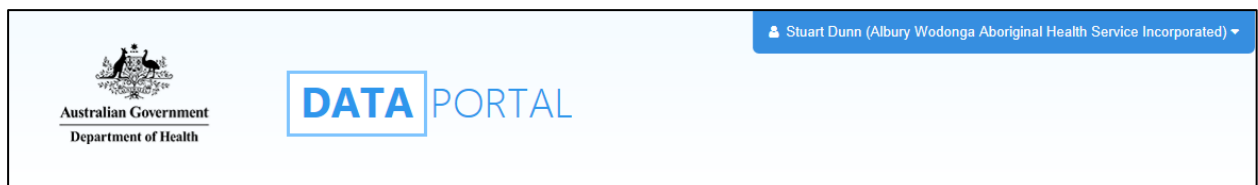
The following procedure is used to navigate around the Data Portal Home screen.



The Data Portal Home screen is divided into three sections:

1. **Header**
2. **Search and Action**, and
3. **Data Assets**.





The Header Section (1)



The *Header* section appears on every screen within the Data Portal and is where you can access your user profile to either update your existing profile or request the creation of a new profile for another Health Service you may work closely with.

1. To manage your user profile in the Data Portal, select  next to your name in the top right hand corner of the screen you are currently working in.

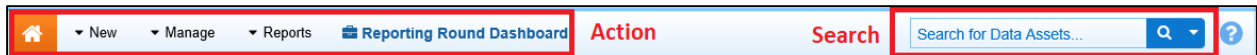
The following options are available from the drop down next to your name:

-  **Manage My User Profile**: Allows you to edit some elements of your user profile such as your contact details.
-  **My User Profiles**: Allows you to request a new profile for a different Health Service, switch between profiles and set a default profile.
-  **Request New Profile**: Allows you to request a new profile for a different Health Service.
-  **Log Off**: Logs you off from your current session of the Data Portal.

The *Header* section also contains the Department of Health's crest, which will take you to the Department of Health's website when you select it.

The Search and Action Section (2)

The *Search and Action* section of the Data Portal Home screen is divided into two areas – **Search** (right-hand side) and **Action** (left-hand side).




The Action Area

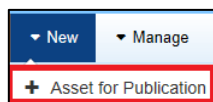
The *Action* area of the *Search and Action* section contains a series of options that perform different Data Portal functions.



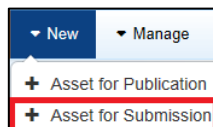
You will only see the options that relate to the functions you have access to. For example, if you can't create or update user records in the Data Portal, you won't see the **Manage > Users** option.

The following is a list of options available in the *Action* area and the functions they perform:

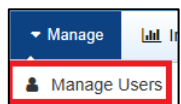
- The *Actions* area contains the  button, which allows users to navigate back to the Home screen from any screen within the Data Portal.



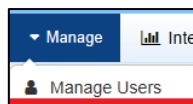
- + Asset for Publication**: This allows a user to publish reporting data in the Data Portal to be viewed and downloaded by all those users with the required access. This function will be used by Department of Health Administrators only.



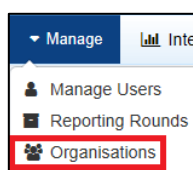
- + Asset for Submission**: Allows you to manually submit data assets in the Data Portal. This function will only be used by Health Services, and only those services who need to submit their aggregated clinical data manually.



- Manage Users**: Allows you to create new user profiles for yourself or another user, or edit existing user profiles. This function will be used by *User Administrators* from Health Services as well as *User Administrators* internal to the Department of Health.



- Reporting Rounds**: Allows Department of Health *User Administrators* to create new reporting rounds, or edit the details of existing reporting rounds. Health Service users will not have access to this function.



- Organisations**: Allows Department of Health *User Administrators* to create new Data Portal records for Health Services, or edit the details of existing records. Health Service users will not have access to this function.



- Interactive Reports**: This option takes you to your QLIK Indigenous Health Data Interactive Reports, where you can view, filter and compare reporting data in an interactive

dashboard. Access to your QLIK Indigenous Health Data Interactive Reports can be granted by your *User Administrator*.



- **Interactive Reports**: This option gives you access to your PowerPoint nKPI summary reports for each of the reporting rounds. These reports contain the same information as that contained in the Service Level Reports previously provided by the AIHW. To access these reports, a user will need to have the *Published Report Viewer* role, which can be assigned by your *User Administrator*.
- **Reporting Round Dashboard**: Allows you to open and close the *Reporting Round Dashboard* as needed, where you can see each of the data assets you are required to submit as part of the reporting round, and access each of these data assets.



The *Reporting Round Dashboard* will default to displaying as open when you access the Data Portal Home screen.


The Search Area

The *Search* area of the Data Portal Home screen allows you to search for particular data assets in the Data Portal that have been submitted by you and other users within your Health Service. Search results appear in the Data Assets section located beneath the *Search* area.



If you are a reporting organisation, the *Search* area will only display if you choose to close the *Reporting Round Dashboard*. If you leave the Data Portal Home screen on its default view with the *Reporting Round Dashboard* open, then you will not see this section.

To conduct a data asset search in the Data Portal:

1. Enter a keyword(s) in the **Search for Data Assets...** field.
2. To refine the search further, select  next to the **Search for Data Assets...** field and select the check box relating to the appropriate *Submission Status*, or *State* for the data asset(s) you are searching for.

Advanced Search Options

Reset Search

Submission status

☐ (Select All)
 ☒ Draft Submission
 ☒ Submission Ready For Review
 ☒ Submission Ready For Approval
 ☒ Submission Approved
 ☒ Ready for Processing
 ☒ Processed
 ☒ Submission Revision Required
 ☒ Submission Returned to Uploader
 ☐ Removed Submission
 ☐ Removed Draft Submission
 ☒ Interim Submitted
 ☒ Ready for Interim Processing
 ☒ Submission Ready for Final Review
 ☒ Submission Ready for Final Approval

Shared Data Assets


☐ Include only shared Data Assets
 ☒ Exclude shared Data Assets

Publication status

☐ (Select All)
 ☒ Draft Publication
 ☒ Ready for Review
 ☒ Ready for Approval
 ☒ Approved for Future Publication
 ☒ Published
 ☒ Revision Required
 ☐ Retired
 ☐ Removed Publication
 ☐ Removed Draft Publication



State

☒ (Select All)
 ☒ ACT
 ☒ NSW
 ☒ NT
 ☒ QLD
 ☒ SA
 ☒ TAS



3. The **Shared Data Assets** section in the Advanced Search Options window allows you to refine your search according to whether a data asset is shared or not (a data asset can be shared exclusively with one user or with multiple users).
4. To run the search, select .

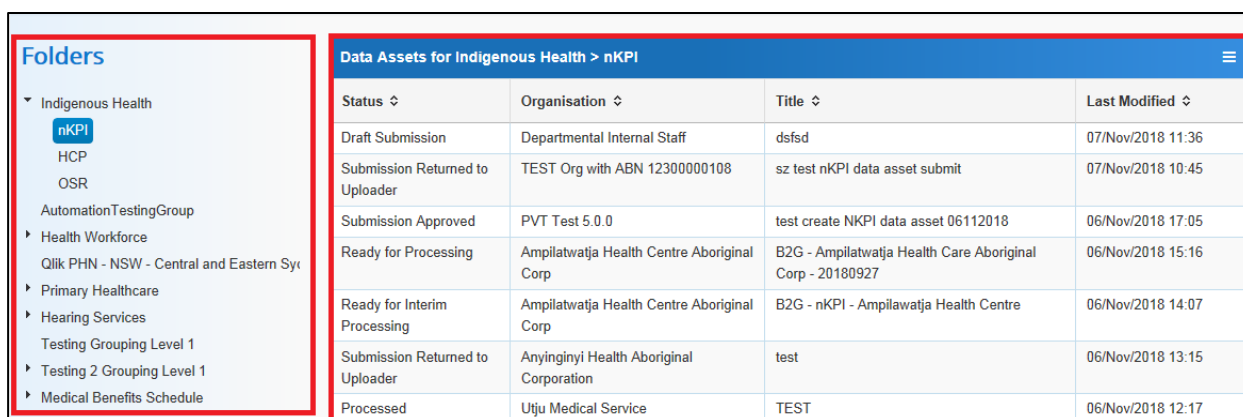
A list of data assets matching the selected parameters will display and the Filtered label will display, informing you that you have filtered the view by either a *Submission status*, or *State*, or to include or exclude shared data assets.



- i. To clear the search results, remove filters and display all data assets again, select  in the **Search for Data Assets...** field.
- ii. To reset the check boxes under **Advanced Search Options**, select .

The Data Assets Section (3)

 By default, the *Reporting Round Dashboard* will display as open when you access the Data Portal Home screen, meaning the Data Assets section will be hidden. To display this section during this time, you would need to select  and close the *Dashboard*.



The *Data Assets* section of the Data Portal Home screen is divided into two areas – The *Folders* area (left-hand side) and the *Data Assets list* area (right-hand side).

The *Folders* area on the left-hand side of the screen displays all the folders you have access to along with the folder you currently have selected (highlighted in blue). The folder you have selected determines the data assets that display in the *Data Assets list* area on the right-hand side of the screen. Health Services will generally only have access to the Indigenous Health folder.

To browse folders:

1. Select the folder's name.

The data assets in the chosen folder will appear in the Data Assets list on the right-hand side of the screen.

The screenshot shows the 'DATA PORTAL' interface in a 'TRAINING ENVIRONMENT'. The left sidebar shows a tree of folders under 'Indigenous Health', with 'nKPI' selected. The main area displays a table of 'Data Assets for Indigenous Health > nKPI'.

Status	Data Period	Title	Last Modified
Draft Submission	19/Jun/2020 to 19/Jun/2020	MDW Smoke-Testing SSL-only setup	19/Jun/2020 12:37
Submission Ready For Review	Not Specified	B2G - nKPI - Culcairn Health Service - 20200612	15/Jun/2020 13:42
Draft Submission	Not Specified	nKPI - Canberra Co Design September 20	17/Jun/2020 13:53
Submission Returned to Uploader	Not Specified	B2G - nKPI - Culcairn Health Service	09/Dec/2019 09:38
Submission Ready For Review	09/Dec/2019 to 09/Dec/2019	Manual submission	09/Dec/2019 09:26
Ready for Processing	Not Specified	B2G - nKPI - Culcairn Health Service	11/Jul/2019 13:13
Submission Ready For	27/Feb/2019 to 27/Feb/2019	B2G - nKPI - Culcairn Health Service	11/Jul/2019 11:17

If required, you can select next to a folder to open it up and examine its sub-folders.

2. To hide your folders from view, select in the top right-hand corner of the *Data Assets list* area and select **Hide Folders**.

To sort your folders by name, select and select **Sort Folders by name**. To undo the sort, select **Sort Folders by last modified**.

The Data Assets section of the screen will update to display a list of all the data assets you have access to, across all folders.

The screenshot shows the 'DATA PORTAL' interface with the 'Data Assets' list expanded. The list includes a 'Folder' column showing the hierarchy of each asset.


Status	Data Period	Title	Last Modified	Folder
Draft Submission	Not Specified	HCP - Culcairn Health Service - 20200624	25/Jun/2020 10:43	Indigenous Health • HCP
Submission Ready For Review	Not Specified	B2G - OSR - Culcairn Health Service - 20200615	24/Jun/2020 14:32	Indigenous Health • OSR
Draft Submission	19/Jun/2020 to 19/Jun/2020	MDW Smoke-Testing SSL-only setup	19/Jun/2020 12:37	Indigenous Health • nKPI
Submission Ready For Review	Not Specified	B2G - nKPI - Culcairn Health Service - 20200612	15/Jun/2020 13:42	Indigenous Health • nKPI
Processed	Not Specified	B2G - HCP - Culcairn Health Service - 20190716	23/Jun/2020 11:43	Indigenous Health • HCP
Draft Submission	Not Specified	nKPI - Canberra Co Design September 20	17/Jun/2020 13:53	Indigenous Health

In this view, if required, you can add the **State** column to the *Data asset list* area and then sort your data assets by state.

3. To do this, select in the top right-hand corner of the *Data assets list* area and select the **State** check box from the list that displays.

4. Click anywhere on the screen to remove the **Show / Hide Columns** drop down list.

The Data Assets list will update to display the State column and you can now sort your data assets by state as required.




New


Manage

Reports



Reporting Round Dashboard

Search for Data Assets...





Data Assets



Status ▾	Data Period ▾	Title ▾	Last Modified ▾	Folder ▾	State ▾
Draft Submission	Not Specified	HCP - Culcairn Health Service - 20200624	25/Jun/2020 10:43	Indigenous Health • HCP	NSW
Submission Ready For Review	Not Specified	B2G - OSR - Culcairn Health Service - 20200615	24/Jun/2020 14:32	Indigenous Health • OSR	NSW
Draft Submission	19/Jun/2020 to 19/Jun/2020	MDW Smoke-Testing SSL-only setup	19/Jun/2020 12:37	Indigenous Health • nKPI	NSW
Submission Ready For Review	Not Specified	B2G - nKPI - Culcairn Health Service - 20200612	15/Jun/2020 13:42	Indigenous Health • nKPI	NSW
Processed	Not Specified	B2G - HCP - Culcairn Health Service - 20190716	23/Jan/2020 11:43	Indigenous Health • HCP	NSW
Draft Submission	Not Specified	nKPI - Canberra Co Design September 20	17/Jan/2020 13:53	Indigenous Health • nKPI	NSW
Submission Returned to Uploader	Not Specified	B2G - nKPI - Culcairn Health Service	09/Dec/2019 09:38	Indigenous Health • nKPI	NSW
Submission Ready For Review	09/Dec/2019 to 09/Dec/2019	Manual submission	09/Dec/2019 09:26	Indigenous Health • nKPI	NSW
Draft Submission	Not Specified	OSR - Perth Co Design September 25	25/Sep/2019 10:43	Indigenous Health • OSR	NSW

5. To return to the previous view, select  again and select **Show Folders**.

The *Data Assets list* area displays the data assets that you are currently viewing.

There are several actions users can take when viewing data assets:

- To view the details of a data asset, select the data asset in the list. This will take you to the Data Assets Details screen.
- To sort the displayed list of data assets in a particular order, select the required column heading. The list can be sorted according to *(Date) Last Modified*, *Status*, *Data Period* or *Title*.
- If more than one page of data assets is available, select the desired page number, or the forward or back button at the bottom of the screen to view more data assets



Introduction to the nKPI/OSR form

With extra features and functions recently added to the nKPI/OSR form in the Data Portal, there are now several different tasks available within these forms that can be used to help you submit your data through the Data Portal as quickly and as accurately as possible.



The screenshot below displays the nKPI form but each of the form sections detailed below are also present in the OSR form.

The screenshot shows the nKPI form interface. The top navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Dashboard'. The main header displays 'INDIGENOUS HEALTH - nKPI' and 'Health Service ABC Pty Ltd'. The form is titled 'Submission Data' and shows 'PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT'. The form is divided into sections: PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT, PI03: HEALTH ASSESSMENTS, PI04: CHILD IMMUNISATION, PI05: HBA1C RECORDED AND PI06: HBA1C RESULT, PI07: CHRONIC DISEASE MANAGEMENT PLAN, PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT, PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH, and PI12: BODY MASS INDEX. The form displays a table for 'PI01: Birth weight recorded and PI02: Birth weight result' with columns for 'Low (< 2,500 grams)', 'Normal (>= 2,500 & < 4,500 grams)', 'High (>= 4,500 grams)', and 'With birth weight recorded (excludes multi-births)'. The table shows data for 'Number of babies' and 'Total'. A 'Notifications' panel on the right shows 'Internal validation' with a warning icon and a message: 'For Row: Number of babies; With birth weight recorded (all live births) (Value=35) should not be more than Total babies born (Value=34). Please amend your data or provide a comment.' The notification also shows the date '27/Nov/2020 12:24'.

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi-births)
Number of babies	6	29	0	35
Total	6	29	0	35
	0%	0%	0%	0%

1. Cancel and go back to overview



- Allows you to quickly navigate away from the nKPI/OSR form and back to the Data Portal Home screen.



2. The Indicators/Tabs List

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT
PI03: HEALTH ASSESSMENTS
PI04: CHILD IMMUNISATION
PI05: HBA1C RECORDED AND PI06: HBA1C RESULT
PI07: CHRONIC DISEASE MANAGEMENT PLAN
PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT
PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH
PI12: BODY MASS INDEX
PI13: FIRST ANTENATAL CARE VISIT
PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS
PI15: IMMUNISED AGAINST INFLUENZA - CLIENTS WITH CHRONIC DISEASE
PI16: ALCOHOL CONSUMPTION RECORDED
PI17: AUDIT-C RESULT
PI18: KIDNEY FUNCTION TEST RECORDED
PI19-A: EGFR RESULT

Allows you to move through the different sections of the nKPI/OSR form by selecting the tab/section you wish to view/work on from the left-hand side of the form.



A will display on any tabs containing data validation flags that need to be addressed as a result of data validation being run on the data contained within the form.

This section can be hidden if needed by selecting  at the bottom of the tabs. The section can then be reopened when needed by selecting , now at the top of the form.

3. Main Form Window

PI01: Birth weight recorded and PI02: Birth weight result


Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high


	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	34
Total	6 18%	29 85%	0 0%	35 103%	35 103%	34

This section of the form contains the data entry cells for the indicator/tab that has been selected on the left-hand side of the form. This is where all data is entered in the nKPI/OSR form.

4. Open notifications - Some comments require action buttons



If there are any data validation flags that need to be addressed in a particular indicator/section of the nKPI/OSR form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

If there are any user entered comments that have been added to the indicator/section by a user,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.






To view a validation flag or user entered comment in the *Notifications Tray*, simply select the applicable button.

5. The Options Menu



The *Options Menu* has been added to the blue *Submission Data* bar in the top right-hand corner of the nKPI/OSR form, to group the functions that have recently been added to the form.

The functions available through the *Options Menu* are:

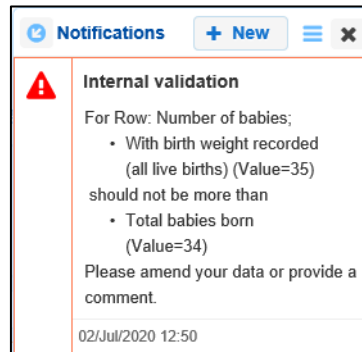
-  **Summary View** - Displays all indicators/sections of the form in the one view so the whole form can be printed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected indicator/section.
-  **Clear all cells** - Clears all data that has been entered into the cells in the selected indicator/section.
-  **Expand all tabs** - Allows the user to open all the indicators/sections when in Summary View.
-  **Collapse all tabs** - Allows the user to collapse all the indicators/sections when in Summary View.







6. The Notifications Tray

All data validation flags and user comments in the nKPI and OSR forms are displayed in a *Notifications Tray*.



To open the *Notifications Tray* if it doesn't display by default in the form, select either  or



- To dock the tray at the bottom of the indicator/section (where the *Comments and Validation Flags* section previously was) or undock it so you can move it around the form, select .
- To add a new comment, select .
- To search for a particular validation flag/user comment, or to show completed comments in the tray, select .
- To close the tray, select .
- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .

Indigenous Health Data Reporting – Submission of a Data Asset Workflow Diagram



IHDR Data Asset Submission

At the commencement of an IHDR reporting round, Health Services required to report on their Indigenous health-related data will be notified via email that the reporting round has commenced.

Each Health Service will then need to report on their nKPI (each January and July), OSR (July) and/or HCP (July) data through the Health Data Portal. Depending on the Clinical Information System (CIS) they use to record their data, the Health Service can submit their data asset in the Data Portal using either of the following two methods:

- **Direct Load** – an automatic data transfer from the Health Service's CIS to the Data Portal. The CIS' capable of facilitating the direct load of data into the Data Portal are *Communicare*, *MMEx*, *Medical Director* and *Best Practice*.
- **Manual Submission** – the Health Service will need to manually create the data asset in the Data Portal and enter their aggregated clinical data into a blank form within this data asset.

Automated Data Validation

As part of the creation and submission of data assets in the Data Portal, there will be automatic data validation run over the data that is either submitted as part of the direct load process or manually entered into the applicable form by the *Submission Uploader* within the Health Service.



The data validation rules that will be run over the clinical data submitted through the Data Portal will be based on the *AIHW data validation rules 2019* user guide, so this can be referred to if more information is required regarding the rules the AIHW have asked to have implemented through the Data Portal.

The following three data checks will occur in the Data Portal to implement the AIHW's data validation rules as part of the automated data validation process:

- **Mathematical check** – the *mathematical check* data validation will ensure there are no mistakes in the data that has been transferred in the data asset (for example, there are no "numerator" values higher than the "denominator" value). Any errors identified in an indicator by the mathematical check will need to be resolved by the Health Service by amending the applicable values.
- **Completeness check** – the *completeness check* data validation will identify any blank cells, either in the direct load data transfer or as part of manual submission, and will ask the Health Service to validate whether or not there should be values in these cells. Any errors identified in an indicator by the completeness check will need to be resolved by the Health Service by either entering a value into the applicable cells or adding a comment explaining why the cells in question have been left blank.
- **Year-to-year variance check (time trend validation)** – the year-to-year data validation check will compare the Health Service's data with their data from previous years. If there are significant differences in these figures (25% or more) from one year to the next then this will be flagged as part of the validation process. For example, if a particular Health Service is reporting that 100 babies were born in their clinics during the current data period but only five were reported as being born in the previous period, this would be picked up by the check as a potential data entry error due to the large discrepancy. Issues identified in an indicator by the year-to-year variance check will need to be addressed by the Health Service by either amending the value in question or adding a comment explaining the reason for the variance.



For detailed information regarding the specific data validation flags in the Data Portal and how to address each of these flags as you submit your data asset in the Data Portal, see either the *Work with nKPI Data Validation Rules in the Health Data Portal* or *Work with OSR Data Validation Rules in the Health Data Portal* user guide.

Data Validation for Direct Load Data Assets

For data assets that have been automatically created in the Data Portal via the *direct load* process, if there are any errors/issues identified with the data as a result of data validation, these errors/issues will be outlined in the email all users with the *Submission Uploader* role within the Health Service will receive when the data is transferred to the Data Portal. The detail regarding the issues will also be inserted into the form in the data asset as a flag against each of the indicators the validation errors/issues relate to (appearing as red triangles on the left hand side of the form). The *Submission Uploader* can then amend the values in the form as part of updating the data asset and submitting it to the next stage of the data asset submission workflow.

For more information, see the applicable [Submit an IHDR Data Asset \(Direct Load\)](#) section (nKPI, OSR or HCP) later in this guide.

Data Validation for Manual Submission Data Assets

For data assets created in the Data Portal through the manual submission process, users will be notified of errors/issues with their data as they enter the data into the form they create as part of the data asset submission process.

If there are issues with the data, the *Submission Uploader* will be notified when they select

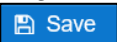


at the bottom of each indicator/section as they enter the data into the form. The *Uploader* can then amend the values as required as they complete the form.

For more information, see either [Submit an IHDR nKPI Data Asset \(Manual Process\)](#) or [Submit an IHDR OSR Data Asset \(Manual Process\)](#) later in this guide.

Rerunning Data Validation

It is important to note the automated data validation process will occur whenever a change is made to data in the form, and the change saved, at any stage of the data asset submission workflow. For example, if a data asset is returned to the *Submission Uploader* for amendment after being reviewed and the *Submission Uploader* changes a value in the form, data validation

will run again when the *Submission Uploader* selects  at the bottom of the form. If there is an issue with the new value that has been entered, this will be identified as per the normal data validation rules described earlier in this section of the guide.

Submit an IHDR Data Asset (Direct Load) Overview

Health Services whose CIS' (*Best Practice*, *Communicare*, *Medical Director* and *MMEx*) will allow them to, will produce and review the required report in their CIS and then transfer this report (containing aggregated clinical data) directly to the Health Data Portal as an XML file. This is known as *direct load* and automatically creates a draft data asset submission (nKPI, OSR or HCP) in the Data Portal.

If there are any issues with the data at the time of the *direct load*, all *Submission Uploaders* within the Health Service will receive an email informing them of these issues. A Health Service *Submission Uploader* can then log in to the Data Portal and address the data validation issues in the data asset that has been created as part of the *direct load* process, before submitting it for review and/or approval as needed.

Submit an IHDR nKPI Data Asset (Direct Load)

IAHP funded Health Services will need to provide their aggregated nKPI data to the AIHW and the Department of Health, through the Data Portal, every six months (each January and July).

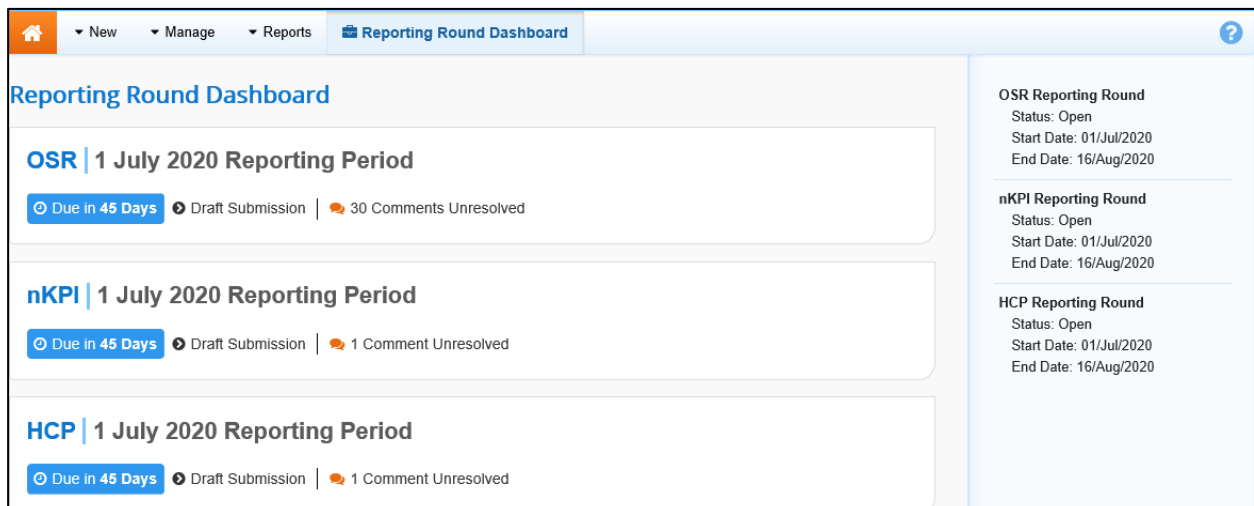
nKPIs are a set of selected process-of-care and health-outcome measures reported by Indigenous-specific primary health care organisations and maternal/child health programs funded by the Australian Government under its Indigenous Australians Health Programme (IAHP). The indicators are based on best practice/clinical guidelines in three areas important for Indigenous health:


- maternal and child health
- Preventative health
- Chronic disease management.

The following procedure is used to submit an nKPI data asset in the Data Portal, and address data validation issues within the data asset, using the *direct load* process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.

A list of the data assets you are expected to submit as part of the current reporting round (including your nKPI data asset) will display in the *Reporting Round Dashboard*.



2. To review/update the nKPI data asset that has automatically been created in the Data Portal (currently with the status of *Draft Submission*) as part of the *direct load* process, hover your mouse pointer to the right of the text in the *nKPI* section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the populated nKPI form uploaded to the Data Portal as part of the *direct load* process, with each indicator on the form being displayed on a separate tab on the left-hand side of the form. A tab showing indicators *PI01 Birth weight recorded and PI02 Birth weight result* will default as displayed.

TRAINING ENVIRONMENT

Australian Government
Department of Health

DATA PORTAL

Wattle Park Aboriginal Health Services
NKPI - Wattle Park Aboriginal Health Services - 20201207

Submission Data


PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high


	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	34
Total	6	29	0	35	35	34
	18%	85%	0%	103%	103%	




If your organisation is a Maternal and Child Health service, you will only see tabs for indicators 01, 02, 03, 04, 11 and 13 on the left-hand side of your nKPI form.

Any indicators with data validation issues will contain a  on the corresponding tab on the left-hand side of the form for easy identification, and the details of the data validation errors/issues for the displayed indicator will display as flags in the *Notifications Tray* on the far right-hand side of the form.





If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

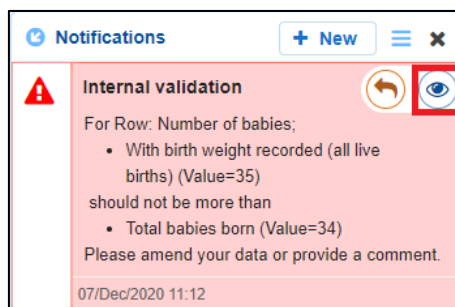
- On the left-hand side of the form, select the first indicator with data validation issues that need to be resolved (a  will display).
- Read the data validation flag(s) in the **Notifications Tray** on the right-hand side of the form to determine whether any data values for the indicator are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation.


If data values are incorrect and need to be amended to address data validation flags:

- i. Update the applicable data value(s) in the required cell(s) to address the data validation flags.




If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the cell(s) with issues will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.



- ii. To save the amendment and run data validation again, select  **Save** at the bottom of the form.

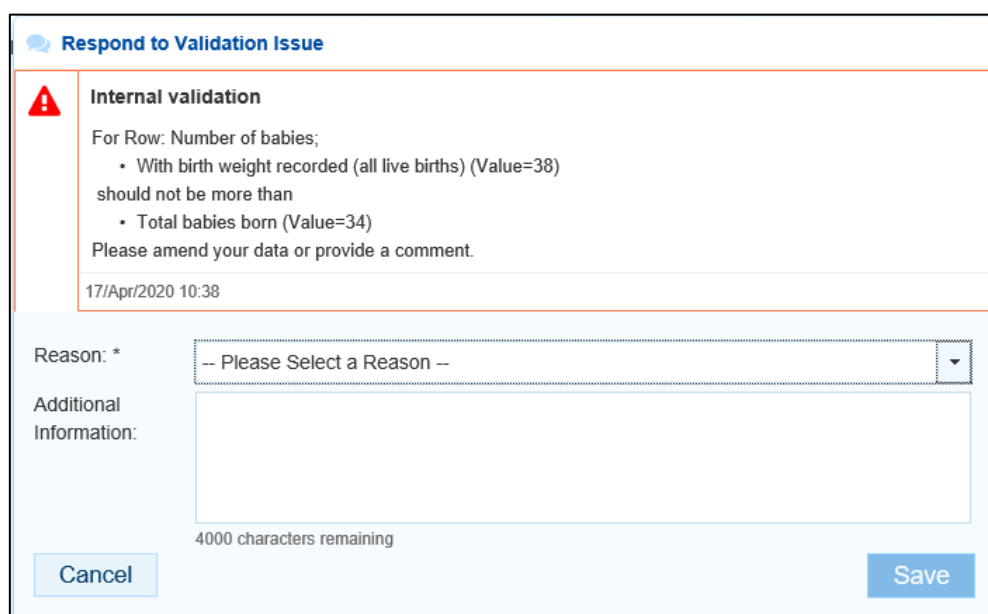
The data validation flag relating to the data value you have just amended should now disappear from the *Notifications Tray*.


- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting  **Save** until this occurs.

If you aren't changing the data values but wish to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag.

The Respond to Validation Issue dialog box will display.



- ii. Select  in the **Reason** field and select the reason you are adding a response from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**.

- iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.
- iv. To save the response, select [Save](#).
- v. Repeat this process for any other values/flags in the indicator that need to be explained.

The comment(s) has now been added underneath the data validation flag in the *Notifications Tray* and can be viewed by anyone accessing the data asset in the Data Portal.



For a Health Service to be able to send an nKPI data asset to the AIHW for processing, they need to either amend the data values with data validation flags or respond to the data validation flags for these values. If they don't address the flag using one of these two methods, the data asset will not be able to be sent to the AIHW for processing.



To add a new comment for a colleague to an indicator separate to the responses added to the data validation flag, at the top of the *Notifications Tray* select [+ New](#) and enter your comment (selecting particular cells to highlight if needed) and then save it.



5. Repeat the above steps for all indicators with data validation flags that need to be resolved.
6. Once you have addressed the data validation flags for all the data transferred to your nKPI form as part of the direct load process, you will need to select the **nKPI Targets** tab towards the bottom of the form and enter your target results for the specified indicators.

The nKPIs Target tab will display.


INDIGENOUS HEALTH - nKPI 12/Nov/2020 to 31/Dec/2020		Health Service ABC Pty Ltd nKPI - Health Service ABC Pty Ltd - 20201117																							
< Submission Data																									
PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT PI03: HEALTH ASSESSMENTS PI04: CHILD IMMUNISATION PI05: HBA1C RECORDED AND PI06: HBA1C RESULT PI07: CHRONIC DISEASE MANAGEMENT PLAN PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH PI12: BODY MASS INDEX PI13: FIRST ANTENATAL CARE VISIT PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS nKPI TARGETS		NKPI Targets This section captures Health Service defined targets against each of the indicators for which there is also a current national trajectory. PI03: Proportion of Indigenous regular clients (0-4 years) with a current completed health assessment (Items 715, 228, 92004, 92016, 92011, 92023) <table border="1"> <thead> <tr> <th>Value in current collection (%)</th> <th>Target Dec 2020 (%)</th> <th>Target Jun 2021 (%)</th> <th>Target Dec 2021 (%)</th> <th>Target Jun 2022 (%)</th> </tr> </thead> <tbody> <tr> <td>Proportion</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Strategies - How will you do this? (Your response could refer to aspects such as linkages/ coordination/ community involvement/ service delivery/ health promotion) <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> 1000 characters remaining. PI03: Proportion of Indigenous regular clients (25-54 years) with a current completed health assessment (Items 715, 228, 92004, 92016, 92011, 92023) <table border="1"> <thead> <tr> <th>Value in current collection (%)</th> <th>Target Dec 2020 (%)</th> <th>Target Jun 2021 (%)</th> <th>Target Dec 2021 (%)</th> <th>Target Jun 2022 (%)</th> </tr> </thead> <tbody> <tr> <td>Proportion</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Value in current collection (%)	Target Dec 2020 (%)	Target Jun 2021 (%)	Target Dec 2021 (%)	Target Jun 2022 (%)	Proportion					Value in current collection (%)	Target Dec 2020 (%)	Target Jun 2021 (%)	Target Dec 2021 (%)	Target Jun 2022 (%)	Proportion				
Value in current collection (%)	Target Dec 2020 (%)	Target Jun 2021 (%)	Target Dec 2021 (%)	Target Jun 2022 (%)																					
Proportion																									
Value in current collection (%)	Target Dec 2020 (%)	Target Jun 2021 (%)	Target Dec 2021 (%)	Target Jun 2022 (%)																					
Proportion																									

In the nKPI Targets tab, you will need to enter your proposed targets for PI03, 05, 14, 18 and 23. These are the five indicators for which the AIHW has set trajectories. You will need to enter your percentage targets for the next four data collection periods, along with your strategies for achieving these targets.

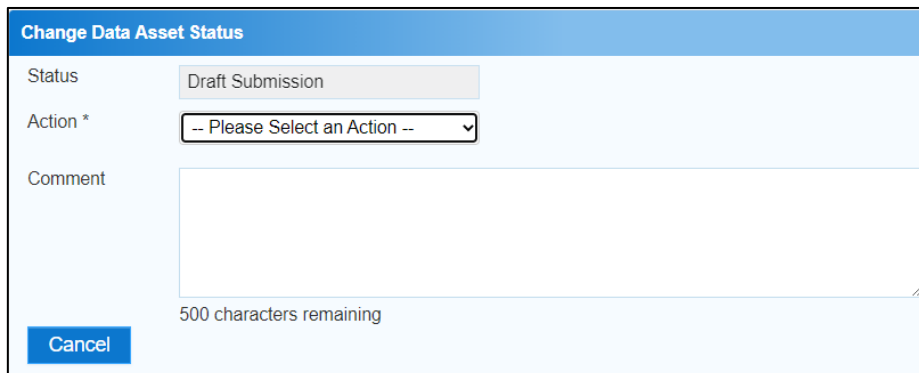
7. Once you have entered your targets for each of the applicable indicators and your accompanying strategies for achieving these targets, select [Save](#) at the bottom of the form.

8. Before closing the form, select the **Data Sharing Consent** tab in the bottom left-hand corner of the form, answer the data sharing consent questions and then select  at the bottom of the form.
9. Once all data validation flags in the nKPI form have been addressed, to exit the form and return to the Data Portal Home screen, scroll to the bottom of the form and select .

The Data Portal Home screen will again display with the *Reporting Round Dashboard* open.


10. To progress the data asset to the next stage of the submission workflow, select  **Draft Submission** for the nKPI data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" contains the following fields:

- Status:** A text field containing "Draft Submission".
- Action *:** A dropdown menu with the text "-- Please Select an Action --".
- Comment:** A large text area for entering comments. Below the text area, it says "500 characters remaining".
- Buttons:** A blue "Cancel" button at the bottom left.

11. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.
- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).




If you have the access to approve data asset submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset yourself and then submit it directly to the AIHW for processing.

12. In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.



Any user with access to view the data asset will be able to view any comments entered here.

13. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- i. To send the data asset for internal review, select . For the next step in the process see [Review an IHDR Data Asset Submission](#).

- ii. To submit the data asset directly to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- iii. To send the data asset to the AIHW or Health for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).
- iv. To remove the data asset from the Data Portal (it may have been created in error) select .

The *direct load* nKPI data asset has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your Health Service can then action the data asset as required.

Submit an IHDR OSR Data Asset (Direct Load)

IAHP funded Health Services will need to provide their aggregated OSR data to the AIHW and the Department of Health, through the Data Portal, every 12 months (each July).



If needed, prior to updating your direct load OSR data asset in the Health Data Portal you can download your Workforce Profile data from your *Processed* OSR data asset from the previous collection period. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Download the Workforce Profile Spreadsheet from an OSR Data Asset* later in this guide.

The following procedure is used to submit an OSR direct load data asset in the Data Portal, and address data validation flags within the data asset, using the *direct load* process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.

A list of the data assets you are expected to submit as part of the current reporting round will display in the *Reporting Round Dashboard*.

Reporting Round Dashboard

OSR | 1 July 2020 Reporting Period
 Due in 45 Days | Draft Submission | 30 Comments Unresolved

nKPI | 1 July 2020 Reporting Period
 Due in 45 Days | Draft Submission | 1 Comment Unresolved

HCP | 1 July 2020 Reporting Period
 Due in 45 Days | Draft Submission | 1 Comment Unresolved

OSR Reporting Round
 Status: Open
 Start Date: 01/Jul/2020
 End Date: 16/Aug/2020

nKPI Reporting Round
 Status: Open
 Start Date: 01/Jul/2020
 End Date: 16/Aug/2020

HCP Reporting Round
 Status: Open
 Start Date: 01/Jul/2020
 End Date: 16/Aug/2020

2. To review/update the OSR data asset that has automatically been created in the Data Portal (currently with the status of *Draft Submission*) as part of the *direct load* process, hover your mouse pointer to the right of the text in the **OSR** section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the partially completed OSR form uploaded to the Data Portal as part of the *direct load* process, with each section of the form being displayed on a separate tab on the left-hand side of the form. A tab showing *Organisation Profile* details will default as displayed.

INDIGENOUS HEALTH - OSR
01/JUL/2020 TO 16/AUG/2020

Culcairn Health Service
OSR - Culcairn Health Service - 20200702

Submission Data

ORGANISATION PROFILE

Organisation Profile

Organisation Name: Culcairn Health Service

Healthcare Provider Identifier - Organisation (HPI-O): [Empty field]

Physical Location

Address Line 1: Walbundrie Road

Address Line 2: [Empty field]

Suburb: CULCAIRN

State: New South Wales

Post Code: 2660

Accreditation

Does your organisation have current clinical RACGP standards accreditation? ☐ Yes ☐ No


Does your organisation have current organisational accreditation (QIC/ISO/ACHS)? ☐ Yes ☐ No

Notifications + New

Internal validation


All fields are required.
Please amend your data or provide a comment.

02/Jul/2020 13:40



Any sections of the form with identified data validation issues will contain a  on the corresponding tab on the left-hand side of the form for easy identification, and the details of the data validation errors/issues for the displayed section will display as data validation flags in the *Notifications Tray* in the top right-hand corner of the form.



The majority of the sections of the OSR form contain fields/cells asking for information which is not contained within Health Services' CIS'. With this in mind, you will need to work through each of the sections of the form, starting with *Organisation Profile*, ensuring all fields/cells have been completed and any data validation issues have been addressed.



If you need any assistance regarding what information to enter into particular sections of the OSR form, select  for the applicable section to see information regarding the purpose of the section, definitions of the values that need to be entered and practical examples of how to complete the section.

3. Complete/update the cells on the *Organisation Profile* tab as described below.


Field/Button	Description
Organisation Profile	
Healthcare Provider Identifier	<p>Enter your Health Service's Healthcare Provider Number. If your HPI-O number is not known, leave the cell blank and respond to the accompanying data validation flag explaining this.</p> <p> This can be up to 16 characters long and can only contain numbers. If you are unsure what your Health Service's HPI-O is, you can call 1300 361457 or email healthcareidentifiers@humanservices.gov.au.</p>
Physical Location	
 Update Address	If the address details displayed for your service are incorrect and need updating, select this button. In the new email that displays (addressed to the Indigenous

Field/Button	Description
	Reporting inbox at Health) enter the correct address details for your service and send the email as normal.
Accreditation	
Does your organisation have current clinical RACGP standards accreditation?	Select either Yes or No as applicable.
Name	If Yes was selected above, enter the name of the agency your organisation received its accreditation from.
Expiry Date	If Yes was selected above, use the calendar to select your service's accreditation expiry date.
Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?	Select either Yes or No as applicable.
Type	If Yes was selected above, select <input type="text"/> and select the accreditation type from the list that displays. The options are QIC , ISO and ACHS .
Name	If Yes was selected above, enter the name of the accreditation agency.
Expiry Date	If Yes was selected above, use the calendar to select your service's accreditation expiry date.
Reporting	
Who is your organisation's contact for OSR reporting?	<p>Select <input type="text"/> and select the appropriate contact person for your service from the list that displays.</p> <p> The list of names that appears will be pulled from the list of registered users for the service in the Data Portal.</p>
Governance	
 Update Governance Model	If the governance model displayed is incorrect, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health) select the correct governance model for your service and send the email as normal.
Smoke Free Workplace	
Is your organisation a smoke-free workplace or implementing smoke-free policies?	Select either Yes or No as applicable.
Do all staff have access to smoking cessation resources, services and materials to support their own cessation attempts?	Select either Yes or No as applicable.
Incorporation Status	

Field/Button	Description
Is your organisation incorporated?	Select either Yes or No as applicable.
Governing Committee/ Board	
How many Board members are there?	If Yes was selected above, enter the number of members your board has.
How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2020?	If Yes was selected above, enter the number of Aboriginal or Torres Strait Islander members your board had at 30 June 2020.
Has the performance of your Board been evaluated in the past two years ending 30 June 2020?	Select either Yes or No as applicable.
Did any members of the Board receive training to assist in their role in the year ending 30 June 2020?	Select either Yes or No as applicable.
Does the Board include independent (skills based) members?	Select either Yes or No as applicable.
How many independent (skills based) members are on the Board?	<p>If Yes was selected above, enter the number of independent members on the Board.</p> <p>An independent member is broadly defined as a non-executive director who is not a member of management and who is free from any relationship that could interfere with the member's judgment.</p> <p>A skills-based member is someone who has been appointed to the Board for their specific skillset.</p>

4. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation.





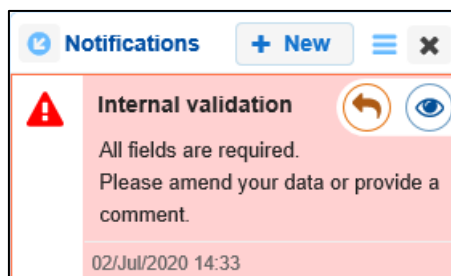
If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form to display it.


If data values are incorrect and need to be amended to address data validation flags:

- i. Update the applicable data value(s) in the required cell(s) to address the data validation flags.

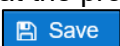


If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the cell(s) with issues will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.






- ii. To save the amendment and run data validation again, select  **Save** at the bottom of the form.

The data validation flag relating to the data value you have just amended should now disappear.

- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting  **Save** until this occurs.

If you aren't changing the data values but wish to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag. The Respond to Validation Issue dialog box will display.

- ii. Select  in the **Reason** field and select the reason you are adding a response from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**.
- iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.
- iv. To save the response, select .
- v. Repeat this process for any other values in the indicator that need to be explained.

The comment(s) has been added underneath the data validation flag in the *Notifications Tray*, and can be viewed by anyone accessing the data asset in the Data Portal.



For a Health Service to be able to send an OSR data asset to the AIHW for processing, they need to either amend the data values with data validation flags or respond to the data validation flags for these values. If they don't address the flag using one of these two methods, the data asset will not be able to be sent to the AIHW for processing.



To add a new comment for a colleague to an indicator separate to the responses added to the data validation flag, select [+ New](#) at the top of the *Notifications Tray*, enter your comment (linking the applicable cells to the comment if needed) and then save it.

5. To save your changes to the *Organisation Profile* tab, select [Save](#) at the bottom of the form.

6. To continue, select the *Sites* tab on the left-hand side of the form.

The *Sites* tab will display.

The *Sites* tab will display a list of any known sites for your Health Service. For each of these sites, you can enter details regarding the site's service delivery details.

7. If any of your sites are missing, select [Update Service Delivery Sites](#), enter the name and address information for the site in the email that displays and then send the email to the Indigenous Health Date Reporting Health Data Portal team so they can add the site's details to the Health Data Portal.
8. Complete/update the cells on the *Sites* tab for each of your Health Service's delivery sites, as described below.

Field/Button	Description
Days per week when services are provided	Select the check boxes for the days of the week your Health Service is open.
Do you offer 24 hour emergency care from this location?	Select either Yes or No .
Type of Site	Select and select the applicable site type.
Mobile Site Description	If you selected Mobile in the Type of Site list, enter a description of your mobile site.

9. To save your changes to the *Sites* tab, select [Save](#) at the bottom of the form.

10. To continue updating your OSR form, select the *Episodes of Care* tab on the left-hand side of the form.

The *Episodes of Care* tab will display.

Submission Data

Episodes of Care

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded
Aboriginal and Torres Strait Islander clients	6	6	6
Non-Aboriginal and Torres Strait Islander clients	3	2	
Aboriginal and Torres Strait Islander status of clients unknown	3	2	
TOTAL	12	10	

Are the Episode of Care figures an estimate only? ☐ Yes ☐ No

Notifications

Internal validation

There is a greater than 20% increase from last reporting round in Row: Total; Column: Total.

- The value for the previous reporting period was 12.
- The value for the current reporting period is 22.

Please confirm your data is correct or, if necessary, amend your data.

02/Jul/2020 13:50

Internal validation

All fields are required. Please amend your data or provide a comment.

02/Jul/2020 13:50


The *Episodes of Care* tab will display your pre-populated *Episodes of Care* data, transferred from your CIS as part of the Direct Load process.

11. Complete the cells on the *Episodes of care* tab as described below.

Field	Description
Aboriginal and Torres Strait Islander clients	Review/update the number of episodes of care delivered for Male clients , Female clients and clients whose gender was not recorded.
Non-Aboriginal and Torres Strait Islander clients	Review/update the number of episodes of care delivered for Male clients , Female clients and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Review/update the number of episodes of care delivered for Male clients , Female clients and clients whose gender was not recorded.
Are the Episode of Care figures an estimate only?	Select either Yes or No as applicable.
What is the basis for the estimate?	If Yes was selected above, enter details regarding what the estimate was based on.

12. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation by responding to the flag.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form to display it.

13. To save your changes to the *Episodes of Care* tab, select  at the bottom of the form.

14. To continue reviewing and updating your OSR form, select the *Client Contacts* tab on the left-hand side of the form.

The *Client Contacts* tab will display.

Client Contacts

How many client contacts were made by each type of worker from the organisation during the period?

Health Workers

	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander		
	M	F	U/N	M	F	U/N
Aboriginal and Torres Strait Islander Health Worker (ATSIHW) (*ATSIHW providing transport without providing health care should be shown in 'Transport' below)	0	0	0	0	0	0
Aboriginal and Torres Strait Islander Health Practitioner	0	0	0	0	0	0
Doctor - General Practitioner	6	6	0	6	6	0

Notifications

Internal validation

There is a greater than 20% increase from last reporting round in Row: Total of all Client Contacts (excl Transport); Column: Aboriginal and Torres Strait Islander(F).
 • The value for the previous reporting period was 3.
 • The value for the current reporting period is 6.

The *Client Contacts* tab will display your pre-populated *Client Contacts* data, transferred from your CIS as part of the Direct Load process.

- Review and update your *Client Contacts* values as required.
- If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation by responding to the flag.

If the *Notifications Tray* doesn't display by default, select in the top right-hand corner of the form to display it.

- To save your changes to the *Client Contacts* tab, select **Save** at the bottom of the form.

- When you are ready, select the *Client Numbers* tab on the left-hand side of the form.

The *Client Numbers* tab will display.

Client Numbers

How many individual clients were seen by your organisation during the period?

	Male clients	Female clients	Gender not known
Aboriginal and Torres Strait Islander clients	5	5	
Non-Aboriginal and Torres Strait Islander clients	2	1	0
Aboriginal and Torres Strait Islander status of clients unknown	2	1	0
TOTAL	9	7	0

Notifications

Internal validation

All fields are required. Please amend your data or provide a comment.


The *Client Numbers* tab will display your pre-populated client numbers data, transferred from your CIS as part of the Direct Load process.


19. Complete the cells on the *Client Numbers* tab as described below.

Field	Description
Aboriginal and Torres Strait Islander clients	Review/update the number of Male clients, Female clients and clients whose gender was not recorded.
Non-Aboriginal and Torres Strait Islander clients	Review/update the number of Male clients, Female clients and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Review/update the number of Male clients, Female clients and clients whose gender was not recorded.
Are the client number figures an estimate only?	Select either Yes or No .
What is the basis for the estimate?	If Yes was selected above, enter details regarding what the estimate was based on.

20. If applicable, read the data validation flag(s) in the **Notifications Tray** to determine whether any data values for the section are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation by responding to the flag.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form to display it.

21. To save your changes to the *Client Numbers* tab, select  at the bottom of the form.

22. When you are ready, select the *Workforce Profile - Paid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Paid FTE Positions* tab will display.

The *Paid FTE Positions* tab of the OSR form will be blank, as workforce data isn't stored in the CIS'. With this in mind, you will need to enter your paid position data manually.



REMEMBER - You can download your Workforce Profile data from your *Processed OSR* data asset from the previous collection period if needed. You can then share the data with those

in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Download the Workforce Profile Spreadsheet from an OSR Data Asset* later in this guide.

The *Paid FTE Positions* tab is used by Health Services to record the number of paid Full Time Equivalent (FTE) positions within your Health Service for:


- General and other staff
- Health professionals / Workers

Data captured within each of the Workforce Profile sections of the form serves the following purposes:

- It provides a picture of the numbers of staff falling into various professional categories, which may be used for longer term workforce planning.
- It provides information regarding the number of FTE by staff function, which may help identify gaps in service capability by geographic area.
- It provides information on unfilled positions and staff turnover, which in turn may provide information on the key issues faced by services.

Calculating FTE


Full-time equivalent (FTE) is the ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period (Mondays through Fridays). The ratio units are FTE units or equivalent employees working full-time. In other words, one FTE is equivalent to one employee working full-time.

For convenience, the Workforce Profile tab of the OSR form includes an FTE calculator in each cell  which can be configured to suit your organisation's standard working hours.

23. For paid workers, enter the number of “*Aboriginal or Torres Strait Islander*” and “*Other*” FTE positions for each of the listed roles.




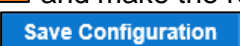
The cells in the Paid FTE Positions tab will accept up to seven characters, including two decimal points. For example, 9999.99.


24. If you need assistance calculating the FTE of a position, select  in the applicable cell. The FTE Calculator will display.

25. Enter the number of hours per day, days per week etc the person in the selected position works.



The FTE calculator will calculate the FTE figure and display it in green in the FTE cell .




By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select  and make the required changes in the **Configuration** section. To save the changes, select .

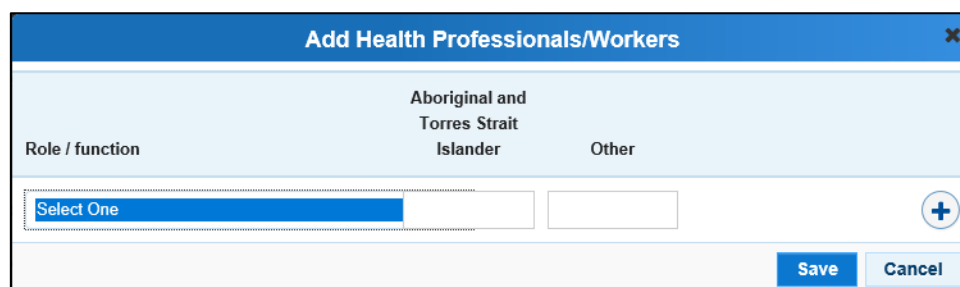
26. To apply the calculated value to the cell, select .

27. To close the FTE Calculator, select .

 If there are any roles you don't have values for, select  in the top right-hand corner of the screen and select *Populate empty cells with zeros* to enter zeros in these cells.

28. To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select .


The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.



The dialog box titled "Add Health Professionals/Workers" has a close button (X) in the top right. It contains a table with three columns: "Role / function", "Aboriginal and Torres Strait Islander", and "Other". Below the columns is a "Select One" dropdown menu. To the right of the dropdown is a plus icon (+). At the bottom right are "Save" and "Cancel" buttons.

29. Select the **Role / function** cell and select the applicable worker type from the list that displays.

30. In the second and third cells, enter the number of "Aboriginal or Torres Strait Islander" and/or "Other" FTE respectively.

31. If there are other roles that need to be added, select  and repeat the process.

32. Once all the additional roles have been added, select .

The selected role(s) has now been added to the form.

33. To save your changes to the *Paid FTE Positions* tab, if needed, select  at the bottom of the form.

34. To continue, select the *Workforce Profile - Unpaid FTE Positions* tab on the left-hand side of the form.

The Workforce Profile - Unpaid FTE Positions tab will display.



The screenshot shows the "Unpaid FTE Positions" tab in the "OSR - Culcairn Health Service - 20200702" form. The left sidebar has a menu with "UNPAID FTE POSITIONS" selected. The main content area shows a table with the following rows:

Role / function	Aboriginal and Torres Strait Islander	Other
CEO		
Managers / Supervisors		
Drivers / Field officers		
Finance and accounting staff		
Administrative and clerical staff		
IT and data management staff		

On the right, a "Notifications" panel shows two "Internal validation" messages:

- Message 1: "All fields are required. Please amend your data or provide a comment." (02/Jul/2020 13:40)
- Message 2: "Ensure that you are recording FTE figures and not headcount figures. Please confirm your data is correct or, if necessary, amend your data." (02/Jul/2020 13:40)

The *Unpaid FTE Positions* tab of the OSR form will be blank, as workforce data isn't stored in the CIS'. With this in mind, you will need to enter your paid position data manually.


The *Unpaid FTE Positions* tab is used by Health Services to record the number of paid Full Time Equivalent (FTE) positions within your Health Service for:

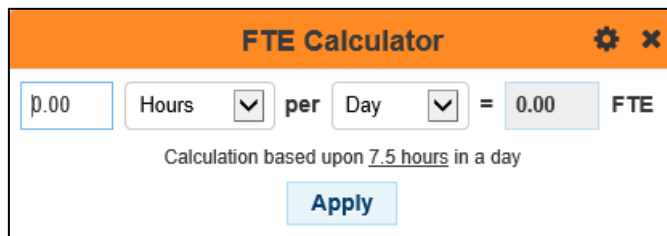
- General and other staff
- Health professionals / Workers

35. For unpaid workers, enter the number of FTE positions for each of the listed roles.




The cells in the *Unpaid FTE Positions* tab will accept up to seven characters, including two decimal points. For example, 9999.99.

36. If you need assistance calculating the FTE of a position, select  in the applicable cell. The FTE Calculator will display.






The FTE Calculator dialog box has an orange header with the title "FTE Calculator" and a close button (X). Below the header, there is a text input field containing "0.00", followed by a dropdown menu set to "Hours", the word "per", another dropdown menu set to "Day", an equals sign, and a text input field containing "0.00". To the right of the second input field is the label "FTE". Below these fields, it says "Calculation based upon 7.5 hours in a day". At the bottom center is a blue "Apply" button.

37. Enter the number of hours per day, days per week etc the person in the selected position works.

The FTE calculator will calculate the FTE figure and display it in green in the FTE cell .





By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select  and make the required changes in the **Configuration** section. To save the changes, select .

38. To apply the calculated value to the cell, select .

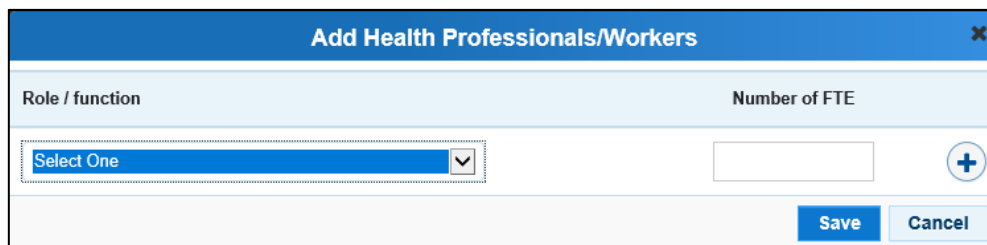
39. To close the FTE Calculator, select .



If there are any roles you don't have values for, select  in the top right-hand corner of the screen and select *Populate empty cells with zeros* to enter zeros in these cells.

40. To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select .


The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.




The "Add Health Professionals/Workers" dialog box has a blue header with the title and a close button (X). Below the header, there are two columns: "Role / function" and "Number of FTE". Under "Role / function", there is a dropdown menu with "Select One" selected. Under "Number of FTE", there is a text input field and a blue "+" button to its right. At the bottom right are "Save" and "Cancel" buttons.

41. Select the **Role / function** cell and select the applicable worker type from the list that displays.

42. In the **Number of FTE** cell, enter the number of unpaid FTE for the selected role.

43. If there are other roles that need to be added, select  and repeat the process.

44. Once all the additional roles have been added, select .

45. To save your changes to the *Unpaid FTE Positions* tab, if needed, select  at the bottom of the form.

The selected role(s) has now been added to the form.

46. To continue, select the *Vacant Positions* tab on the left-hand side of the form.

The *Vacant Positions* tab will display.

47. In the **Does your organisation have any vacant positions as at 30 June 2020?** field, select either **Yes** or **No**.

If **Yes** is selected, the Vacant Staff Positions section will display.

Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Sub Total	0	0

48. To continue, select **+ Add Row**.

The Add Health Professionals/Workers dialog box will display.

49. Select the **Role / function** cell and select the applicable worker type from the list that displays.


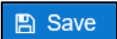
50. In the **Number of FTE** cell, enter the FTE number (up to 1) of vacant positions for the selected role.

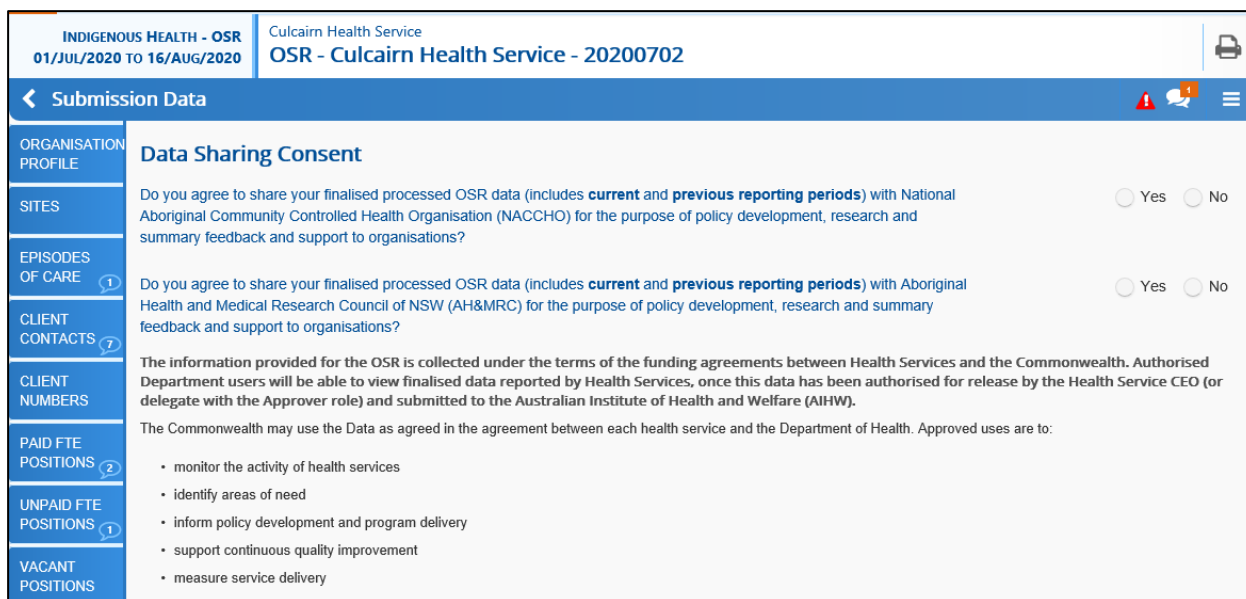


If the FTE is more than one, you will need to select **+** and add another line as you can only enter 1 FTE per row. If you enter an FTE of more than 1 in a row, an error message will display once you save your data.

51. In the **Weeks vacant (as at 30 June 2020)** cell, enter the applicable number of weeks.

52. If there are other vacant positions that need to be recorded, select **+** and repeat the process.

53. Once all the additional roles have been added, select .
54. To save your changes to the *Vacant Positions* tab, if needed, select  at the bottom of the form.
55. To continue, select the *Data Sharing Consent* tab on the left-hand side of the form.



INDIGENOUS HEALTH - OSR
01/JUL/2020 TO 16/AUG/2020

Culcairn Health Service
OSR - Culcairn Health Service - 20200702

Submission Data

ORGANISATION PROFILE

SITES

EPISODES OF CARE (1)

CLIENT CONTACTS (7)

CLIENT NUMBERS

PAID FTE POSITIONS (2)

UNPAID FTE POSITIONS (1)

VACANT POSITIONS

Data Sharing Consent



Do you agree to share your finalised processed OSR data (includes **current** and **previous reporting periods**) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? ☐ Yes ☐ No

Do you agree to share your finalised processed OSR data (includes **current** and **previous reporting periods**) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? ☐ Yes ☐ No


The information provided for the OSR is collected under the terms of the funding agreements between Health Services and the Commonwealth. Authorised Department users will be able to view finalised data reported by Health Services, once this data has been authorised for release by the Health Service CEO (or delegate with the Approver role) and submitted to the Australian Institute of Health and Welfare (AIHW).

The Commonwealth may use the Data as agreed in the agreement between each health service and the Department of Health. Approved uses are to:

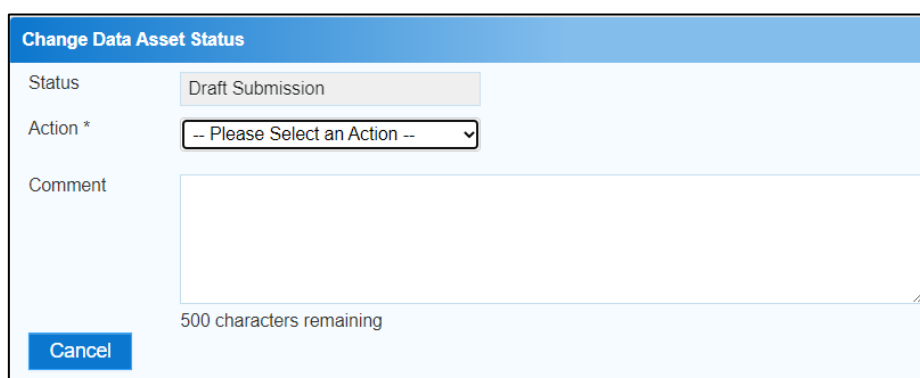
- monitor the activity of health services
- identify areas of need
- inform policy development and program delivery
- support continuous quality improvement
- measure service delivery

56. In the **Data Sharing Consent** tab, answer the data sharing consent question(s) and then select  at the bottom of the form.
57. Once all data validation flags in the OSR form have been addressed, to exit the form and return to the Data Portal Home screen, scroll to the bottom of the form and select .

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

58. To progress the data asset to the next stage of the submission workflow, select  **Draft Submission** for the OSR data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.




Change Data Asset Status

Status: Draft Submission

Action *: -- Please Select an Action --

Comment:
500 characters remaining

Cancel

59. In the **Action** field, select  and select the required action from the list that displays.
- The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.

- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.
- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).



If you have the access to approve data asset submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset yourself and then submit it directly to the AIHW for processing.

60. In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.



Any user with access to view the data asset will be able to view any comments entered here.

61. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- To send the data asset for internal review, select Request Review. For the next step in the process see [Review an IHDR Data Asset Submission](#).
- To submit the data asset directly to your CEO or their representative for approval, select Request Approval. For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- To send the data asset to the AIHW or Health for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing. For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).
- To remove the data asset from the Data Portal (it may have been created in error) select Remove Data Asset.

The *direct load* OSR data asset has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your Health Service can then action the data asset as required.

Submit an IHDR HCP Data Asset (Direct Load)

IAHP funded Health Services will need to provide their Health Care Provider information to the Department of Health, through the Data Portal, every 12 months (in July).

The following procedure is used to submit a HCP data asset in the Data Portal, and address data validation issues within the data asset, using the *direct load* process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.


A list of the data assets you are expected to submit as part of the current reporting round will display.

2. To review/update the HCP data asset that has automatically been created in the Data Portal (currently with the status of *Draft Submission*) as part of the *direct load* process, hover your mouse pointer to the right of the text in the *HCP* section of the **Reporting Round Dashboard** and select



The Submission Data screen will display the HCP form uploaded to the Data Portal as part of the *direct load* process.

3. If any of the **Salaried** radio buttons have not been selected for the providers whose details have been transferred as part of the direct load process, select at the end of **Mark empty Salaried as 'Yes'** section at the bottom of the form and select one of the following:

- Mark Salaried 'Yes'

- Mark Salaried 'No'
 - Mark empty Salaried as 'Yes'
 - Mark empty Salaried as 'No'.
4. To enter details for any providers not transferred as part of the direct load process, select  and enter in the applicable information.




Any data validation errors/issues for the HCP form will display as flags in the *Notifications Tray* at the top of the form.

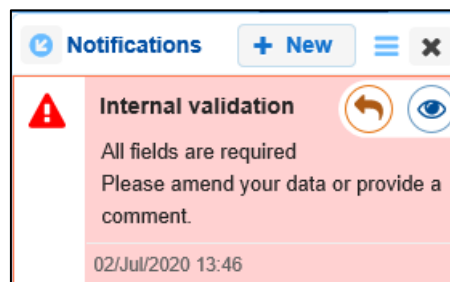
 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


5. Read the data validation issue flag(s) in the **Notifications Tray** to determine whether any data values are incorrect and need to be amended, or whether the data values in question are actually correct but may require some explanation.

If data values are incorrect and need to be amended to address data validation flags:


- i. Update the applicable data value(s) in the required cell(s) to address the data validation flags.

 If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the cell(s) with issues will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.




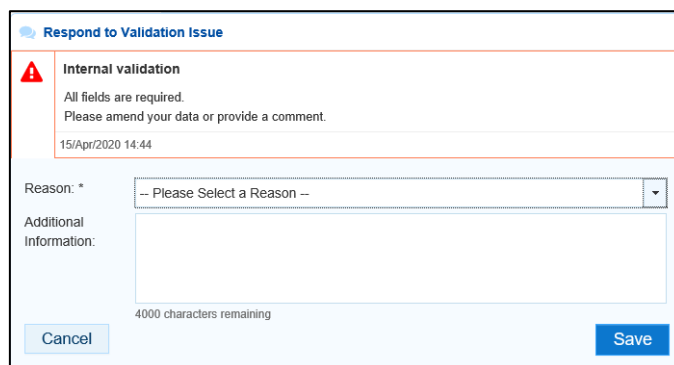
- ii. To save the amendment and run data validation again, select  at the bottom of the form.

The data validation flag relating to the data value you have just amended should now disappear.



- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data with errors and selecting  until this occurs.

If you aren't changing the data values but wish to add explanatory comments:


- i. In the **Notifications Tray**, select  next to the applicable data validation flag.
The Respond to Validation Issue dialog box will display.





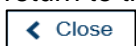
The dialog box titled "Respond to Validation Issue" contains a red warning icon and the text "Internal validation" followed by "All fields are required. Please amend your data or provide a comment." and a timestamp "15/Apr/2020 14:44". Below this is a "Reason: *" dropdown menu with the text "-- Please Select a Reason --". Underneath is an "Additional Information:" text area with a "4000 characters remaining" indicator. At the bottom are "Cancel" and "Save" buttons.

- ii. Select  in the **Reason** field and select the reason you are adding a response from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**.
- iii. Enter an explanatory comment in the **Additional Information** field, if needed. This is an optional field.
- iv. To save the response, select .
- v. Repeat this process for any other values in the indicator that need to be explained.

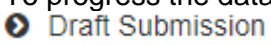
The comment(s) has been added underneath the data validation flag and can be viewed by anyone accessing the data asset in the Data Portal.

 For a Health Service to be able to send a HCP data asset to Health for processing, they need to either amend the data values with data validation flags or respond to the data validation flags for these values. If they don't address the flag using one of these two methods, the data asset will not be able to be sent to Health for processing.

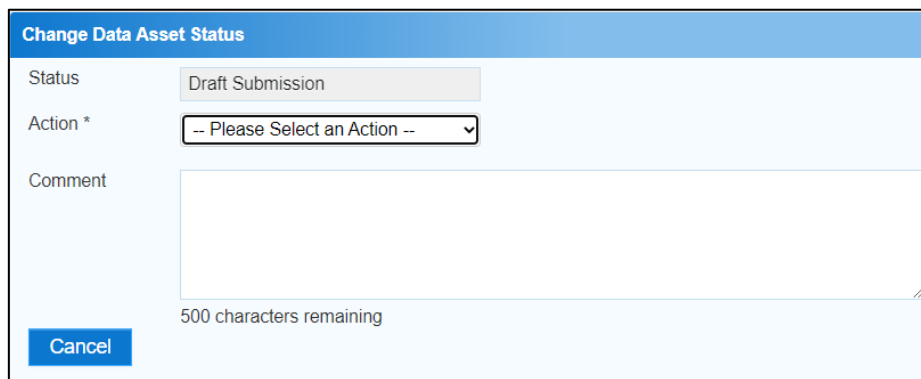
 To add a new comment for a colleague to an indicator separate to the responses added to the validation flag, select  at the top of the *Notifications Tray*, enter your comment (linking the applicable cells if needed) and then save it.

6. Once all data validation flags in the HCP form have been addressed, to exit the form and return to the Data Portal Home screen, scroll to the bottom of the form and select .

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.


7. To progress the data asset to the next stage of the submission workflow, select  for the HCP data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" contains the following fields:

- Status:** A dropdown menu currently showing "Draft Submission".
- Action *:** A dropdown menu currently showing "-- Please Select an Action --".
- Comment:** A large text area for entering comments. Below the text area, it says "500 characters remaining".
- Buttons:** A blue "Cancel" button is located at the bottom left.

8. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear at this stage if you have the *Submission Reviewer* role.
- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).



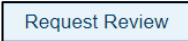
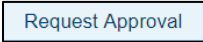
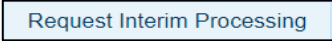

If you have the access to approve data asset submissions, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset yourself and then submit it directly to Health for processing.

9. In the **Comment** field, enter any additional comments regarding the action being performed on the data asset, if needed.



Any user with access to view the data asset will be able to view any comments entered here.

10. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- To send the data asset for internal review, select . For the next step in the process see [Review an IHDR Data Asset Submission](#).
- To submit the data asset directly to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- To send the data asset to the AIHW or Health for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).
- To remove the data asset from the Data Portal (it may have been created in error) select .

The *direct load* HCP data asset has now been updated and sent to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within your Health Service can then action the data asset as required.

Refresh Your Direct Load Data Asset

If updates have been made to your data for the current reporting round in your Clinical Information System (CIS), you can transfer the data across to the Data Portal again and the values in the form attached to the existing data asset in the Data Portal for the matching/current reporting round will be updated to reflect the new values.

The refreshed data asset can then be progressed through the data asset submission workflow as normal.



In order for this to be possible, the data asset in the Data Portal needs to be “with” the *Submission Uploader*. That is, it needs to be at one of the following statuses: *Draft Submission*, *Submission Revision Required*, *Submission Returned to Uploader*, *Removed Draft Submission*, or *Removed Submission*.


Submit an IHDR nKPI Data Asset (Manual Process)

A Health Service using a CIS that will not transfer aggregated nKPI data to the Data Portal will need to manually create an nKPI data asset directly in the Data Portal.

The following procedure is used to manually submit an nKPI data asset in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the Reporting Round open.

A list of the data assets you are expected to submit as part of the current reporting round (including your nKPI data asset) will display.

2. To commence the submission of your manual nKPI data asset, select  to the right of the nKPI data asset text.



The manual data asset submission can also be created by selecting *New > Asset for Submission* from the menu bar.

The Submission Data screen will display with the blank nKPI form displayed, broken down by indicators on the left-hand side of the form.


	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies						
Total	0	0	0	0	0	0
	0%	0%	0%	0%	0%	



If your organisation is a Maternal and Child Health service, you will only see tabs for indicators 01, 02, 03, 04, 11 and 13 on the left-hand side of your nKPI form.

3. Enter data for each of the nKPI indicators in the form as described below.














Once you have entered your data for each of the required indicators, select  Save & Next at the bottom of the form to save the data and move on to the next indicator for completion.
















If there are no results to report on for a particular indicator in the form, see [Completing nKPIs You Don't Have Data For](#) later in this guide or how to complete these indicators.










IMPORTANT NOTE: For the accurate completion of the nKPI form, a regular client is defined as a client that has attended your service at least three times in the previous two years, regardless of when these three appointments occurred during this period. This definition is used in all of the indicators except for PI01 and PI02.





Indicator	Description
PI01: Birth weight recorded and PI02: Birth weight result	<p>Enter the number of babies born in your service for the data collection period, along with whether their birth weights were <i>Low</i>, <i>Normal</i> or <i>High</i>.</p> <p> A baby doesn't need to be a regular client to be counted in this indicator, as long as he/she has a file at your organisation.</p>
PI03: Health assessments	<p>Enter the number of regular clients within your service who claimed a health assessment for the collection period, either '<i>In Person</i>' or via '<i>Telehealth</i>'</p> <p>If your Health Service provides health assessments to clients but they do not claim/bill health assessments, simply enter zeros in the cells.</p> <p>In addition, you also need to enter in the total number of clients for your service for each of the designated age groups, by gender.</p> <p> Please ensure the total number of clients you enter for this indicator matches the total number of clients you enter in indicators 09 and 16.</p> <p> Include a comment in the indicator if your service doesn't claim the included MBS items but provides an equivalent level of care, such as a comprehensive health check that can't be claimed through the MBS.</p>
PI04: Child Immunisation	<p>Enter the number of children within your service (<i>12 to >24 months</i>, <i>24 to >36 months</i> and <i>60 to >72 months</i>) who are regular clients and are fully immunised (i.e., they have received the relevant vaccinations as per the National Immunisation Program Schedule by the specified age milestones).</p>
PI05: HbA1c recorded and PI06: HbA1c result	<p>Enter the number of regular Indigenous clients within your service, with type 2 diabetes, with an HbA1c test recorded in the last six and 12 months along with the results of these tests. As part of this, ensure your totals match for the six and 12 month entries.</p>


Indicator	Description
	<p>In addition, you also need to enter the total number of clients for your service with Type 2 diabetes.</p> <p> Please ensure the total number of clients you enter for these indicators match the total number of clients you enter on indicators 07, 15, 18 and 23.</p> <p> On PI06, only record the most recent result from an HBA1c test. If an Indigenous regular client has had several tests, include only the result from the most recent test.</p>
PI07: Chronic disease management plan	<p>Enter the number of clients for your service with Type 2 diabetes for whom a Chronic Disease Management Plan was claimed within the last 2 years.</p> <p>In addition, you also need to enter the total number of clients for your service with Type 2 diabetes.</p> <p> Please ensure your total number of clients for this indicator matches the total number of clients you enter on indicators 05, 15, 18 and 23.</p> <p> Include a comment in the indicator if your service doesn't claim the included MBS items but provides an equivalent level of care, such as a comprehensive health check that can't be claimed through the MBS.</p> <p> For services taking part in the Health Care Homes Trial, include clients who are part of the trial if there is evidence of a Chronic Disease Management plan being recorded.</p>
PI08: Team Care Arrangement (TCA)	<p>PI08 is not currently collected and will not be visible in the Health Data Portal.</p>
PI09: Smoking status recorded and PI10: Smoking status result	<p>Enter the number of regular clients for your service with their smoking status (<i>current smoker, ex-smoker, never smoked</i>) recorded and for whom you have results. In addition, you need to enter your total number of clients.</p> <p> Please ensure the total number of clients you enter for this indicator matches the total number of clients you enter on indicators 03 and 16.</p> <p> Where an Indigenous regular client's tobacco smoking status does not have an assessment date assigned in the CIS, smoking status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).</p> <p> PI10 – For <i>Current smoker</i>, add together <i>Daily smoker</i>, <i>Weekly smoker</i> and <i>Irregular smoker</i>.</p>
PI11: Smoking status result of women who gave birth	<p>Enter the total number of regular Indigenous clients for your service who gave birth in the last twelve months and had their smoking status (<i>current smoker, ex-smoker, never smoked</i>) recorded.</p>

Indicator	Description
	<p> Include both live and still births here if the birthweight was at least 400 grams or the gestational age was 20 weeks or more.</p> <p> For <i>Current smoker</i>, add together <i>Daily smoker</i>, <i>Weekly smoker</i> and <i>Irregular smoker</i>.</p> <p> Where an Indigenous regular client's tobacco smoking status does not have an assessment date assigned in the CIS, smoking status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).</p>
PI12: Body mass index	<p>Enter the total number of regular Indigenous clients for your service who have had their BMI recorded in the last two years, specifically focussing on those classified as overweight or obese.</p> <p> Only include the most recently recorded BMI measurement. This means that if a client has had their BMI measured several times, include only the results from the most recent measurement.</p> <p> Add an explanatory note to the indicator if BMI is substantially more likely to be recorded for certain groups of clients than others, such as those with diabetes. Also add a note if BMI is more likely to be recorded if a client looks underweight, overweight or obese, as this could result in the proportion of overweight or obese clients being higher than it actually is).</p>
PI13: First antenatal care visit	<p>Enter the total number of Indigenous regular clients within your service who had their first antenatal care visits, and the periods during which these visits occurred.</p> <p>In addition, enter those clients who didn't attend an antenatal care visit along with the total number of clients who gave birth.</p> <p>An antenatal care visit is when a pregnant women visits a midwife or doctor to look after their own health or wellbeing, and that of their baby, before the baby is born.</p> <p> Include both live and still births here if the birthweight was at least 400 grams or the gestational age was 20 weeks or more.</p>
PI14: Immunised against influenza 6 + months	<p>Enter the number of your Indigenous regular clients aged six months and over who are immunised against influenza.</p> <p>Also enter the total number of your clients for each age group.</p>
PI15: Immunised against influenza – clients with chronic disease	<p>Enter the number of your regular Indigenous clients with Type 2 diabetes who are immunised against influenza.</p> <p>In addition, you also need to enter your total number of clients with Type 2 diabetes.</p>



Indicator	Description
	 Please ensure your total number of clients for this indicator matches the total number of clients on indicators 05, 07, 18 and 23
PI16: Alcohol consumption recorded	<p>Enter the number of your regular Indigenous clients whose alcohol consumption status has been recorded.</p> <p>In addition, you also need to enter your total number of clients.</p>  Please ensure the total number of clients you enter for this indicator matches the total number of clients you enter on indicators 03 and 09 .  Include any record of alcohol consumption, including whether the client consumes alcohol, the amount and frequency of the client's alcohol consumption and the results of tests such as the AUDIT or AUDIT-C.  Where an Indigenous regular client's alcohol consumption status does not have an assessment date assigned in the CIS, alcohol consumption status as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).
PI17: AUDIT-C result	<p>Enter the number of your regular Indigenous clients with an AUDIT-C test result recorded within the last two years, broken down by category.</p> <p>AUDIT-C is an Alcohol Use Disorders Identification Test screening tool, which is sensitive to the early detection of risky and high-risk (or hazardous and harmful) drinking.</p>  Where an Indigenous regular client's AUDIT-C score does not have an assessment date assigned in the CIS, the AUDIT-C score as recorded in the CIS should be treated as being up to date (that is, as having been updated in the 24 months up to the census date).
PI18: Kidney function test recorded	<p>Enter the number of your regular Indigenous clients with Type 2 diabetes or cardiovascular disease (CVD) who have had a kidney function test in the last twelve months.</p> <p>In addition, you also need to enter your total number of clients with both Type 2 diabetes and cardiovascular disease.</p>  When entering data regarding the number of your clients who have had eGFR and ACR tests recorded, please ensure the numbers match the corresponding cells on indicators 19a and 19b .  Please include results from all relevant pathology tests. If your service doesn't have a good system for adding pathology results to client records, you will need to make sure they have been included in the correct cell.

Indicator	Description
	 Please include regular clients aged 15 and over with CVD regardless of whether or not they have had an ACR. For this indicator, all that matters is whether they have had an eGFR.
PI19-A: eGFR result	<p>Enter the number of your regular Indigenous clients with Type 2 diabetes who have had an eGFR test recorded in the last 12 months.</p> <p>Also, enter the number of your regular Indigenous clients with CVD who have had an eGFR test recorded in the last 12 months.</p> <p> When entering data regarding the number of your clients who have had eGFR tests recorded, please ensure the numbers match the corresponding cells on indicator 18.</p> <p> Please include only the most recently recorded result from an eGFR test. This means that if a client has had several tests, include only the results from the most recent test.</p> <p> Please include the results from all relevant pathology tests. If your service doesn't have a good system for adding pathology results to client records, you will need to make sure they have been included in the correct cell.</p>
PI19-B: ACR result	<p>Enter the number of your regular Indigenous clients with Type 2 diabetes who have had an ACR test recorded in the last 12 months.</p> <p> When entering data regarding the number of your clients who have had ACR tests recorded, please ensure the numbers match the corresponding cells on PI18.</p> <p> Please include only the most recently recorded result from an ACR test. This means that if a client has had several tests, include only the results from the most recent test.</p> <p> Please include the results from all relevant pathology tests.</p>
PI20: CVD risk assessment factors	<p>Enter the number of your regular Indigenous clients with the required measurements recorded to allow assessment for CVD.</p> <p>As part of this, also enter the total number of your clients without cardiovascular disease.</p> <p> Please include information on diabetes status from the most recent record for the client, regardless of how old that record is.</p> <p> Where an Indigenous regular client's tobacco smoking status and/or sex does not have an assessment date assigned in the CIS, smoking status and/or sex recorded in the CIS should be treated as current (that is, as having been updated in the 24 months up to the census date).</p>

Indicator	Description
PI21: CVD risk assessment result	<p>Enter the number of your regular Indigenous clients with CVD risk assessments results within specific levels.</p> <p>As part of this, also enter the total number of your clients without cardiovascular disease with a risk assessment result recorded in the last two years.</p> <p> Only include the most recent recorded result from an absolute CVD risk assessment. This means that if a client has had several assessments, include only the results from the most recent assessment.</p>
PI22: Cervical screening	<p>Enter the number of your regular Indigenous clients who have had a cervical screening in the last five years.</p> <p>Cervical screening involves an HPV test, which is used to detect cancer and pre-cancerous abnormalities of the cervix.</p> <p> Include HPV tests where the sample is either collected by a health practitioner or is self-collected.</p>
PI23: Blood pressure recorded and PI24: Blood pressure less than or equal to 130/80 mmHg	<p>Enter the number of your regular Indigenous clients with Type 2 diabetes whose blood pressure was less than or equal to 130/80 mmHg who had a BP test within the last six months.</p> <p> Please ensure your total number of clients for this indicator matches the total number of clients on indicators 05, 07, 15, and 18.</p>
TNATSIRC: Indigenous regular clients	<p>Enter the number of your regular Indigenous clients without a sex or age recorded, with a sex recorded but not an age, with an age recorded but not a sex and with both a sex and age recorded.</p>
nKPI Targets	<p>Enter your six monthly targets (for the next four collection periods) for the five indicators for which the AIHW has set trajectories (PI03, 05, 14, 18 and 23).</p> <p>These targets replace the targets question which was previously requested in the Activity Work Plan.</p>
Data Sharing Consent	<p>Answer the data sharing consent questions listed here by selecting either Yes or No for each question.</p> <p> If your Health Service has either an ACT or Tasmanian address, you will only need to answer one question.</p>

4. Once the required data has been entered into the last indicator, select  **Save** at the bottom of the form.

At this stage, automated data validation will run on the data that has been entered, and if there are any issues with the data, a data validation flag will display in the *Notifications Tray* on the right-hand side of each indicator containing an issue.



 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


5. Read the data validation flag message in the **Notifications Tray** to determine whether any data values for the indicator are incorrect and need to be amended, or whether the data values in question are actually correct in but may require explanation.

If data values are incorrect and need to be amended to address the data validation flags:


- i. Update the applicable data value(s) in the required cell(s).



If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, select  for the applicable data validation flag and the applicable cell(s) will be highlighted in red. Then, select  again to remove the highlighting and action the flag as required.

- ii. To save the amendment and run data validation again, select  at the bottom of the form.

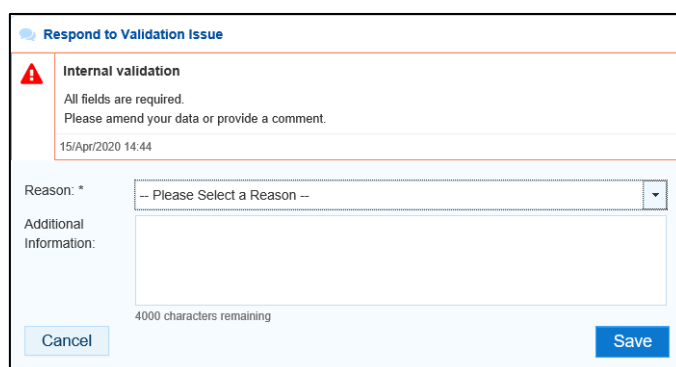
The data validation flag relating to the data value you have just amended should now have disappeared.

- iii. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data and selecting  until this occurs.



If you aren't changing the data values and need to add explanatory comments:

- i. In the **Notifications Tray**, select  next to the applicable data validation flag.

The Respond to Validation Issue dialog box will display.





The dialog box is titled "Respond to Validation Issue". It contains a red warning icon and the text: "Internal validation", "All fields are required.", "Please amend your data or provide a comment.", and a timestamp "15/Apr/2020 14:44". Below this is a "Reason:" field with a dropdown menu showing "-- Please Select a Reason --". Underneath is a large text area for "Additional Information:" with a "4000 characters remaining" indicator. At the bottom are "Cancel" and "Save" buttons.

- i. Select  in the **Reason** field and select the reason you are adding a comment from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**.
- ii. Enter an explanatory comment in the **Additional Information** field.
- iii. To save the response, select .
- iv. Repeat this process for any other values that need to be explained for the indicator.


The comment has been added and can be viewed by anyone accessing the data asset in the Data Portal.



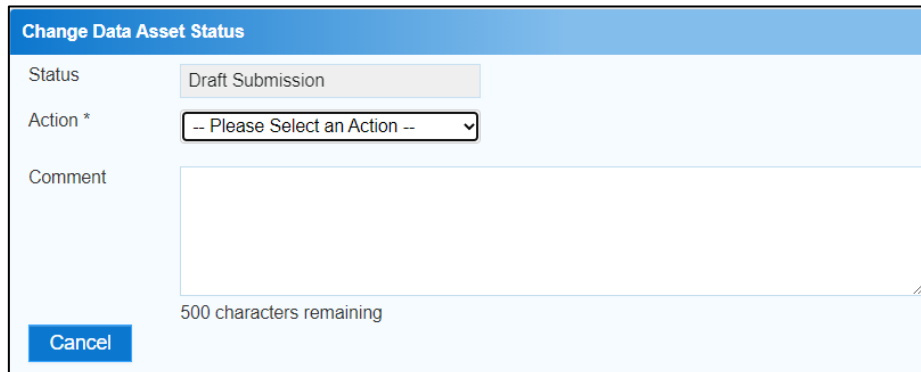
To add a new comment for a colleague to an indicator, separate to the responses added to the data validation flag, select  at the top of the *Notifications Tray*, enter your comment (linking the Applicable cells if needed) and then save it. For more information, see [Work With Comments](#) later in this guide.

6. Once you have finished entering your data into the different indicators on the form and saved the data, select  at the bottom of the form.

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.


7. To progress the data asset to the next stage of the submission workflow, select  **Draft Submission** for the nKPI data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" contains the following fields:

- Status:** A text field containing "Draft Submission".
- Action *:** A dropdown menu with the text "-- Please Select an Action --".
- Comment:** A large text area for entering comments. Below the text area, it says "500 characters remaining".
- Buttons:** A blue "Cancel" button is located at the bottom left.

8. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.
- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).



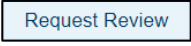
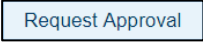
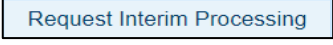
If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset and submit it directly to the AIHW for processing.

9. In the *Comment* field, enter any comments regarding the action being performed on the data asset, if needed.




Any user with access to view the data asset will be able to view any comments entered here.


10. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- i. To submit the data asset for internal review, select . For the next step in the process, see [Review an IHDR Data Asset Submission](#).
- ii. To submit the data asset to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- iii. To send the data asset to the AIHW or Health for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).

- iv. To remove the data asset from the Data Portal (it may have been created in error)

select .



To save the data asset as a draft without sending it on to the next stage of the submission process, select .



The data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the Health Service can now action the data asset as required.

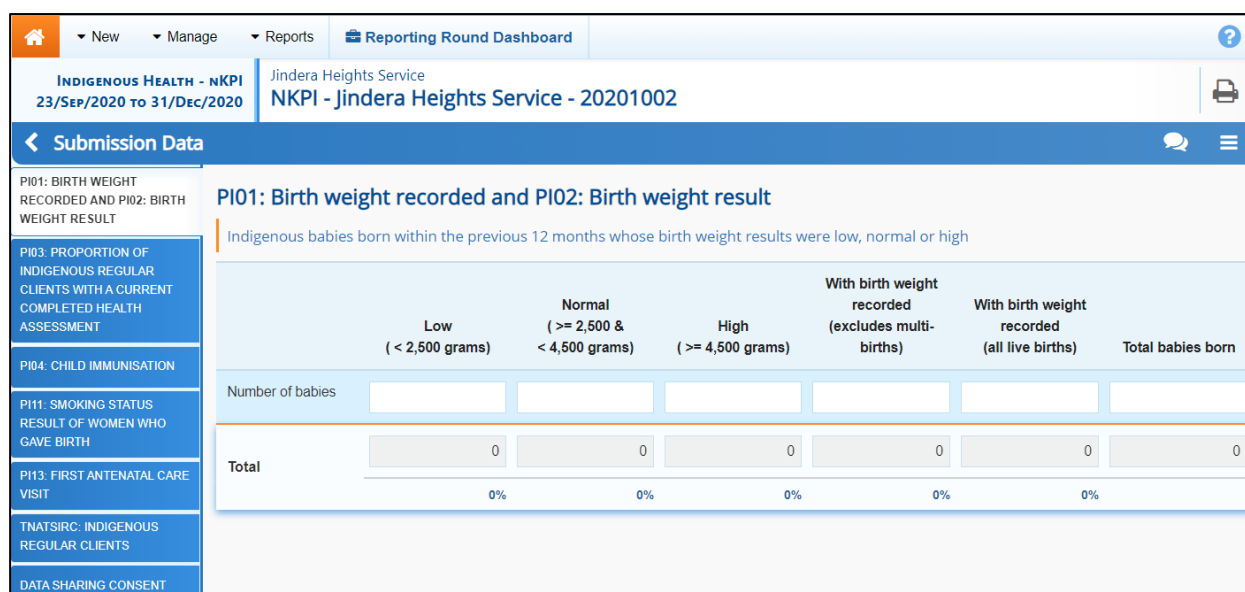
Completing nKPIs You Don't Have Data For

When completing your nKPI reporting, only those indicators you are funded for as a Health Service should appear in your form when submitting an nKPI data asset in the Data Portal. Specifically, Maternal and Child Health services will only see indicators 01, 02, 03, 04, 11 and 13 in their form. This means services won't need to enter information for clinical services they don't provide. There still may be times however, where you need to complete an indicator in the form that you either don't report on or don't have any data for.

The following procedure is used to complete an indicator in the nKPI form you don't have data for:

1. From the open **Reporting Round Dashboard** on the Data Portal home screen, open your nKPI form by selecting either  (new manual submission) or  (direct load or existing manual submission) to the right of the nKPI data asset text.






The nKPI Submission Data screen will display.



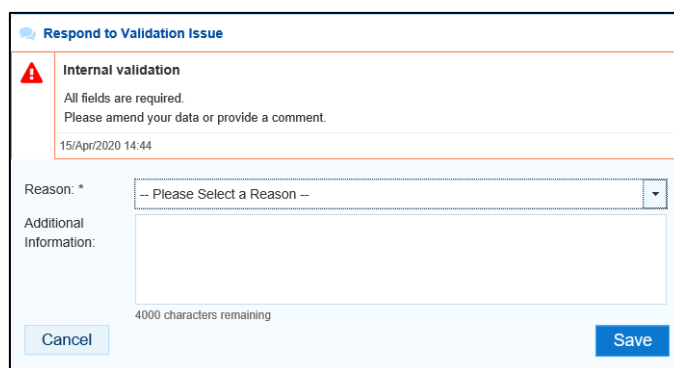
	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0	0	0	0
	0%	0%	0%	0%	0%	

To complete an indicator you don't have values for, you will need to either leave the cells on the indicator blank or enter zeros in the cells, depending on your situation.

If you are not funded to report on an indicator:

- i. If the indicator is blank, enter a value in any cell on the indicator to bring  up at the bottom of the form and then remove the value.
-  If the indicator already has zeros in the cells, remove these by selecting  in the top right-hand corner of the form and then selecting *Clear all cells*.
- ii. To save the indicator as blank, select  at the bottom of the form.
- iii. In the **Notifications Tray**, next to the flag that displays, select .

The Respond to Validation Issue dialog box will display.



Respond to Validation Issue



Internal validation
All fields are required.
Please amend your data or provide a comment.
15/Apr/2020 14:44

Reason: * -- Please Select a Reason --





Additional Information:

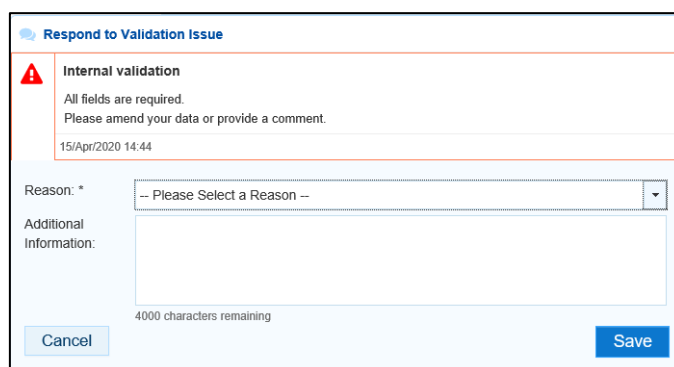
4000 characters remaining

Cancel Save

- iv. In the Respond to Validation Issue dialog box, in the **Reason** field, select  and select **Zero results/blanks - Not funded to provide this service, indicator not applicable**.
- v. Enter any **Additional Information** if needed.
- vi. To continue, select .

If you are funded to report on only part of the indicator (PI03 only):

- i. Enter your data into the applicable cells of PI03 and leave the rest of the cells blank.
 If the rest of the cells in the indicator already have zeros in them, remove these by selecting  in the top right-hand corner of the screen and then selecting *Clear all cells*.
 - ii. Select  at the bottom of the form.
 - iii. In the **Notifications Tray**, next to the flag that displays, select .
- The Respond to Validation Issue dialog box will display.



Respond to Validation Issue



Internal validation
All fields are required.
Please amend your data or provide a comment.
15/Apr/2020 14:44

Reason: * -- Please Select a Reason --


Additional Information:

4000 characters remaining

Cancel Save



- iv. In the Respond to Validation Issue dialog box, in the Reason field, select  and select **Zero results/blank - Not funded to provide this service, indicator not applicable**.
- v. In the **Additional Information** field, note that your service is only funded for part of the indicator.
- vi. To continue, select .

If you are funded to report on the indicator but didn't see/didn't have any clients for the collection period:


- i. Enter zeroes into the indicator's cells by selecting  in the top right-hand corner of the screen and then selecting **Populate empty cells with zeros**.
- ii. If the indicator has a total clients column (or similar) replace the zeros in this column with your total client values.




PI04 has an "Indigenous Children" column that would need to be completed.



- iii. If you wish to add an explanation of why the service wasn't provided for the collection period, select  at the top of the **Notifications Tray** and select **Zero results - Service provided, but no applicable clients seen in the period** from the list.
- iv. Enter any **Additional Information** if needed.
- v. To continue, select .

If you have provided the service but do not have the values for some reason:





- i. If the indicator is blank, enter a value in any cell on the indicator to bring  up on the bottom of the form and then remove the value.



If the indicator already has zeros in the cells, remove these by selecting  in the top right-hand corner of the screen and then selecting *Clear all cells*.

- ii. To save the indicator as blank, select  at the bottom of the form.
- iii. In the **Notifications Tray**, next to the flag that displays, select .

The Respond to Validation Issue dialog box will display.

- iv. In the Respond to comment dialog box, in the **Reason** field, select  and select **Zero results/blanks - Data could not be extracted**.
 - v. Enter any **Additional Information** if needed.
 - vi. To continue, select .
2. To save any other changes to the indicator, select  at the bottom of the form.
 3. To exit the form, scroll to the bottom of the form and select .

Submit an IHDR OSR Data Asset (Manual Process)

A Health Service using a CIS which will not transfer OSR data to the Data Portal, will need to manually create an OSR data asset directly in the Data Portal.




If needed, prior to creating your manual OSR data asset in the Health Data Portal you can download your Workforce Profile data from your *Processed* OSR data asset from the previous collection period. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Download the Workforce Profile Spreadsheet from an OSR Data Asset* later in this guide.

The following procedure is used to manually submit an OSR data asset in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets you are expected to submit as part of the current reporting round will display.

The screenshot displays the 'Reporting Round Dashboard' in the Data Portal. The header includes the Australian Government Department of Health logo and the 'DATA PORTAL' title. The navigation bar shows 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard'. The main content area lists three reporting periods: OSR, nKPI, and HCP, all for the 1 July 2020 Reporting Period. Each period has a 'Due in 45 Days' status and a 'Not Started' button. To the right, a sidebar shows details for the OSR Reporting Round, nKPI Reporting Round, and HCP Reporting Round, all with 'Status: Open' and dates from 01/Jul/2020 to 16/Aug/2020.



2. To commence the submission of your manual OSR data asset, select  to the right of the OSR data asset text.





The manual data asset submission can also be created by selecting *New > Asset for Submission* from the menu bar.

The Submission Data screen will display the OSR form, broken down by tabs on the left-hand side of the screen, and the *Organisation Profile* tab will display by default.



The screenshot shows the 'Submission Data' screen for 'Jindera Health Service' with the OSR form for '20200702'. The left sidebar contains tabs: ORGANISATION PROFILE (selected), SITES, EPISODES OF CARE, CLIENT CONTACTS, CLIENT NUMBERS, PAID FTE POSITIONS, UNPAID FTE POSITIONS, and VACANT POSITIONS. The main content area is divided into two sections: 'Overall Purpose' and 'Organisation Profile'. The 'Overall Purpose' section explains the OSR's role and lists four purposes: a. Profile the Department funded services, b. Satisfy government accountability requirements, c. Identify service gaps and challenges within Aboriginal and Torres Strait Islander Health Services, and d. Identify key issues affecting Indigenous Health Services. The 'Organisation Profile' section contains input fields for 'Organisation Name' (Jindera Health Service), 'Healthcare Provider Identifier - Organisation (HPI-O)', and 'Physical Location' (Address Line 1: 1 Albury Road, Address Line 2:). An 'Update Address' button is visible in the bottom right of the Physical Location section.



 The first time you enter the OSR form, the *Overall Purpose* section will appear at the top, providing an overview of the information required to be entered into the form. To close this section, simply select .

The *Organisation Profile* tab questions will allow greater accuracy and usability in reporting and analysis, which may be of benefit to government and non-government users of the data and those responsible for reporting.

 If you need any assistance regarding what information to enter into particular sections of the OSR form, select  for the applicable section to see information regarding the purpose of the section, definitions of the values that need to be entered and practical examples of how to complete the section.

3. Complete/update the cells on the *Organisation Profile* tab as described below.



Field/Button	Description
Organisation Profile	
Healthcare Provider Identifier – Organisation (HPI-O)	<p>Enter your Health Service's Healthcare Provider Number. If your HPI-O number is not known, leave the cell blank and respond to the accompanying data validation flag explaining this.</p> <p> This can be up to 16 characters long and can only contain numbers. If you are unsure what your Health Service's HPI-O is, you can call 1300 361457 or email healthcareidentifiers@humanservices.gov.au.</p>
Physical Location	
	<p>If the address details displayed for your service are incorrect and need updating, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health) enter the correct address details for your service and send the email as normal.</p>

Field/Button	Description
Accreditation	
Does your organisation have current clinical RACGP standards accreditation?	Select either Yes or No as applicable.
Name	If Yes was selected above, enter the name of the agency your organisation received its accreditation from.
Expiry Date	If Yes was selected above, use the calendar to select your service's accreditation expiry date.
Does your organisation have current organisational accreditation (QIC/ISO/ACHS)?	Select either Yes or No as applicable.
Type	If Yes was selected above, select <input type="text"/> and select the accreditation type from the list that displays. The options are QIC , ISO and ACHS .
Name	If Yes was selected above, enter the name of the accreditation agency.
Expiry Date	If Yes was selected above, use the calendar to select your service's accreditation expiry date.
Reporting	
Who is your organisation's contact for OSR reporting?	<p>Select <input type="text"/> and select the appropriate contact person for your service from the list that displays.</p> <p> The list of names that appears will be pulled from the list of registered users for the service in the Data Portal.</p>
Governance	
 Update Governance Model	If the governance model displayed is incorrect, select this button. In the new email that displays (addressed to the Indigenous Reporting inbox at Health) select the correct governance model for your service and send the email as normal.
Smoke Free Workplace	
Is your organisation a smoke-free workplace or implementing smoke-free policies?	Select either Yes or No as applicable.
Do all staff have access to smoking cessation resources, services and materials to support their own cessation attempts?	Select either Yes or No as applicable.
Incorporation Status	
Is your organisation incorporated?	Select either Yes or No as applicable.
Governing Committee/Board	

Field/Button	Description
How many Board members are there?	If Yes was selected above, enter the number of members your board has.
How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2020?	If Yes was selected above, enter the number of Aboriginal or Torres Strait Islander members your board had at 30 June 2020.
Has the performance of your Board been evaluated in the past two years ending 30 June 2020?	Select either Yes or No as applicable.
Did any members of the Board receive training to assist in their role in the year ending 30 June 2020?	Select either Yes or No as applicable.
Does the Board include independent (skills based) members?	Select either Yes or No as applicable.
How many independent (skills based) members are on the Board?	<p>If Yes was selected above, enter the number of independent members on the Board.</p> <p>An independent member is broadly defined as a non-executive director who is not a member of management and who is free from any relationship that could interfere with the member's judgment.</p> <p>A skills-based member is someone who has been appointed to the Board for their specific skillset.</p>

4. To save your changes to the *Organisation Profile* tab, select  at the bottom of the form.



If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select  in the *Notifications Tray* and enter an explanation as to why the cell hasn't been completed. If you need assistance in identifying which cells haven't been completed, select .

5. To continue, select the *Sites* tab on the left-hand side of the form.

The *Sites* tab will display.

- Complete/update the cells on the *Sites* tab for each of your Health Service's delivery sites, as described below.

Field/Button	Description
	If any of your sites are missing, select the button, enter the name and address information for the site in the email that displays and then send the email to the Indigenous Health Date Reporting Health Data Portal team so they can add the site's details to the Health Data Portal.
Days per week when services are provided	Select the check boxes for the days of the week your Health Service is open.
Do you offer 24 hour emergency care from this location?	Select either Yes or No .
Type of Site	Select and select the applicable site type.
Mobile Site Description	If you selected Mobile in the Type of Site list, enter a description of your mobile site.

- To save your changes to the *Sites* tab, select at the bottom of the form.
- To continue, select the *Activity Profile - Episodes of care* tab on the left-hand side of the form.

The *Activity Profile - Episodes of Care* tab will display.

INDIGENOUS HEALTH - OSR
01/JUL/2020 TO 16/AUG/2020
Jindera Health Service
OSR - Jindera Health Service - 20200702

Submission Data

ORGANISATION PROFILE
SITES
EPISODES OF CARE
CLIENT CONTACTS
CLIENT NUMBERS
PAID FTE POSITIONS
UNPAID FTE POSITIONS
VACANT POSITIONS
DATA SHARING CONSENT

Episodes of Care ?

How many Episodes of Care were provided by your organisation during the period?

	Male clients	Female clients	Gender not recorded	Total
Aboriginal and Torres Strait Islander clients	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Non-Aboriginal and Torres Strait Islander clients	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Aboriginal and Torres Strait Islander status of clients unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
TOTAL	0	0	0	0

Are the Episode of Care figures an estimate only? ☐ Yes ☐ No

An episode of care is a contact between an individual client and service, with one or more staff, to provide health care within one calendar day. All contacts on the one day are treated historically as one episode of care.

9. Complete the cells on the *Episodes of care* tab as described below.

Field	Description
Aboriginal and Torres Strait Islander clients	Enter the number of episodes of care delivered for Male clients, Female clients and clients whose gender was not recorded.
Non-Aboriginal and Torres Strait Islander clients	Enter the number of episodes of care delivered for Male clients, Female clients and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Enter the number of episodes of care delivered for Male clients, Female clients and clients whose gender was not recorded.
Are the Episode of Care figures an estimate only?	Select either Yes or No as applicable.
What is the basis for the estimate?	If Yes was selected above, enter details regarding what the estimate was based on.





If there are no values for particular cells, select and then select *Populate empty cells with zeros* to enter zeros in to these cells. If you ever need to remove all the values from the cells, select and then select *Clear all cells*.

10. To save your changes to the *Episodes of care* tab, select at the bottom of the form.



If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If

you need assistance in identifying which cells haven't been completed, select . Then, select  again and action the flag as needed.

- To continue, select the *Activity Profile - Client contacts* tab on the left-hand side of the form.

The *Activity Profile - Client contacts* tab will display.

INDIGENOUS HEALTH - OSR
01/JUL/2020 TO 16/AUG/2020
Jindera Health Service
OSR - Jindera Health Service - 20200702

Submission Data

ORGANISATION PROFILE
SITES
EPISODES OF CARE
CLIENT CONTACTS
CLIENT NUMBERS
PAID FTE POSITIONS
UNPAID FTE POSITIONS
VACANT POSITIONS
DATA SHARING CONSENT

Client Contacts

How many client contacts were made by each type of worker from the organisation during the period?




Health Workers

	Aboriginal and Torres Strait Islander			Non-Aboriginal and Torres Strait Islander			Status not recorded			Total
	M	F	U/N	M	F	U/N	M	F	U/N	
Aboriginal and Torres Strait Islander Health Worker (ATSIHW) (*ATSIHW providing transport without providing health care should be shown in 'Transport' below)										0
Aboriginal and Torres Strait Islander Health Practitioner										0
Doctor - General Practitioner										0
Nurses										0





Client contacts are the number of contacts patients have had with health workers from your organisation during the previous twelve months. These include contacts with staff, visiting health professionals (paid and unpaid) and transport contacts.

- Complete/update the cells on the *Client contacts* tab as described below.

Field	Description
General workers	Enter the number of client contacts for general medical professionals (such as General Practitioners and Nurses) by Aboriginal and Torres Strait Islander, Non Aboriginal and Torres Strait Islander and Status not recorded .
Medical specialists	Enter the number of client contacts for Medical specialists (such as Cardiologists and Ophthalmologists) by Aboriginal and Torres Strait Islander, Non Aboriginal and Torres Strait Islander and Status not recorded .
Social & Emotional Well-Being staff/Counsellors	Enter the number of client contacts for Social & Emotional Well-Being staff/counsellors (such as Social Workers and Counsellors) by Aboriginal and Torres Strait Islander, Non Aboriginal and Torres Strait Islander and Status not recorded .
Allied health professionals	Enter the number of client contacts for allied health professionals (such as Optometrists and Pharmacists) by Aboriginal and Torres Strait Islander, Non Aboriginal and Torres Strait Islander and Status not recorded .

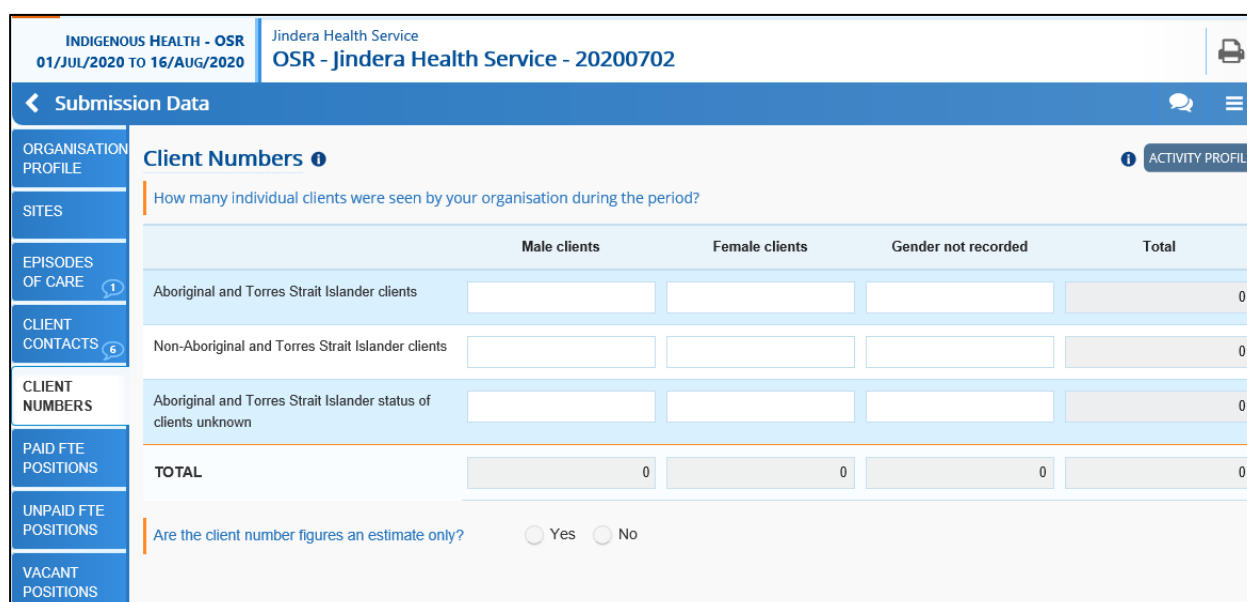
 If there are no values for particular cells, select  and then select *Populate empty cells with zeros* to enter zeros in to these cells. If you ever need to remove all the values from the cells, select  and then select *Clear all cells*.

13. To save your changes to the *Client contacts* tab, select  at the bottom of the form.

 If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select  in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If you need assistance in identifying which cells haven't been completed, select . Then, select  again and action the flag as needed.

14. To continue, select the *Activity Profile - Client Numbers* tab on the left-hand side of the form.

The *Activity Profile - Client Numbers* tab will display.



The screenshot shows the 'Client Numbers' tab within the 'Submission Data' section. The header includes 'INDIGENOUS HEALTH - OSR' with dates '01/JUL/2020 TO 16/AUG/2020' and 'Jindera Health Service OSR - Jindera Health Service - 20200702'. A left-hand navigation menu lists various categories, with 'CLIENT NUMBERS' highlighted. The main content area is titled 'Client Numbers' and contains a question: 'How many individual clients were seen by your organisation during the period?'. Below this is a table with four columns: 'Male clients', 'Female clients', 'Gender not recorded', and 'Total'. The table has three rows for client categories: 'Aboriginal and Torres Strait Islander clients', 'Non-Aboriginal and Torres Strait Islander clients', and 'Aboriginal and Torres Strait Islander status of clients unknown'. Each row has input fields for the first three columns and a 'Total' column showing '0'. At the bottom, there is a question 'Are the client number figures an estimate only?' with 'Yes' and 'No' radio buttons.

On the *Client Numbers* tab, add how many individual clients received health care from staff or visiting health professionals at your organisation during the previous twelve months. Count each client once only, regardless of how many times they attended.

15. Complete/update the cells on the *Client Numbers* tab as described below.

Field	Description
Aboriginal and Torres Strait Islander clients	Enter the number of Male clients , Female clients and clients whose gender was not recorded.
Non-Aboriginal and Torres Strait Islander clients	Enter the number of Male clients , Female clients and clients whose gender was not recorded.
Aboriginal and Torres Strait Islander status of clients unknown	Enter the number of Male clients , Female clients and clients whose gender was not recorded.
Are the client number figures an estimate only?	Select either Yes or No .

Field	Description
What is the basis for the estimate?	If Yes was selected above, enter details regarding what the estimate was based on.



If there are no values for particular cells, select and then select *Populate empty cells with zeros* to enter zeros in to these cells. If you ever need to remove all the values from the cells, select and then select *Clear all cells*.

16. To save your changes to the *Client numbers* tab, select **Save** at the bottom of the form.



If you have not completed all the cells on the tab, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select in the *Notifications Tray* and enter an explanation as to why the cell(s) hasn't been completed. If you need assistance in identifying which cells haven't been completed, select . Then, select again and action the flag as needed.

17. To continue, select the *Workforce Profile - Paid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Paid FTE Positions* tab will display.

INDIGENOUS HEALTH - OSR
01/JUL/2020 TO 16/AUG/2020

Jindera Health Service
OSR - Jindera Health Service - 20200702

Submission Data

ORGANISATION PROFILE
SITES
EPISODES OF CARE
CLIENT CONTACTS
CLIENT NUMBERS
PAID FTE POSITIONS
UNPAID FTE POSITIONS
VACANT POSITIONS
DATA SHARING CONSENT

Paid FTE Positions

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2020?

General and other staff

Role / function	Number of FTE		
	Aboriginal and Torres Strait Islander	Other	Total
CEO			0.00
Managers / Supervisors			0.00
Drivers / Field officers			0.00
Finance and accounting staff			0.00
Administrative and clerical staff			0.00
IT and data management staff			0.00
Cleaners / Security / Other support staff			0.00

The *Paid FTE Positions* tab is used by Health Services to record the number of paid Full Time Equivalent (FTE) positions within your Health Service for:

- General and other staff
- Health professionals / Workers.




REMEMBER - You can download your Workforce Profile data from your *Processed OSR* data asset from the previous collection period if needed. You can then share the data with those in the service responsible for compiling FTE values, to make it easier to then enter this data into the Workforce Profile sections of your OSR data asset for the current reporting round. For more information on how to do this, see *Download the Workforce Profile Spreadsheet from an OSR Data Asset* later in this guide.

Data captured within each of the Workforce Profile sections of the form serves the following purposes:


- It provides a picture of the numbers of staff falling into various professional categories, which may be used for longer term workforce planning.
- It provides information regarding the number of FTE by staff function, which may help identify gaps in service capability by geographic area.
- It provides information on unfilled positions and staff turnover, which in turn may provide information on the key issues faced by services.


Calculating FTE

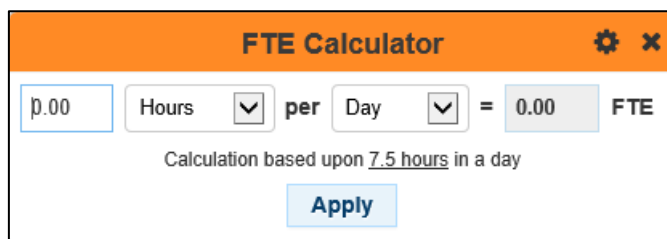
Full-time equivalent (FTE) is the ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period (Mondays through Fridays). The ratio units are FTE units or equivalent employees working full-time. In other words, one FTE is equivalent to one employee working full-time.

For convenience, the Workforce Profile tab of the OSR form includes an FTE calculator in each cell  which can be configured to suit your organisation's standard working hours.


18. For paid workers, enter the number of "Aboriginal or Torres Strait Islander" and "Other" FTE positions for each of the listed roles.




 The cells in the Paid FTE Positions tab will accept up to seven characters, including two decimal points. For example, 9999.99.

19. If you need assistance calculating the FTE of a position, select  in the applicable cell. The FTE Calculator will display.





20. Enter the number of hours per day, days per week etc the person in the selected position works.


The FTE calculator will calculate the FTE figure and display it in green in the FTE cell .

 By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select  and make the required changes in the **Configuration** section. To save the changes, select .

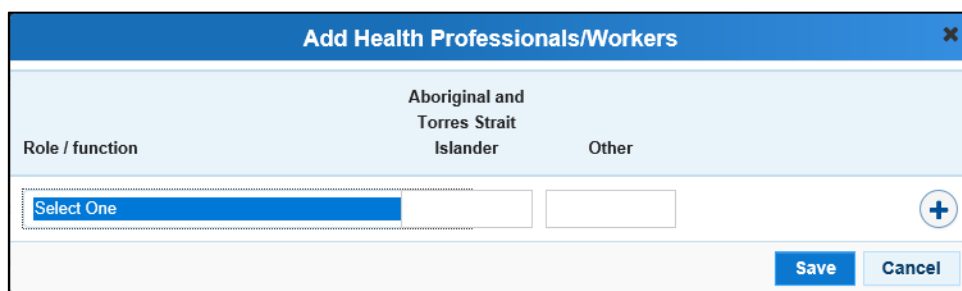
21. To apply the calculated value to the cell, select .

22. To close the FTE Calculator, select .

 If there are any roles you don't have values for, select  in the top right-hand corner of the screen and select **Populate empty cells with zeros** to enter zeros in these cells.

23. To add new worker types to either the *General and other staff* or *Health professionals / Workers* section, select .


The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.




The dialog box is titled "Add Health Professionals/Workers" and has a close button (X) in the top right corner. It contains three columns: "Role / function", "Aboriginal and Torres Strait Islander", and "Other". Below the columns, there is a dropdown menu labeled "Select One" and a plus sign button (+). At the bottom right, there are "Save" and "Cancel" buttons.

24. Select the **Role / function** cell and select the applicable worker type from the list that displays.

25. In the second and third cells, enter the number of "Aboriginal or Torres Strait Islander" and/or "Other" FTE respectively.

26. If there are other roles that need to be added, select  and repeat the process.

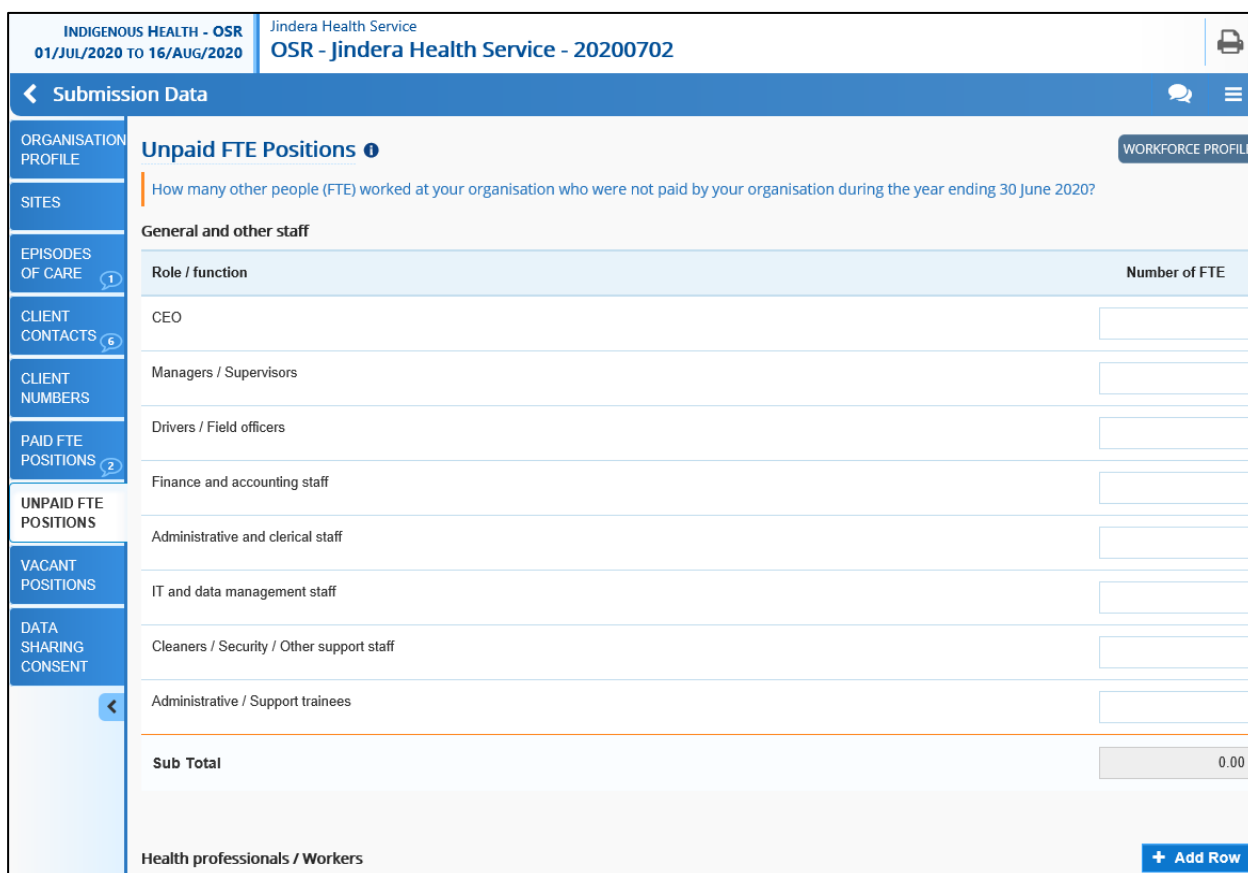
27. Once all the additional roles have been added, select .

The selected role(s) has now been added to the form.

28. To save your changes to the *Paid FTE Positions* tab, if needed, select  at the bottom of the form.

29. To continue, select the *Workforce Profile - Unpaid FTE Positions* tab on the left-hand side of the form.

The *Workforce Profile - Unpaid FTE Positions* tab will display.




The form is titled "INDIGENOUS HEALTH - OSR" and "Jindera Health Service". It shows the period "01/JUL/2020 TO 16/AUG/2020" and the submission ID "OSR - Jindera Health Service - 20200702". The left sidebar contains navigation tabs: ORGANISATION PROFILE, SITES, EPISODES OF CARE, CLIENT CONTACTS, CLIENT NUMBERS, PAID FTE POSITIONS, UNPAID FTE POSITIONS (selected), VACANT POSITIONS, and DATA SHARING CONSENT. The main content area is titled "Unpaid FTE Positions" and includes a question: "How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2020?". Below this is a table for "General and other staff" with columns "Role / function" and "Number of FTE". The table lists various roles: CEO, Managers / Supervisors, Drivers / Field officers, Finance and accounting staff, Administrative and clerical staff, IT and data management staff, Cleaners / Security / Other support staff, and Administrative / Support trainees. A "Sub Total" row shows 0.00. At the bottom, there is a section for "Health professionals / Workers" with an "Add Row" button.

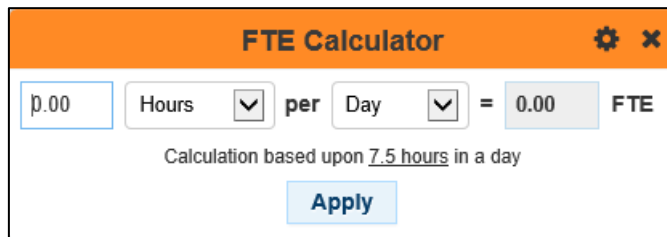
The *Unpaid FTE Positions* tab is used by Health Services to record the number of paid Full Time Equivalent (FTE) positions within your Health Service for:

- General and other staff
- Health professionals / Workers


30. For unpaid workers, enter the number of FTE positions for each of the listed roles.




 The cells in the *Unpaid FTE Positions* tab will accept up to seven characters, including two decimal points. For example, 9999.99.

31. If you need assistance calculating the FTE of a position, select  in the applicable cell. The FTE Calculator will display.

The FTE Calculator dialog box has an orange header with the title "FTE Calculator", a settings gear icon, and a close "X" icon. It contains a text input field with "0.00", a dropdown menu set to "Hours", the word "per", another dropdown menu set to "Day", an equals sign, a text input field with "0.00", and the label "FTE". Below this, it says "Calculation based upon 7.5 hours in a day". At the bottom is a blue "Apply" button.



32. Enter the number of hours per day, days per week etc the person in the selected position works.


The FTE calculator will calculate the FTE figure and display it in green in the FTE cell .

 By default, the FTE Calculator will calculate the FTE of the position on a 7.5 hour day. To change this, select  and make the required changes in the **Configuration** section. To save the changes, select .

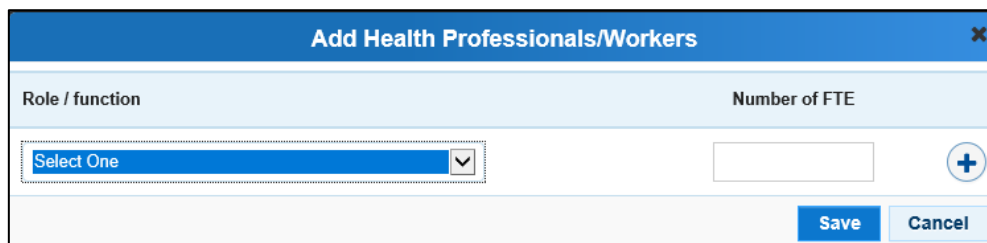
33. To apply the calculated value to the cell, select .

34. To close the FTE Calculator, select .

 If there are any roles you don't have values for, select  in the top right-hand corner of the screen and select **Populate empty cells with zeros** to enter zeros in these cells.


35. To add new worker types to either the General and other staff or Health professionals / Workers section, select .

The Add xxxx (where xxxx is either *General and other staff* or *Health professionals / Workers*) dialog box will display.

The dialog box has a blue header with the title "Add Health Professionals/Workers" and a close "X" icon. It contains a table with two columns: "Role / function" and "Number of FTE". The "Role / function" column has a dropdown menu with "Select One" and a checkmark icon. The "Number of FTE" column has a text input field and a plus icon. At the bottom right are "Save" and "Cancel" buttons.

36. Select the **Role / function** cell and select the applicable worker type from the list that displays.

37. In the **Number of FTE** cell, enter the number of unpaid FTE for the selected role.

38. If there are other roles that need to be added, select  and repeat the process.

39. Once all the additional roles have been added, select .

40. To save your changes to the *Unpaid FTE Positions* tab, if needed, select  at the bottom of the form.

The selected role(s) has now been added to the form.

41. To continue, select the *Workforce Profile - Vacant Positions* tab on the left-hand side of the form.

The *Workforce Profile - Vacant Positions* tab will display.




42. In the **Does your organisation have any vacant positions as at 30 June 2020?** field, select either **Yes** or **No**.

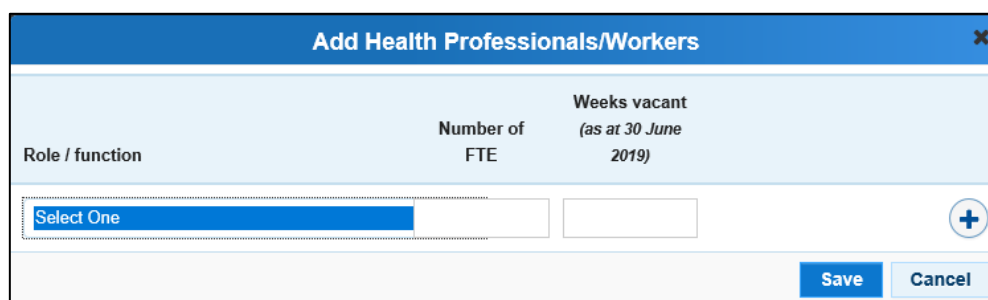
If **Yes** is selected, the Vacant Staff Positions section will display.



Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Sub Total	0	0

43. To continue, select .

The Add Health Professionals/Workers dialog box will display.




Role / function	Number of FTE	Weeks vacant (as at 30 June 2019)
Select One		




44. Select the **Role / function** cell and select the applicable worker type from the list that displays.

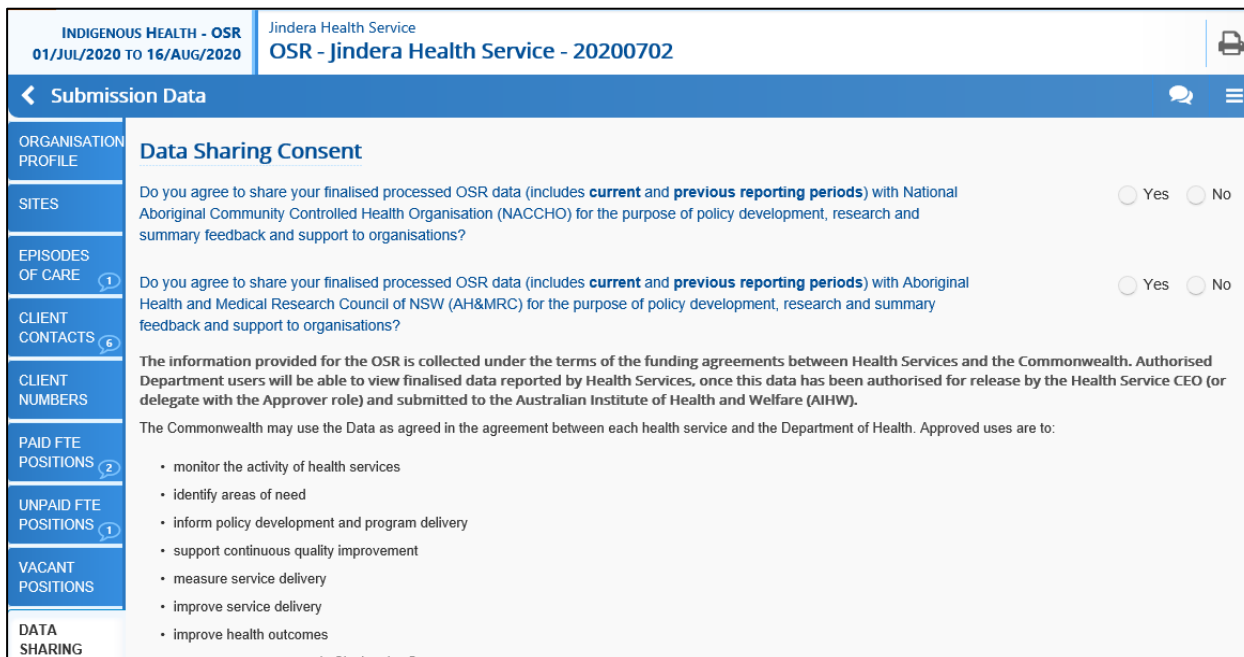
45. In the **Number of FTE** cell, enter the FTE number (up to 1) of vacant positions for the selected role.



If the FTE is more than one, you will need to select  and add another line as you can only enter 1 FTE per row. If you enter an FTE of more than 1 in a row, an error message will display once you save your data.

46. In the **Weeks vacant (as at 30 June 2020)** cell, enter the applicable number of weeks.

47. If there are other vacant positions that need to be recorded, select  and repeat the process.
48. Once all the additional roles have been added, select .
49. To save your changes to the *Vacant Positions* tab, if needed, select  at the bottom of the form.
50. To continue, select the *Data Sharing Consent* tab on the left-hand side of the form. The *Data Sharing Consent* tab will display.



The screenshot shows the 'Data Sharing Consent' tab selected in the left-hand navigation menu. The main content area contains two questions with radio button options for 'Yes' or 'No'.

Question 1: Do you agree to share your finalised processed OSR data (includes **current** and **previous reporting periods**) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? ☐ Yes ☐ No

Question 2: Do you agree to share your finalised processed OSR data (includes **current** and **previous reporting periods**) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? ☐ Yes ☐ No

Information: The information provided for the OSR is collected under the terms of the funding agreements between Health Services and the Commonwealth. Authorised Department users will be able to view finalised data reported by Health Services, once this data has been authorised for release by the Health Service CEO (or delegate with the Approver role) and submitted to the Australian Institute of Health and Welfare (AIHW).


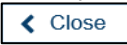
Approved uses: The Commonwealth may use the Data as agreed in the agreement between each health service and the Department of Health. Approved uses are to:

- monitor the activity of health services
- identify areas of need
- inform policy development and program delivery
- support continuous quality improvement
- measure service delivery
- improve service delivery
- improve health outcomes
- support progress towards Closing the Gap targets


For ACT and Tasmanian services, only one question will appear on this tab. For all other services, there will be two questions here.

51. Complete/update the cells on the *Data Sharing Consent* tab as described below.

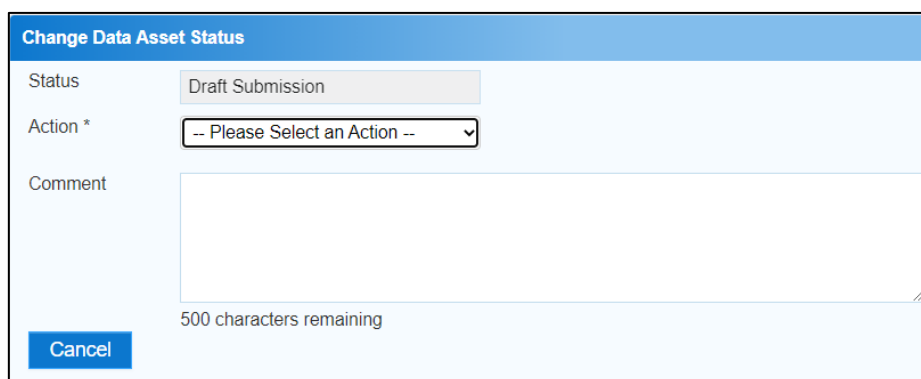
Field	Description
Do you agree to share your finalised processed OSR data with NACCHO?	Select either Yes or No as applicable.
Do you agree to share your finalised processed OSR data with AH&MRC?	Select either Yes or No as applicable.

52. To save your changes to the *Data Sharing Consent* tab, select  at the bottom of the form.
53. Once you have finished entering your data into the different tabs on the OSR form, select  at the bottom of the form.

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.


54. To progress the data asset to the next stage of the submission workflow, select  **Draft Submission** for the OSR data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.



The dialog box titled "Change Data Asset Status" contains the following fields:

- Status:** A text field containing "Draft Submission".
- Action *:** A dropdown menu with "-- Please Select an Action --" as the selected option.
- Comment:** A large text area for entering comments. Below the text area, it says "500 characters remaining".
- Buttons:** A "Cancel" button is located at the bottom left.

55. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).
- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.






If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset and submit it directly to the AIHW for processing.

56. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.




Any user with access to view the data asset will be able to view any comments entered here.

57. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- To submit the data asset for internal review, select . For the next step in the process, see [Review an IHDR Data Asset Submission](#).
- To submit the data asset to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- To remove the data asset from the Data Portal (it may have been created in error) select .



To save the data asset as a draft without sending it on to the next stage of the submission process, select  at the bottom of the screen.

The OSR data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the Health Service can now action the data asset as required.

Submit an IHDR HCP Data Asset (Manual Process)

A Health Service using a CIS which will not automatically transfer Health Care Provider number data to the Data Portal, will need to manually create a HCP data asset directly in the Data Portal.

The following procedure is used to manually submit a HCP data asset in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'Reporting Round Dashboard' in the Data Portal. The header includes the Australian Government Department of Health logo and the 'DATA PORTAL' title. The navigation bar has tabs for 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard'. The main content area lists three reporting periods: OSR, nKPI, and HCP, all for the 1 July 2020 Reporting Period. Each period has a 'Due in 45 Days' status and a 'Not Started' button. To the right, a sidebar lists the reporting rounds with their status (Open) and dates (Start Date: 01/Jul/2020, End Date: 16/Aug/2020). A red plus icon is visible next to the HCP reporting period.

2. To commence the submission of your manual HCP data asset, select  to the right of the HCP data asset text in the **Reporting Round Dashboard**.



The manual data asset submission can also be created by selecting *New > Asset for Submission* on the menu bar.

The Submission Data screen will display the blank HCP form, containing an explanation of what Health Care Provider information needs to be included for your Health Service.

INDIGENOUS HEALTH - HCP
01/JUL/2020 TO 16/AUG/2020

Jindera Health Service
HCP - Jindera Health Service - 20200703

< Submission Data

Health Care Provider Details

Please complete all details including provider number and name for all Health Care Providers who provided services during the period. Include only those who had a Medicare provider number. This includes:

- general practitioners (GPs)
- participating midwives
- participating nurse practitioners
- allied health workers
- dental health workers
- Aboriginal and Torres Strait Islander health workers,
- Aboriginal and Torres Strait Islander health practitioners

For the purposes of this report, 'salaried' medical providers includes those paid a salary, wage, payment under contract or sessional fee by your organisation for the provision of medical services.

Details of Health Care Providers who are not included in the CIS (Clinical Information System) data can be added manually by clicking the 'Add' button.

Provider Number	Last Name	First Name	Salaried
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No


Bulk Update: **Mark empty Salaried as 'Yes'** **+ Add**

In the HCP form, you need to enter details for all of your Health Care Providers with a Medicare number who provided services in the last twelve months.






The number provided in the form must be the eight character Medicare provider number, not other numbers you may have that are associated with the provider.


- Complete the cells in Row 1 of the Submission Data - Health Care Provider Details screen as described below.



Field/Button	Description
Provider Number	Enter the provider number for your first provider.  A provider number needs to be 8 characters long, with the first 6 characters needing to be numbers. The 7 th character can then either be a number or a letter with the 8 th character needing to be a letter.
Last Name	Enter the provider's surname.
First Name	Enter the provider's first name.
Salaried	Select either Yes or No .



- To save the details of your first provider, select  **Save** at the bottom of the form.




If you have not completed all the cells for the provider, a data validation flag will display in the *Notifications Tray*. To resolve the issue, either complete the cell(s) in question or select  in the *Notifications Tray* and enter an explanation as to why the cell hasn't been completed. If you need assistance in identifying which cells haven't been completed, select . Then, select  again and action the flag as needed.


- To enter details for your next provider, select  **Add**.
- Enter the details for your next provider as described in **step 4** above.
- Repeat the process for all providers you need to enter details for.

 To apply bulk selections in the **Salaried** section of the form, select  at the end of **Mark empty Salaried as 'Yes'** and select the applicable option.

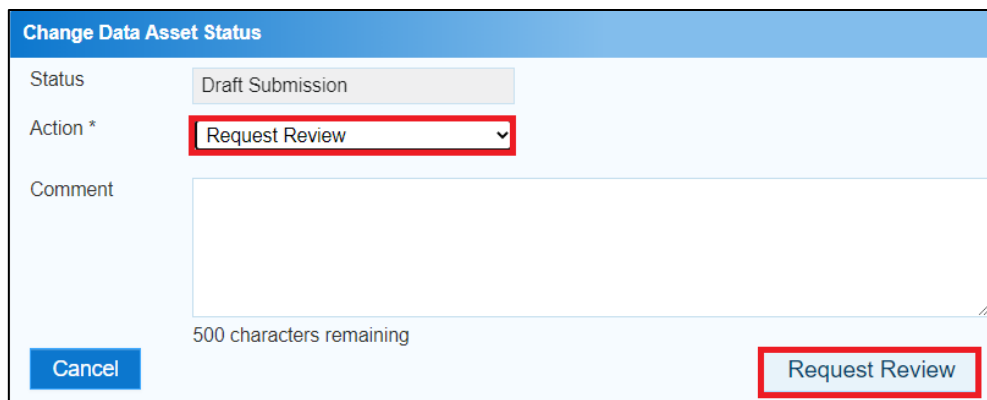
 If you have entered a provider's details incorrectly and need to remove a row, simply select  next to the row in question.

8. Once you have finished entering your data into the HCP form, select  at the bottom of the form.


The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

9. To progress the data asset to the next stage of the submission workflow, select  **Draft Submission** for the HCP data asset in the **Reporting Round Dashboard**.

The Change Data Asset Status dialog box will display.




The dialog box titled "Change Data Asset Status" has a light blue header. It contains three main sections: "Status" with a dropdown menu showing "Draft Submission"; "Action *" with a dropdown menu showing "Request Review" (highlighted with a red border); and "Comment" with a large text area. Below the text area, it says "500 characters remaining". At the bottom left is a blue "Cancel" button, and at the bottom right is a red-outlined button labeled "Request Review".


10. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).
- **Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.



 If you have the access to approve data asset submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the data asset and submit it directly to Health for processing.

11. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.


 Any user with access to view the data asset will be able to view any comments entered here.

12. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- To submit the data asset for internal review, select . For the next step in the process, see [Review an IHDR Data Asset Submission](#).

- ii. To submit the data asset to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- iii. To remove the data asset from the Data Portal (it may have been created in error) select .



To save the data asset as a draft without sending it on to the next stage of the submission process, select  at the bottom of the screen.

The HCP data asset has now been manually created and submitted to either your *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (reviewer or approver) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the Health Service can now action the data asset as required.

Download the Workforce Profile Spreadsheet from a Processed OSR Data Asset

Prior to entering your workforce profile information into your OSR data asset for the current collection period/reporting round, you can download your workforce profile information from your OSR data asset from the previous collection period/reporting round into an Excel spreadsheet.

Once you have done this, you will be able to send the spreadsheet to those from your Health Service who would normally contribute to the compilation of your workforce profile FTE values. These people will then be able to use the values from the previous collection period as a starting point for the entry of the values for the current collection period.

Once the values have been entered by the applicable parties, they can send the completed spreadsheet back to you so you can copy the values from the spreadsheet into the applicable cells of the *Paid FTE* and *Unpaid FTE Positions* tabs.

There are two ways of doing this in the Health Data Portal, and the method you use generally depends on when you are performing the task:

- If you are downloading the spreadsheet before the commencement of the current reporting round, you would do so through the *Processed* data asset from the previous reporting round.
- If you are downloading the spreadsheet once the reporting round has commenced, you can do so from the *Reporting Round Dashboard*.

Method 1 – Download the Spreadsheet from the *Processed* Data Asset (before the reporting round)

The following procedure is used to download the workforce profile spreadsheet from a previously *Processed* data asset in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.

The screenshot shows the Health Data Portal interface. At the top, there is a header with the Australian Government Department of Health logo and the 'DATA PORTAL' title. Below the header, there is a navigation bar with tabs for 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard'. A search bar is also present. The main content area is divided into two sections: 'Folders' on the left and 'Data Assets for Indigenous Health > OSR' on the right. In the 'Folders' section, the 'OSR' folder is selected. The 'Data Assets' section displays a table with columns for Status, Data Period, Title, and Last Modified. The table lists several data assets, including 'OSR - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20200702' and 'OSR - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20200622'.

Status	Data Period	Title	Last Modified
Draft Submission	Not Specified	OSR - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20200702	02/Jul/2020 09:30
Draft Submission	Not Specified	OSR - ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED - 20200622	22/Jun/2020 09:43
Draft Submission	Not Specified	Sydney Co Design September 17	30/Oct/2019 12:18
Submission Returned to Uploader	Not Specified	Test - Trying to replicate Save issue	13/Sep/2019 17:01
Draft Submission	15/Jul/2019 to 15/Jul/2019	Test	15/Jul/2019 13:00
Draft Submission	15/Jul/2019 to 15/Jul/2019	test	15/Jul/2019 11:33

2. Ensure the **OSR** folder is selected in the **Folders** section on the left-hand side of the screen.
3. Select the *Processed* data asset from the **Data Assets for Indigenous Health > OSR** section on the right-hand side of the screen.

Download the Workforce Profile Spreadsheet from a Processed OSR Data Asset IHDR in the Health Data Portal for Health Services

The Data Asset Details screen will display.

Asset Details

Title * B2G - OSR - Albury Wodonga Health Service

Description B2G - OSR - Albury Wodonga Health Service

Submitted by Stuart Dunn

Organisation ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED

Date Submitted 26/Jun/2019

Folder * (This determines who in Health) Folder * Indigenous Health

4. To continue, select [Open OSR Form](#) at the top of the screen.

The Submission Data screen/OSR form will display.

Submission Data

Organisation Profile

Organisation Name ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED

Healthcare Provider Identifier - Organisation (HPI-O)

Physical Location

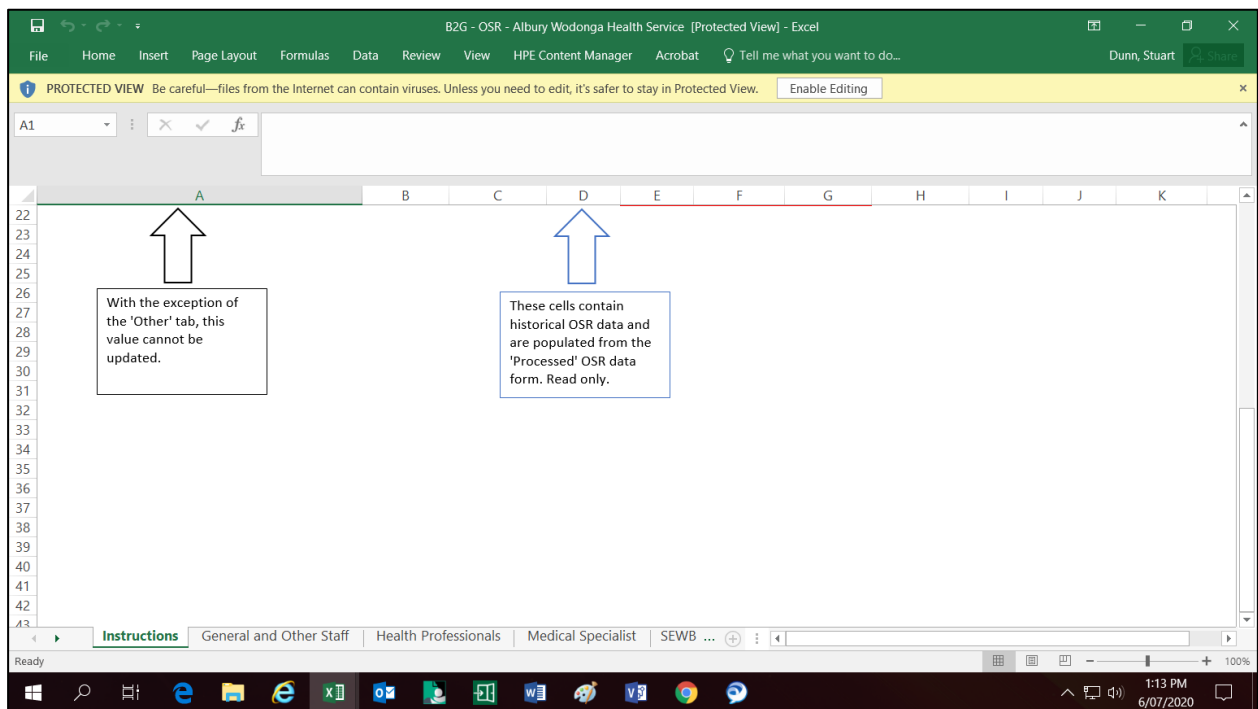
Address Line 1

Address Line 2

Suburb

5. To download the Workforce Profile spreadsheet, select [Download Workforce Profile](#) in the blue *Submission Data* bar in the top right-hand corner of the form and then select **Download Workforce Profile**.

6. In the download box that displays at the bottom of the screen, select **Open** to view the spreadsheet.



The first tab of the spreadsheet will contain instructions for those involved on how to complete the spreadsheet.

7. To continue, select the **General and Other Staff** tab.

The General and Other Staff tab will display.

General and Other Staff					
Role/Function	01/Jul/2018 to 22/Jun/2019			New	
	Paid ATSI FTE	Paid Other FTE	Unpaid FTE	Paid ATSI FTE	Paid Other FTE
CEO	0.93	0	0		
Managers / Supervisors	0.93	0	0		
Drivers / Field officers	0	0	0		
Finance and accounting staff	0	0	0		
Administrative and clerical staff	0	0	0		
IT and data management staff	0	0	0		
Cleaners / Security / Other support staff	0	0	0		
Administrative / Support trainees	0	0	0		

The first section of the tab will show each of the *Roles/functions* for the selected tab, while the second section will show the FTE values for each of the applicable roles/functions for the previous collection period. The *New* section will then contain empty cells in which the FTE values for each role/function can be entered for the current reporting round.

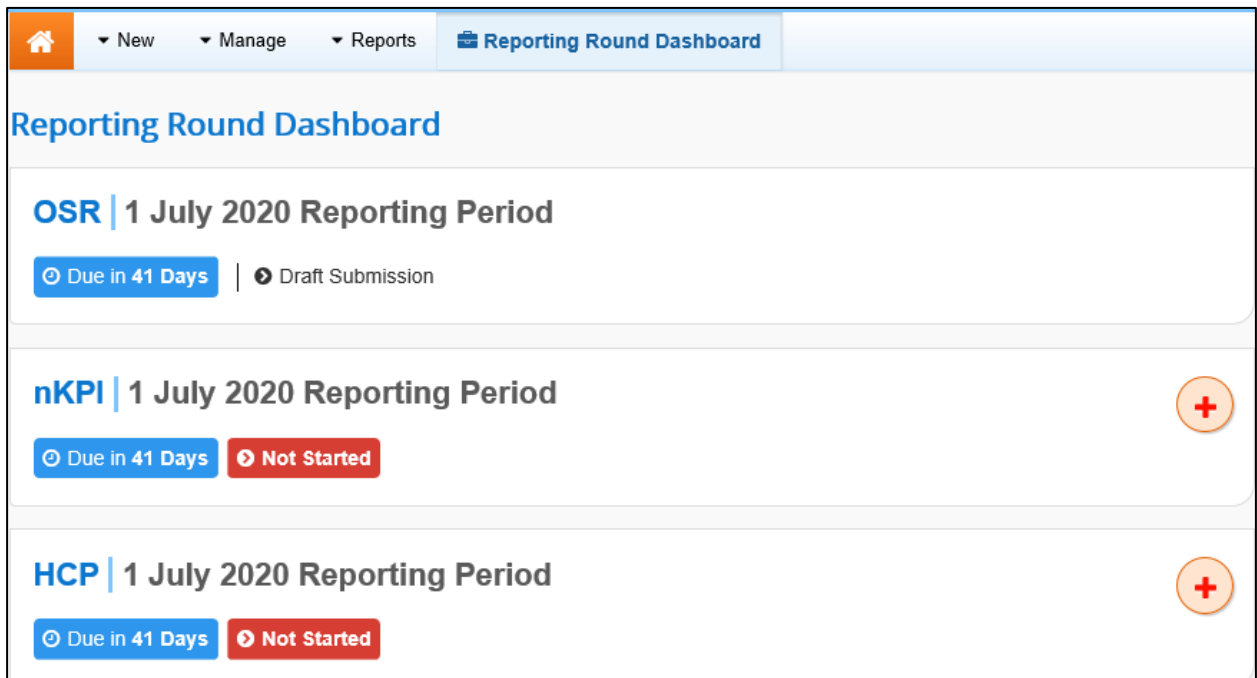
8. **Save** and distribute the spreadsheet to the required contributors for completion as required.


Method 2 – Download the Spreadsheet from the Reporting Round Dashboard

The following procedure is used to download the workforce profile spreadsheet from the *Reporting Round Dashboard* during the current reporting round.

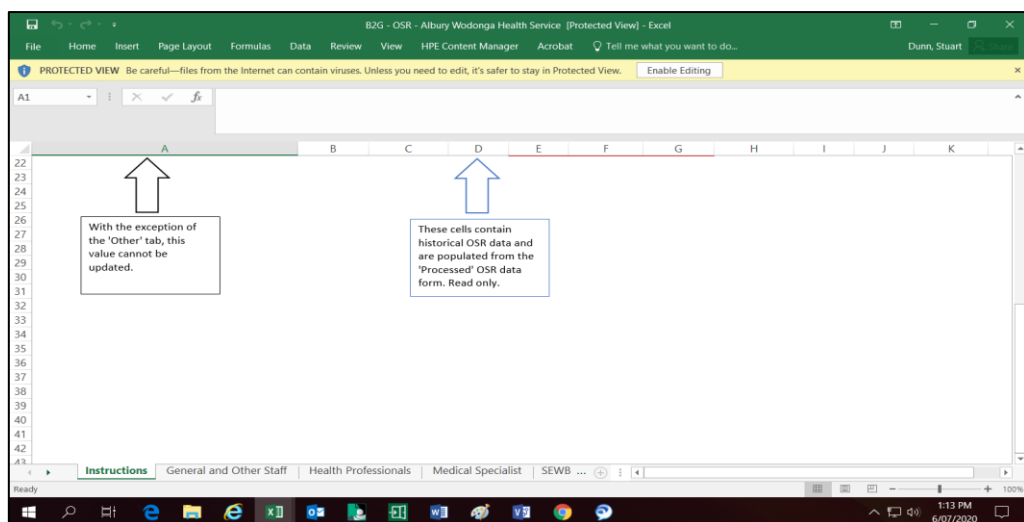
1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.

The *Reporting Round Dashboard* will display as open.



2. To download the Workforce Profile spreadsheet from the previously *Processed* data asset, hover your mouse pointer to the right of the OSR section of the Dashboard, select  and then select **Download Workforce Profile**.
3. In the box that displays at the bottom of the screen, select **Open** to view the spreadsheet.

The Workforce Profile spreadsheet will display.



The first tab of the spreadsheet will contain instructions for those involved on how to complete the spreadsheet.

4. To continue, select the **General and Other Staff** tab.

General and Other Staff					
Role/Function	01/Jul/2018 to 22/Jun/2019			New	
	Paid ATSI FTE	Paid Other FTE	Unpaid FTE	Paid ATSI FTE	Paid Other FTE
CEO	0.93	0	0		
Managers / Supervisors	0.93	0	0		
Drivers / Field officers	0	0	0		
Finance and accounting staff	0	0	0		
Administrative and clerical staff	0	0	0		
IT and data management staff	0	0	0		
Cleaners / Security / Other support staff	0	0	0		
Administrative / Support trainees	0	0	0		

The first section of the tab will show each of the *Roles/functions* for the selected tab, while the second section will show the FTE values for each of the applicable roles/functions for the previous collection period. The *New* section will then contain empty cells in which the FTE values for each role/function can be entered for the current reporting round.

- Save** and distribute the spreadsheet to the required contributors for completion as required.

IMPORTANT NOTE: THE REMAINDER OF THE INSTRUCTIONS CONTAINED IN THIS USER GUIDE APPLY TO ALL INDIGENOUS HEALTH DATA ASSETS, WHETHER THEY BE FOR NKPI, OSR OR HCP DATA. PLEASE NOTE THOUGH, THAT IN MOST OF THE SCREENSHOTS BELOW, NKPI EXAMPLES ARE USED.

Retrieve an IHDR Data Asset Submission

If a Health Service *Submission Uploader* has submitted an IHDR data asset for either review or approval in error, they can recall the data asset so the required amendments can be made before resubmitting the data asset.

The following procedure is used to retrieve a data asset in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets you are expected to submit as part of the current reporting round will display.

The screenshot displays the 'Reporting Round Dashboard' with the following details:

- OSR | 1 July 2020 Reporting Period**
 - Due in 45 Days
 - Draft Submission
 - 30 Comments Unresolved
- nKPI | 1 July 2020 Reporting Period**
 - Due in 45 Days
 - Draft Submission
 - 1 Comment Unresolved
- HCP | 1 July 2020 Reporting Period**
 - Due in 45 Days
 - Draft Submission
 - 1 Comment Unresolved

Right-hand Summary:

- OSR Reporting Round**
 - Status: Open
 - Start Date: 01/Jul/2020
 - End Date: 16/Aug/2020
- nKPI Reporting Round**
 - Status: Open
 - Start Date: 01/Jul/2020
 - End Date: 16/Aug/2020
- HCP Reporting Round**
 - Status: Open
 - Start Date: 01/Jul/2020
 - End Date: 16/Aug/2020

2. In the **Reporting Round Dashboard**, to retrieve the data asset, select the status link for the applicable data asset ([Submission Ready For Review](#) or [Submission Ready For Approval](#)).
3. In the Change Data Asset Status dialog box, in the **Action** field, select ☒ and select *Revision Required*.
4. To continue, select [Revision Required](#).

The data asset has now been retrieved from the next step of the submission workflow process and can be amended as required prior to being resubmitted for review or approval.

Review an IHDR Data Asset Submission

When a data asset has been submitted for review by the Health Service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that Health Service with the *Submission Reviewer* role.



Even though any user in the Health Service with the *Submission Reviewer* role can review the details of a data asset, only one user can make changes to the data asset at a time.

The following procedure is used to review an IHDR data asset submission in the Data Portal.


1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'DATA PORTAL' interface in a 'TRAINING ENVIRONMENT'. The header includes the Australian Government Department of Health logo and a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard' (selected). The main content area is titled 'Reporting Round Dashboard' and displays three reporting periods: OSR, nKPI, and HCP, all for the '1 July 2020 Reporting Period'. Each period has a 'Due in 44 Days' status and a list of actions: OSR (Draft Submission, 11 Comments Unresolved), nKPI (Submission Ready For Review, 3 Comments Unresolved), and HCP (Draft Submission, 1 Comment Unresolved). A right-hand sidebar provides details for each round: OSR (Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020), nKPI (Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020), and HCP (Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020).



To be eligible for review, the data asset's status will need to be *Submission Ready for Review*.

2. To review the data asset that has been submitted to you by the *Submission Uploader*, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the attached form, with each indicator/section on the form being displayed as a separate tab on the left-hand side of the screen (nKPI and OSR only).

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	

Any nKPI or OSR indicators/sections that still have data validation errors/issues will contain a on the applicable tab for easy identification. Any indicators/sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader*, will contain a .

- Review the data in each indicator/section as required and, if needed, update any data values that need to be amended so the data validation flag disappears.



If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the form.

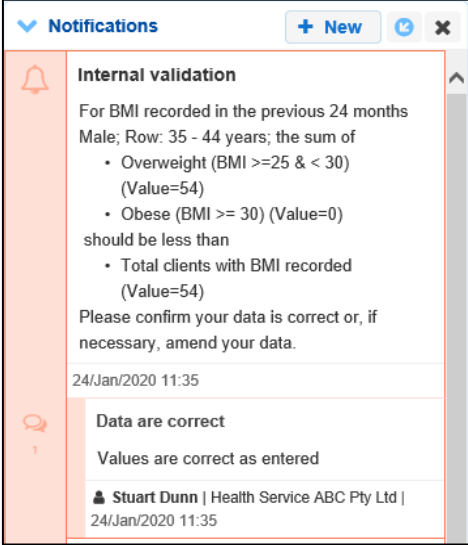
- To respond to the data validation flag instead of amending a value, select in the **Notifications Tray** next to the most recent response attached to the applicable flag.

To add a new internal comment for the *Submission Uploader* or *Approver* that you may not wish the AIHW or Health to see, select **New** in the *Notifications Tray*.


The Respond to Validation Issue dialog box will display.

- Select in the **Reason** field and select the reason the comment is being added from the drop down list.
- Enter an explanatory comment in the **Additional Information** field.
- To save the response, select .

The comment has now been saved and added to the *Notifications Tray* and the data validation flag on the left-hand side of the form will now change from  to .



Notifications + New

 **Internal validation**

For BMI recorded in the previous 24 months
Male; Row: 35 - 44 years; the sum of


- Overweight (BMI ≥ 25 & < 30) (Value=54)
- Obese (BMI ≥ 30) (Value=0)

should be less than


- Total clients with BMI recorded (Value=54)




Please confirm your data is correct or, if necessary, amend your data.

24/Jan/2020 11:35

 **Data are correct**

Values are correct as entered

 **Stuart Dunn** | Health Service ABC Pty Ltd |
24/Jan/2020 11:35



 A comment you enter can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

- Repeat this process for any other values in the form that need to be changed or have comments added to them.

The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

- To exit the form, scroll to the bottom of the form and select .


The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

- Once the data asset has been reviewed and updated as required, select  **Submission Ready For Review** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the data asset to your CEO or their representative for approval.
- **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving the data asset as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return the data asset to the *Submission Uploader(s)* within your Health Service for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on the data asset.

 Any user with access to view the data asset will be able to view any comments entered here.

- One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- i. To send the data asset to your CEO or their representative for approval, select Request Approval. For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
- ii. To approve the data asset and send it directly to the AIHW or Health for processing, select Approve for Submission. For the next step in the process, see [Process an IHDR Data Asset Submission](#).
- iii. To send the data asset to the AIHW or Health for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing. For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).
- iv. To send the data asset back to your *Submission Uploader* for amendment, select Revision Required. For the next step in the process, see [Amend an IHDR Data Asset Submission](#).

The data asset has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

Amend an IHDR Data Asset Submission

There may be times when the data asset is returned to the *Submission Uploader* for amendment by the representative in your Health Service the data asset has been sent to for review or approval in the Data Portal.

When it is returned for amendment, the data asset will have a status of *Submission Revision Required*.


The following procedure is used to amend an IHDR data asset submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets you are expected to submit as part of the current reporting round will display.

The screenshot shows the 'TRAINING ENVIRONMENT' version of the Australian Government Data Portal. The header includes the Australian Government logo and the 'DATA PORTAL' text. The navigation bar shows 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard' (which is selected). The main content area is titled 'Reporting Round Dashboard' and displays three reporting periods: OSR, nKPI, and HCP, all for the '1 July 2020 Reporting Period'. Each period has a 'Due in 44 Days' status, a 'Draft Submission' button, and a count of unresolved comments. The OSR period has 11 comments, nKPI has 3, and HCP has 1. On the right side, there is a summary table for the reporting rounds.

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	01/Jul/2020	16/Aug/2020
nKPI Reporting Round	Open	01/Jul/2020	16/Aug/2020
HCP Reporting Round	Open	01/Jul/2020	16/Aug/2020

2. To amend the data asset that has been returned by the *Submission Reviewer* or *Approver*, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the attached form, with each indicator/section on the form being displayed as a separate tab on the left-hand side.

INDIGENOUS HEALTH - NKPI
30/Nov/2020 to 31/Dec/2020

Wattle Park Aboriginal Health Services
NKPI - Wattle Park Aboriginal Health Services - 20201207

Submission Data

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	

Any indicators/tabs that still have data validation errors/issues will contain a for easy identification. Any indicators/sections with data validation flags that have been addressed through the addition of a response by the *Submission Reviewer or Approver*, will contain a .

- Review the data in each indicator/tab as required, focussing on any comments made by the *Reviewer or Approver* asking you to amend data values.
- If required, update the value(s) in the required cell(s) based on the *Reviewer/Approver's* comments.
- If you are not amending the value but wish to respond to a particular comment made by the *Reviewer/Approver*, select next to the comment in the **Notifications Tray**.



If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the form.

- Select in the **Reason** field that displays and select the reason the comment is being added from the drop down list.
- Enter an explanatory comment in the **Additional Information** field.
- To save the response, select .

The comment has now been saved and added to the *Notifications Tray* and the applicable validation icon on the applicable tab on the left-hand side of the screen will now change from to .

Your comment can be edited by selecting and selecting *Edit Comment* or deleted by selecting and selecting *Delete Comment*.

9. Repeat this process for any other values in the form that need to be addressed.

The comment(s) has been added and can be viewed by anyone accessing the data asset.

10. To exit the form, scroll to the bottom of the form and select **Close**.

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

11. Once the data asset has been reviewed and updated as required, select **Submission Revision Required** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select and select the required action.

The available actions are:

- **Request Review** – Select this action to send the data asset back to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.
- **Remove Data Asset** – Select this action if the data asset is to be deleted from the Data Portal (it may have been created in error).

If you have access to approve the data asset submission, you will also see the *Approve for Submission* option in the action list. This allows you to approve the data asset and submit it directly to the AIHW or Health for processing.

12. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.



Any user with access to view the data asset will be able to view any comments entered here.

13. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:
- i. To send the data asset to your *Submission Reviewer* for review again, select . For the next step in the process, see [Review an IHDR Data Asset Submission](#).
 - ii. To send the data asset to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IHDR Data Asset Submission](#).
 - iii. To remove the data asset from the Data Portal, select .

The data asset 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 staff within your Health Service that have been assigned the applicable role in the Data Portal (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the Health Service can now action the data asset again as required.

Approve an IHDR Data Asset Submission

A data asset can be approved by anyone within your Health Service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a Health Service will be reserved for your CEO or their representative. In smaller Health Services, the person approving the data asset may also be the person who has reviewed and/or submitted the data asset.

The following procedure is used to approve an IHDR data asset submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

Reporting Round Dashboard

OSR | 1 July 2020 Reporting Period
Due in 44 Days | Draft Submission | 11 Comments Unresolved


nKPI | 1 July 2020 Reporting Period
Due in 44 Days | Submission Ready For Approval | 3 Comments Unresolved

HCP | 1 July 2020 Reporting Period
Due in 44 Days | Draft Submission | 1 Comment Unresolved

OSR Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

nKPI Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

HCP Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

2. To approve the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the attached form, with each indicator/section on the form being displayed as a separate tab on the left-hand side of the form.

Submission Data



INDIGENOUS HEALTH - NKPI
30/Nov/2020 to 31/Dec/2020


Wattle Park Aboriginal Health Services
NKPI - Wattle Park Aboriginal Health Services - 20201207




PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI01: Birth weight recorded and PI02: Birth weight result
Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high

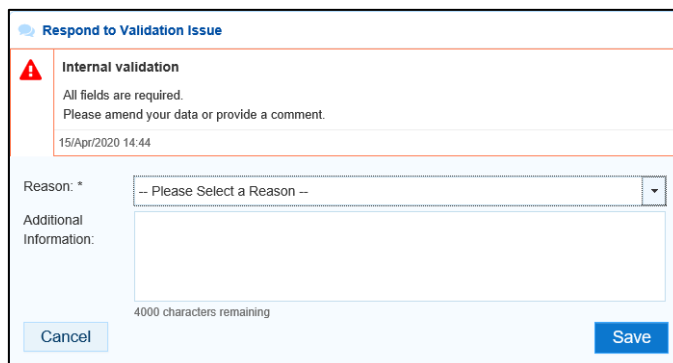
	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	

Any indicators/activities that still have data validation flags will contain a  for easy identification. Any indicators/sections with data validation flags that have been addressed through the addition of a response by the *Uploader* or *Reviewer*, will contain a .



3. Review the data in the form as required.
4. To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select  next to the comment in the **Notifications Tray**.




 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the form.

The Respond to Validation Issue dialog box will display.



The dialog box is titled "Respond to Validation Issue". It contains a red triangle warning icon and the text "Internal validation" followed by "All fields are required. Please amend your data or provide a comment." and a timestamp "15/Apr/2020 14:44". Below this is a "Reason: *" dropdown menu with the text "-- Please Select a Reason --". Underneath is a text area for "Additional Information:" with a "4000 characters remaining" indicator. At the bottom are "Cancel" and "Save" buttons.

5. Select  in the **Reason** field and select the reason the comment is being added from the drop down list.
6. Enter an explanatory comment in the **Additional Information** field.
7. To save the response, select .



 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the data asset.

 To mark an internal conversation/comment as completed, select .


8. To exit the form, scroll to the bottom of the form and select .

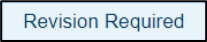
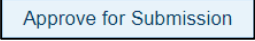
The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

9. Once the data asset has been reviewed and updated as required, select  **Submission Ready For Approval** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing by the AIHW or Health.
 - **Revision Required** – Select this action if the data asset needs to be returned to your *Submission Uploader* for amendment.
10. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

 Any user with access to view the data asset will be able to view any comments entered here.

- 11.** One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:
- i. To send the data asset back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend an IHDR Data Asset Submission](#).
 - ii. To approve the data asset and send it to the AIHW or Health for processing, select . For the next step in the process, see [Process an IHDR Data Asset Submission](#).

The data asset has now been approved and sent to the AIHW or Health for processing in the Data Portal.

Process an IHDR Data Asset Submission (the AIHW/Health)

Once a data asset has been approved by your CEO or their representative, it will be sent to the AIHW (nKPI, OSR) or Health (HCP) for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the data asset in the Data Portal is for the AIHW or Health to review the data asset to ensure the information contained within, particularly the clinical data in the attached form, is complete and correct.

Once the AIHW or Health have reviewed the data asset and the attached form and is comfortable with the content, the data asset can be processed as complete in the Data Portal ready to be used in any reports and publications produced by the AIHW as required.

Step 1 – Review the Data Asset

Once the AIHW or Health have received your approved data asset, they will need to review the data asset in the Data Portal to ensure it is ready to go to the next stage of the process. In order for the data asset to be processed by the AIHW or Health, it will need to have the status of *Submission Approved*.

Once the AIHW or Health has reviewed the data asset in the Data Portal and actioned the data asset as ready to be processed, the data asset's status will change to *Ready for Processing*.

All *Submission Uploaders* from your Health Service will then receive an email informing them the status of the data asset has been changed to *Ready for Processing*. This tells you the AIHW or Health have taken the data asset from their backlog and are now working on it.

Step 2 – Process the Data Asset

Once your data asset has the status of *Ready for Processing* in the Data Portal, the AIHW or Health will process it. Once the AIHW or Health have processed your data asset in the Data Portal, the data asset's status will change to *Processed* and the processing of the data asset is now complete, including the exclusion of any nKPI data the AIHW felt needed to be excluded from particular reports.

If the AIHW excluded any data from your data asset as part of their processing of the data, each of your *Submission Uploaders* will receive an email informing them some of your data was excluded and will be flagged as such in your QLIK Indigenous Health Data Interactive Reports.

The information within the form attached to the data asset can now be used by the AIHW and/or Health in any publications that need to be produced and made available to users of the Data Portal with the required file permissions.

Exception Reporting

Once a data asset has been approved by your CEO or their representative, it will be sent to the AIHW (nKPI, OSR) or Health (HCP) for processing. To action the data asset in the Data Portal, an AIHW or Health officer needs to have the *Data Receiver* role.

If, upon review of the data asset, the *Data Receiver* identifies anomalies in the data being reported on, they will initiate the exception reporting process to add comments regarding the anomalies in the attached form and send the data asset back to you for amendment.



If the information in the data asset is correct and no data needs amendment, the *Data Receiver* can process the data asset to complete the data asset submission process. For more information, see [Process an IHDR Data Asset Submission \(the AIHW/Health\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for the *Data Receiver* to update the status of the data asset to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant indicators/sections of the form to assist you as the Health Service when you amend the data.

The *second* step of the process is for the *Data Receiver* to go into the attached form and add the required comments, so your *Submission Uploaders* can easily see the changes they need to make to the data in the form before the data asset can be processed as complete by the *Data Receiver*.

Once the *Data Receiver* has reviewed the form and made any comments against the indicators/sections within the form, they will send it back to your Health Service. One of the *Submission Uploaders* in your Health Service should then amend the data asset and the required information in the form and send the data asset back through the data asset submission workflow process as required.

Step 1 – Set the Data Asset Status to *Ready for Processing (the AIHW/Health)*

Once it has been confirmed by the AIHW or Health that there is data in the data asset that will need to be amended by the Health Service, the AIHW/Health *Data Receiver* will need to change the status of the data asset to *Ready for Processing* so they can add explanatory comments for the Health Service to the relevant sections of the form.

Step 2 – Add Comments to the Form and Return it to the Health Service for Amendment (the AIHW/Health)

Once a data asset has the status of *Ready for Processing*, the *Data Receiver* can add comments to any data values they feel need to be amended and can then return it to your Health Service's *Submission Uploaders* for amendment.

Once this is done, the data asset's status will change to *Submission Returned to Uploader* and one of your Health Service's *Submission Uploaders* now need to address the comments the *Data Receiver* has made in the form before sending the data asset back through the submission approval process.



Even though the *Data Receiver* has sent the data asset back to you, they will still be able to access the data asset in "read only" mode so they can provide you with support in amending any data within the data asset as required.

Step 3 – Amend the IHDR Data Asset as Part of the Exception Reporting Process

There may be times when an approved data asset is returned to you for amendment by the *Data Receiver* due to anomalies they have identified in the data contained in the attached form.

When your data asset is returned by the *Data Receiver*, all *Submission Uploaders* in your Health Service will receive an email detailing the comments the *Data Receiver* has made regarding the data contained within your form that needs to be amended.

A *Submission Uploader* within your Health Service will then need to amend the applicable values in the form attached to your data asset in the Data Portal, directly addressing the comments made by the *Data Receiver*.



When your data asset is returned to you by the *Data Receiver*, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend a data asset as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the Reporting Round open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

2. To amend the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The applicable Submission Data screen will display the form containing your aggregated clinical data (nKPI, OSR or HCP).

The *Notifications Tray* for each indicator/tab will display any comments the *Data Receiver* has made, against existing data validation flags.



If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the screen.

3. Review each of the comments made by the *Data Receiver*.
4. Update the value(s) in the required cell(s), as needed, addressing the *Data Receiver's* comments.




Any changes made to values in the form at this point will appear as an extra line with *Current* next to the updated cell highlighted by an orange border. This allows all users viewing the form, including the *Data Receiver*, to easily identify the original data value you submitted and the updated value resulting from the *Data Receiver* feedback.

5. To save the changes, select **Save** at the bottom of the form.

The applicable data validation flag should now disappear due to the changes you have made to your data.



6. Repeat this process for any other changes that need to be made to the data in response to the comments made by the *Data Receiver*.



If you have amended the required data and would like to add an explanatory comment for the *Data Receiver*, select  at the top of the *Notifications Tray*, select a *Reason* and add your comment in the *Additional Information* field.

The comments have now been added and can be viewed by anyone accessing the data asset in the future.

The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

7. Once the data asset has been reviewed and updated as required, select  **Submission Returned to Uploader** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Review** – Select this action to send the data asset to your *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the data asset back to your CEO or their representative for approval.
- **Remove Data Asset** – Select this action if the data asset is to be deleted from the Data Portal (it may have been created in error).



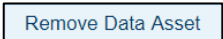


If your *Submission Uploader* has the ability to approve the data asset, they will see the *Approve for Submission* option in the action list. This allows them to approve the data asset and submit it directly to the *Data Receiver* for processing again.

8. In the **Comment** field, enter any comments regarding the action being performed on the data asset, if needed.



Any user with access to view the data asset will be able to view any comments entered here.

9. One of the following options can now be selected when submitting the data asset, depending on the action that was selected in the **Action** field:
 - i. To send the data asset to your *Submission Reviewer* for review again, select . For the next step in the process, see [Step 4 - Review an IHDR Data Asset Submission as Part of Exception Reporting](#).
 - ii. To send the data asset back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve an IHDR Data Asset Submission as Part of Exception Reporting](#).
 - iii. To remove the data asset from the Data Portal, select .

The data asset has now been amended and either sent on to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval again.

An automated email will be sent to all staff within your Health Service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action.

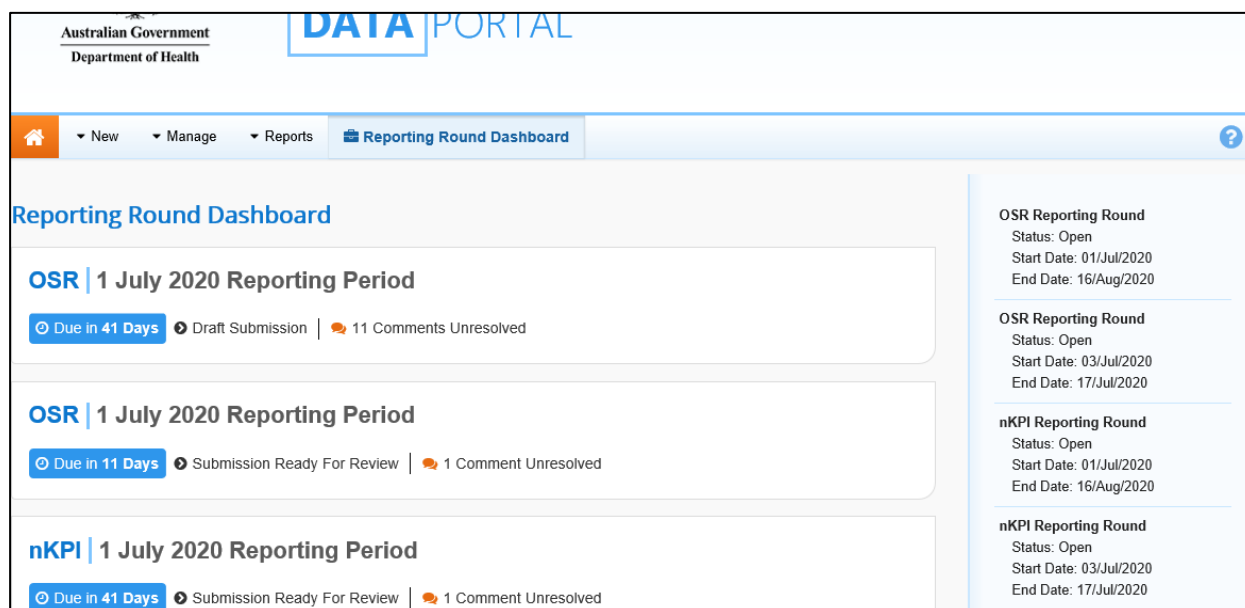
Step 4 – Review the IHDR Data Asset as Part of the Exception Reporting process (Health Service)

If the *Data Receiver* has identified anomalies in your data in the form provided as part of a data asset sent to them for processing, they will add comments to the data and send the data asset back to your Health Service for amendment. Once the *Submission Uploader* in your Health Service has amended the anomalies identified, they may send the amended data asset on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review an IHDR data asset submission in the Health Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.



Australian Government
Department of Health

DATA PORTAL

Home New Manage Reports Reporting Round Dashboard ?

Reporting Round Dashboard

OSR | 1 July 2020 Reporting Period

Due in 41 Days Draft Submission 11 Comments Unresolved

OSR | 1 July 2020 Reporting Period

Due in 11 Days Submission Ready For Review 1 Comment Unresolved

nKPI | 1 July 2020 Reporting Period


Due in 41 Days Submission Ready For Review 1 Comment Unresolved

OSR Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

OSR Reporting Round
Status: Open
Start Date: 03/Jul/2020
End Date: 17/Jul/2020

nKPI Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

nKPI Reporting Round
Status: Open
Start Date: 03/Jul/2020
End Date: 17/Jul/2020

2. To review the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the applicable attached form (nKPI, OSR or HCP).

Submission Data

PI12: Body Mass Index
Indigenous regular clients who are classified as overweight or obese

BMI recorded in the previous 24 months

	Male	Overweight (BMI >=25 & < 30)	Obese (BMI >= 30)	Total clients with BMI recorded
25 - 34 years	(Previous)	47	0	47
	(Current)	26	11	47
35 - 44 years		54	0	54
45 - 54 years		12	21	56
55 - 64 years		11	10	29
65 years and older		2	3	7
Total males		126	34	193
		65%	18%	

Any changes made to the data values in the form, in response to the comments made by the *Data Receiver*, will display in an additional row called *Current*. In addition, the cell(s) that has had its value changed will be highlighted with an orange border so anyone viewing the form can easily see the changes that have been made by the *Submission Uploader* as a result of the *Data Receiver* feedback.

3. Review the data in the form and any accompanying comments as required.

Each of the comments added to an indicator/section of the form can be read to see the changes that were requested by the *Data Receiver* and the subsequent updates made by your *Submission Uploader* in response.

4. Update any data values if needed to address outstanding data validation issues.

5. To add a comment for your colleagues explaining any change you have made to the data, select **+ New** at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

Add Comment

Click on cells in the form to link them to the comment. Click the cell again to un-link it



Reason: * -- Please Select a Reason --




Additional Information:

4000 characters remaining

Cancel Private Conversation Save


6. If needed, select the cell(s) to be linked to the comment you are adding.

7. Select  in the **Reason** field and select the reason the comment is being added from the drop down list.
8. Enter an explanatory comment in the **Additional Information** field.
9. To make the comment private so the external *Data Receivers* can't see it, select the **Private Conversation** check box.
10. To save the response, select .

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.



11. Repeat this process for any other values in the form that need to be changed.

The comment(s) has been added and can be viewed by anyone accessing the data asset in the Data Portal.

12. To save your comments and any data value changes, select  at the bottom of the form.

13. To exit the form, scroll to the bottom of the form and select .


The Data Portal Home screen will display with the *Reporting Round Dashboard* open.


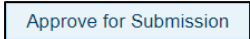

14. Once the data asset has been reviewed and updated as required, select  **Submission Ready For Review** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the data asset to your CEO or their representative again for re-approval.
- **Approve for Submission** – Your CEO or nominated representative can select this action if they are approving the data asset as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the data asset to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as Interim Processing.
- **Revision Required** – Select this action to return the data asset to the *Submission Uploader* again for further amendment.

15. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

 Any user with access to view the data asset will be able to view any comments entered here.

16. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:
 - i. To send the data asset back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve an IHDR Data Asset Submission as Part of Exception Reporting](#).
 - ii. To approve the data asset and send it back to the Data Receiver for processing again, select . For the next step in the process, see [Process an IHDR Data Asset Submission](#).
 - iii. To send the data asset to the Data Receiver for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IHDR Data Asset Submission](#).

- iv. To send the data asset back to the *Submission Uploader* for further amendment, select Revision Required. For the next step in the process, see [Step 3 - Amend an IHDR Data Asset Submission as Part of Exception Reporting](#).

The data asset has now been reviewed and either sent for approval again or sent back to the *Submission Uploader* for further revision.

Step 5 – Approve the IHDR Data Asset as Part of the Exception Reporting process

Once a data asset has been returned to your Health Service by the *Data Receiver* due to anomalies in the data, one of your *Submission Uploaders* will need to make the required changes to the data and then send the data asset back through the internal review and approval process prior to the amended data asset being sent back to the Data Receiver for processing.


The following procedure is used to approve an IHDR data asset submission in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

The screenshot displays the 'Reporting Round Dashboard' interface. At the top, there's a navigation bar with 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard' tabs. The main content area is divided into three sections for different reporting periods: OSR | 1 July 2020 Reporting Period, OSR | 1 July 2020 Reporting Period, and nKPI | 1 July 2020 Reporting Period. Each section includes a status bar with icons for 'Due in 41 Days', 'Draft Submission', and '11 Comments Unresolved'. The right sidebar provides a summary of the reporting rounds, including their status (Open), start dates, and end dates.

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	01/Jul/2020	16/Aug/2020
OSR Reporting Round	Open	03/Jul/2020	17/Jul/2020
nKPI Reporting Round	Open	01/Jul/2020	16/Aug/2020
nKPI Reporting Round	Open	03/Jul/2020	17/Jul/2020

2. To approve the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display the applicable attached form (nKPI, OSR or HCP).

Submission Data


PI12: Body Mass Index

Indigenous regular clients who are classified as overweight or obese

BMI recorded in the previous 24 months

Male	Overweight (BMI >=25 & < 30)	Obese (BMI >= 30)	Total clients with BMI recorded
(Previous)	47	0	47
25 - 34 years	(Current) 26	11	47
35 - 44 years	54	0	54
45 - 54 years	12	21	56
55 - 64 years	11	10	29
65 years and older	2	3	7
Total males	126	34	193
	65%	18%	

Any changes made by your *Submission Uploader* and/or *Submission Reviewer* to the data values in the form, in response to the comments made by the *Data Receiver*, will display in an additional row called *Current*. In addition, the cell(s) that has had its value changed will be highlighted with an orange border so anyone viewing the form can easily see the changes that have been made by your Health Service as a result of the *Data Receiver* feedback.

- Review the data in the form as required.
- To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select  next to the comment in the **Notifications Tray**.

The Respond to Comment dialog box will display.

Respond to Comment

Other (specify)

I updated the highlighted values as per AIHW advice


Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 15:02




Reason: * -- Please Select a Reason --

Additional Information:

4000 characters remaining


Cancel **Save**

- Select  in the **Reason** field and select the reason the comment is being added from the drop down list.
- Enter an explanatory comment in the **Additional Information** field.
- To save the response, select **Save**.



 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.

The comment(s) has been added and can be viewed by anyone accessing the data asset.

8. To save your comments, select  at the bottom of the form.

9. To exit the form, scroll to the bottom and select .


The Data Portal Home screen will display with the *Reporting Round Dashboard* open.

10. Once the data asset has been reviewed and updated as required, select  **Submission Ready For Approval** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

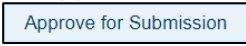

The available actions are:

- **Approve for Submission** – Select this action to approve the data asset submission for processing by the Data Receiver.
- **Revision Required** – Select this action if the data asset needs to be returned to your *Submission Uploader* again for further amendment.

11. In the **Comment** field, enter any comments regarding the action being performed on the data asset.

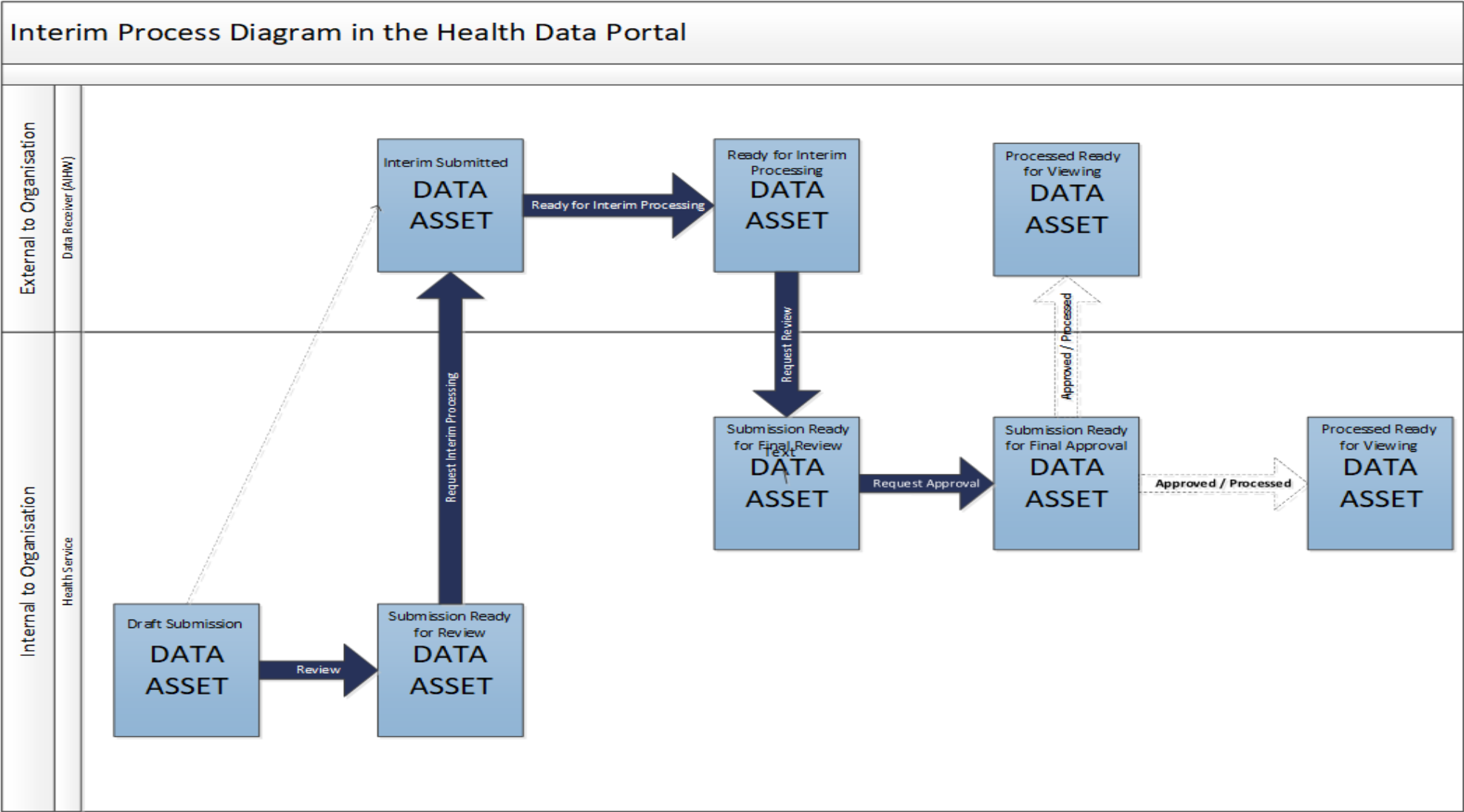
 Any user with access to view the data asset will be able to view any comments entered here.

12. One of the following options can now be selected when submitting the data asset, depending on the action that has been selected in the **Action** field:

- To approve the data asset and send it to the Data Receiver for processing, select . For the next step in the process, see [Process an IHDR Data Asset Submission](#).
- To send the data asset back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend the IHDR Data Asset Submission as part of the Exception Reporting Process](#).

The data asset has now been approved and sent back to the Data Receiver for processing. For more information, see [Process an IHDR Data Asset Submission](#).

IHDR Interim Processing Workflow



Interim Processing of an IHDR Data Asset Submission

Interim Processing of a data asset will be available to Health Services during a reporting period to allow them to send a data asset on to either the AIHW (nKPI and OSR data) or the Department of Health's Indigenous Health Division (HCP data) for review and processing prior to it going to the Health Service's CEO, or their representative, for formal approval.

Doing this avoids the situation of a CEO approving a data asset only to have the AIHW or Health send it back to the Health Service for amendment, so it needs to be approved again. Some Health Service CEOs may prefer to be the last person to see the data asset and give formal approval once all other parties have reviewed and approved the data asset as required. In these cases, Interim Processing will be the most suitable procedure for the Health Service to follow.



To send the data asset for interim processing, the Health Service user must have the role of *Submission Reviewer* in the Data Portal. Interim processing can't be initiated by the *Submission Uploader*.

Step 1 - Initiate Interim Processing

When a data asset has been updated (direct load) or created (manual submission) by a *Submission Uploader* in your Health Service and sent to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send the data asset to the AIHW or Health for review and approval prior to it going to your CEO or their representative for approval. This is known as *Interim Processing*.





This section of the user guide shows the process of initiating interim processing with the data asset at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the data asset is at the status of *Draft Submission*, as long as the user has the *Submission Reviewer* role. This means the user doesn't have to set the data asset to *Submission Ready for Review* before instigating interim processing.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'DATA PORTAL' interface in a 'TRAINING ENVIRONMENT'. The user 'Stuart Dunn' is logged in. The dashboard is titled 'Reporting Round Dashboard' and shows three reporting periods: OSR, nKPI, and HCP, all for the '1 July 2020 Reporting Period'. Each period has a 'Due in 41 Days' indicator and a 'Draft Submission' button. The OSR and nKPI periods also show '10 Comments Unresolved'. On the right, a sidebar lists the reporting rounds with their status (Open) and dates (Start: 01/Jul/2020, End: 16/Aug/2020).

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	01/Jul/2020	16/Aug/2020
nKPI Reporting Round	Open	01/Jul/2020	16/Aug/2020
HCP Reporting Round	Open	01/Jul/2020	16/Aug/2020

2. To initiate interim processing, select  **Submission Ready For Review** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Interim Processing*.
3. In the **Comment** field, enter any comments for the AIHW or Health.



Any user with access to view the data asset will be able to view any comments entered here.

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

Request Interim Processing

The status of the data asset has now been set to *Interim Submitted* and the *Data Receiver* can now review the data asset as required to assess its suitability before it goes to the Health Service CEO, or their representative for approval.

Step 2 – Review the Data Asset (the AIHW/Health)

Once your *Submission Reviewer* has requested interim processing of a data asset, the data asset's status will be set to *Interim Submitted* and it will be sent to the AIHW or Health for review.

The AIHW/Health will now go in to the data asset and set it to the status of *Ready for Interim Processing* to inform your Health Service that the data asset has been removed from their backlog and is now being worked on.

Step 3 – Process the Data Asset (the AIHW/Health)

When the data asset has progressed to the status of *Ready for Interim Processing*, it can be reviewed by the AIHW or Health and sent back to your Health Service for your final review and approval.



If any issues are identified with the data as part of the *Data Receiver's* review, the *Data Receiver* will add comments to the data and send the data asset back to your Health Service's *Submission Uploaders* for amendment as per the normal exception reporting process. For more information, see [Exception Reporting](#) earlier in this guide.

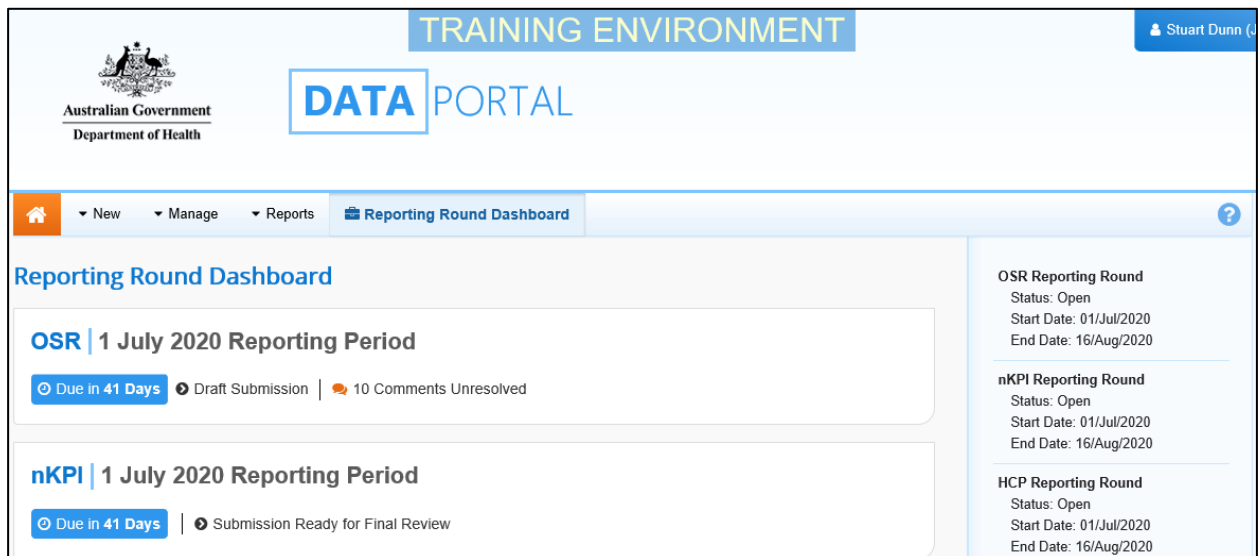
Step 4 – Conduct a Final Review of the Data Asset

If the *Data Receiver* has reviewed the data asset and is happy with it, they will send it on to your Health Service's *Submission Reviewer* for final review prior to approval. The data asset's status will be set to *Submission Ready for Final Review*.

The following procedure is used to conduct a final review on a data asset sent for Interim Processing in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.



TRAINING ENVIRONMENT

Australian Government
Department of Health

DATA PORTAL

Stuart Dunn (J)

New Manage Reports **Reporting Round Dashboard**

Reporting Round Dashboard

OSR | 1 July 2020 Reporting Period

Due in 41 Days Draft Submission | 10 Comments Unresolved


nKPI | 1 July 2020 Reporting Period

Due in 41 Days Submission Ready for Final Review

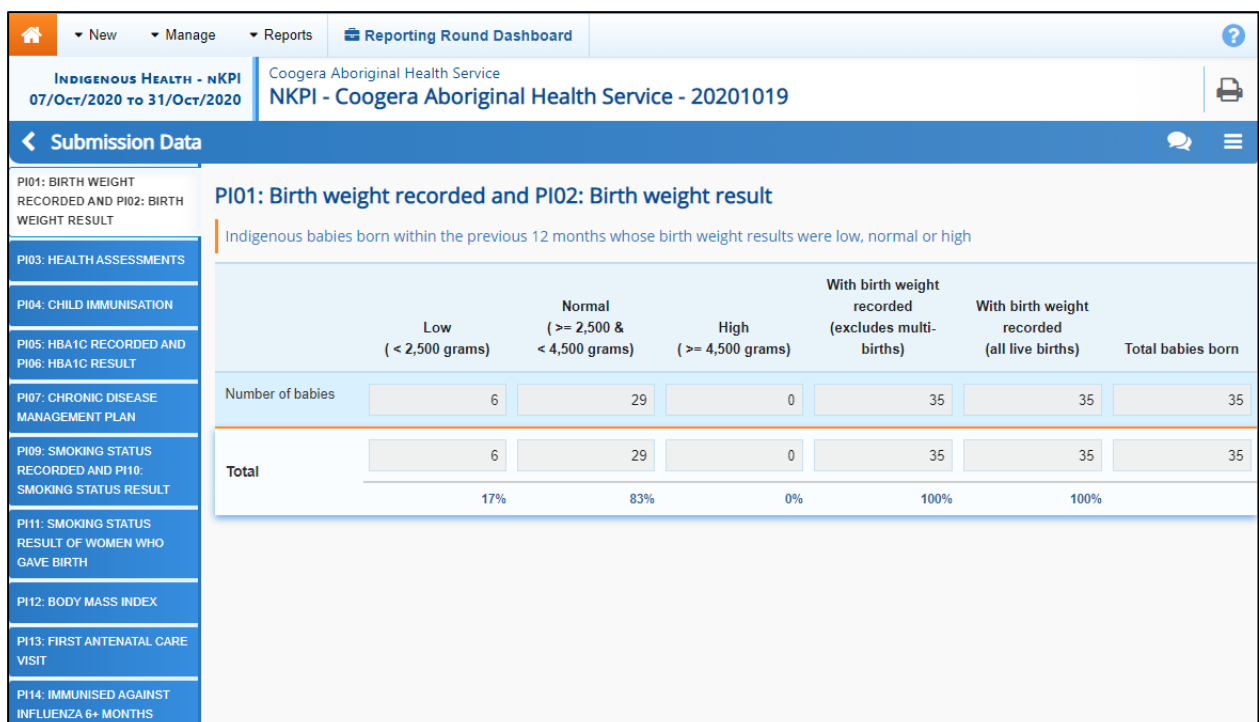
OSR Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

nKPI Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

HCP Reporting Round
Status: Open
Start Date: 01/Jul/2020
End Date: 16/Aug/2020

2. To conduct a final review of the data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display and the reporting data in the form can be reviewed for accuracy.



New Manage Reports **Reporting Round Dashboard**

INDIGENOUS HEALTH - NKPI
07/Oct/2020 to 31/Oct/2020

Coogera Aboriginal Health Service
NKPI - Coogera Aboriginal Health Service - 20201019

Submission Data

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI03: HEALTH ASSESSMENTS

PI04: CHILD IMMUNISATION

PI05: HBA1C RECORDED AND PI06: HBA1C RESULT

PI07: CHRONIC DISEASE MANAGEMENT PLAN

PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT

PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH

PI12: BODY MASS INDEX


PI13: FIRST ANTENATAL CARE VISIT

PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS



PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	


3. Once the content of the form has been reviewed, select  at the bottom of the form.

The Data Portal Home screen will again display with the *Reporting Round Dashboard* Open.

4. To action the data asset, select  **Submission Ready for Final Review** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Approval*.
5. In the **Comment** field, enter any comments regarding the action being performed on the data asset.



Any user with access to view the data asset will be able to view any comments entered here.

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

The data asset has been sent to your CEO or their representative within the Health Service for final approval.

Step 5 – Approve the Data Asset Submission

When the data asset has the status of *Submission Ready for Final Approval*, it can be approved by your *Submission Approver* (usually your CEO or their representative) and progressed on to the status of *Processed*.

The following procedure is used to approve a data asset submission as part of Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'DATA PORTAL' interface in a 'TRAINING ENVIRONMENT'. The user 'Stuart Dunn' is logged in. The navigation bar includes 'New', 'Manage', 'Reports', and 'Reporting Round Dashboard'. The main content area is titled 'Reporting Round Dashboard' and displays three reporting periods for '1 July 2020':

- OSR | 1 July 2020 Reporting Period**: Due in 41 Days, Draft Submission, 10 Comments Unresolved.
- nKPI | 1 July 2020 Reporting Period**: Due in 41 Days, Submission Ready for Final Approval.
- HCP | 1 July 2020 Reporting Period**

On the right, a sidebar lists the reporting rounds with their status and dates:

- OSR Reporting Round**: Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020.
- nKPI Reporting Round**: Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020.
- HCP Reporting Round**: Status: Open, Start Date: 01/Jul/2020, End Date: 16/Aug/2020.

2. To approve the data asset, hover your mouse pointer to the right of the *Reporting Period* text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display and the reporting data in the form can be reviewed for accuracy.

INDIGENOUS HEALTH - NKPI Coogera Aboriginal Health Service
07/Oct/2020 To 31/Oct/2020 NKPI - Coogera Aboriginal Health Service - 20201019

Submission Data

PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT

PI03: HEALTH ASSESSMENTS

PI04: CHILD IMMUNISATION

PI05: HBA1C RECORDED AND PI06: HBA1C RESULT

PI07: CHRONIC DISEASE MANAGEMENT PLAN

PI09: SMOKING STATUS RECORDED AND PI10: SMOKING STATUS RESULT

PI11: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH

PI12: BODY MASS INDEX




PI13: FIRST ANTENATAL CARE VISIT

PI14: IMMUNISED AGAINST INFLUENZA 6+ MONTHS

PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high

	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	

- Once the content of the form has been reviewed, select  at the bottom of the form.
- To approve the data asset, select  **Submission Ready For Approval** for the applicable data asset in the **Reporting Round Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Approve for Submission*.
- In the **Comment** field, enter any comments regarding the action being performed on the data asset.



Any user with access to view the data asset will be able to view any comments entered here.

- To approve the data asset, select .

The Data Asset has been progressed to the status of *Processed* and Interim Processing is now complete.

Work with Comments

As part of the data asset submission workflow process in the Data Portal, it is important for your Health Service and the external *Data Receiver* (the AIHW or Health) to be able to engage in a “conversation” regarding the clinical data that has been recorded in the data asset.

There may be times, for example, when your Health Service needs to explain to the *Data Receiver* why a particular data value has been recorded, as it may be higher or lower than expected. The *Data Receiver* may then need to respond if further explanation is needed from your Health Service.

There may also be times when the participating users from your Health Service need to have an internal, private “conversation” in the Data Portal regarding your data, separate to those conversations held with the *Data Receiver* in response to a data validation issue.

To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between your Health Service and the *Data Receiver* and internally within your Health Service. It also allows for these conversations to be marked as complete by the relevant parties once a conversation has come to its conclusion.

Respond to a data validation flag in your form

When a data validation flag appears in your nKPI, OSR or HCP form regarding a particular value or values in an indicator/tab, and you believe the values in question are correct and don't need to be changed, you will need to respond to the message explaining to the *Data Receiver* why the value doesn't need to be changed.






You will not be able to submit a data asset to the *Data Receiver* until a data validation flag is addressed by either amending the values in question or responding to the flag.

The following procedure is used to respond to a data validation flag in your form.



1. Ensure the applicable form is displayed.
2. Open the indicator/tab you wish to add a data validation flag response to.
3. Navigate to the **Notifications Tray** containing the data validation flag you wish to respond to.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. If needed, select  next to the flag to confirm the data values the data validation flag is referring to.
5. To add your response to the flag, in the **Notifications Tray**, select  next to the flag.



The Respond to Validation Issue dialog box will display.

6. Select  in the **Reason** field that displays and select the reason you are responding from the drop down list. The available categories are **Unexpected results, Zero results/blanks, Internal validation** and **General comments**. Each category then has several options that can be selected from.
7. Enter an explanatory comment in the **Additional Information** field.
8. To save the response, select .

Your response will now appear under the data validation flag you have responded to and can be viewed/responded to by anyone else with access to the data asset (including the external *Data Receiver*).

You can now submit your data asset through the data asset submission workflow and both the reviewers and approvers within your Health Service, and the *Data Receiver*, will be able to view your comment and respond to it if needed.



Once you have added a response against a data validation flag, the icon displayed on the applicable indicator/tab will change from  to , indicating that the validation issue has been resolved and will not prevent the data asset from being submitted to the AIHW/Health for processing.

Add a new “internal comment” for use within your Health Service


As part of the submission of a data asset in the Data Portal, you may wish to add a comment to a particular indicator in your form that you only wish to share with other users within your Health Service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the data in the form, or you may want to provide an explanation about a data value to your CEO so they understand the context regarding a particular value before considering whether or not to approve a data asset.

In both of these instances, you would not want the *Data Receiver* to see these comments as they were purely for use within your Health Service.

The following procedure is used to commence a private conversation in a form in the Data Portal by adding an “internal comment” to an indicator.

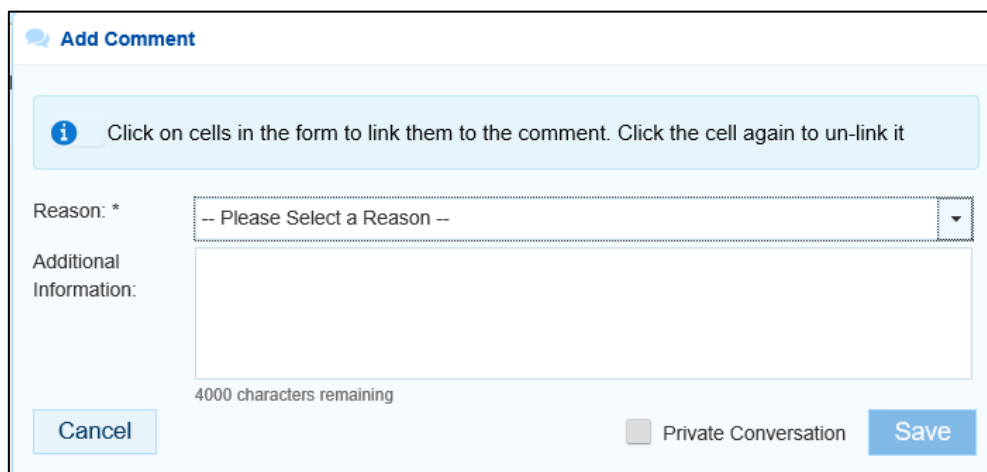
1. Ensure the applicable form is displayed.
2. Open the indicator/tab you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.





If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


4. To add your “internal comment”, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display.



5. Select  in the **Reason** field that displays and select the reason the new comment is being added from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**. Each category then has several options that can be selected from.
6. Select the cell or cells in the indicator your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see [Link a Comment to Particular Cells in an Indicator](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.
9. To save the comment, select .

Your new comment can now be viewed by anyone within your Health Service with access to the data asset, but not external *Data Receivers*.



 Your internal, “private” comment will display in purple, as opposed to any data validation flags and associated responses, which will be red (data validation flag) or orange (data validation flag with a response).

Mark an Internal Comment as Complete

If a private conversation has been conducted in your data asset using the “internal comment” functionality, someone within your Health Service (*Submission Uploader, Reviewer or Approver*) can mark this conversation as complete prior to the data asset being sent to the Data Receiver for processing if they would like to remove the comment from the data asset.

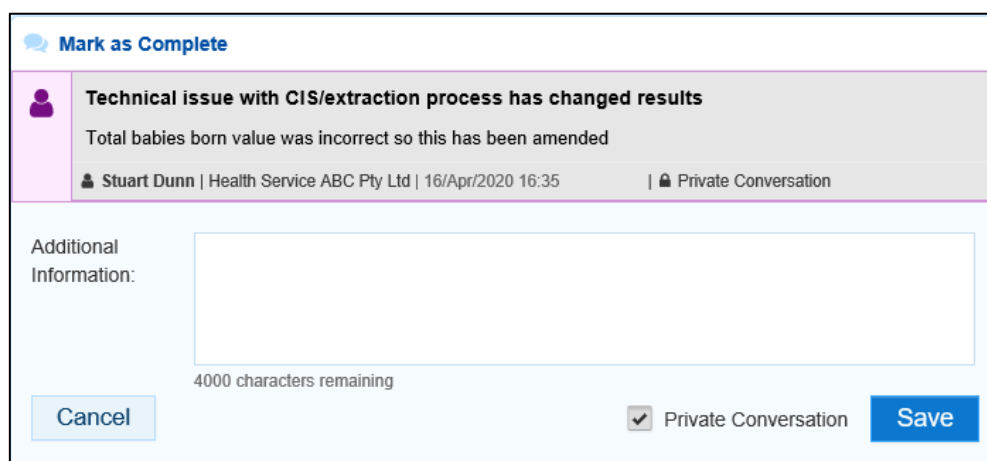
The following procedure is used to mark a private conversation in a form as complete in the Data Portal.

1. Ensure the form is displayed.
2. Open the indicator/tab you wish to mark a comment/conversation as complete for.
3. Navigate to the **Notifications Tray**.


 If the *Notifications Tray* doesn’t display by default, select  in the top right-hand corner of the form.

4. To mark a conversation as complete, select  next to the applicable comment/conversation in the **Notifications Tray**.


The Mark as Complete dialog box will display.



The dialog box titled "Mark as Complete" contains a header with a speech bubble icon. Below the header, there is a purple-bordered section with a user icon, the text "Technical issue with CIS/extraction process has changed results", and a subtext "Total babies born value was incorrect so this has been amended". Below this, it shows "Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 16:35" and "Private Conversation". The main area has a label "Additional Information:" followed by a large text input field. Below the field, it says "4000 characters remaining". At the bottom, there are "Cancel" and "Save" buttons, with a checked checkbox for "Private Conversation" between them.

5. In the **Additional Information** field, you can enter an explanation regarding why you are marking the conversation as complete, if you choose.
6. To save the comment, select .

The conversation will now disappear from view.


 Only the AIHW/Health *Data Receiver* can mark comments and conversations attached to automated data validation flags as complete. If any such comments still remain at the end of the data asset submission process, the *Data Receiver* needs to mark these comments as complete to be able to set the data asset to the status of *Processed*.

Link a Comment to Particular Cells in an Indicator/Tab

If there is a particular data value you would like to draw another user's attention to, you can add a comment to the applicable indicator/tab in your form and link a particular cell or cells to that comment. For example, you may wish to ask the *Data Receiver* a question about a particular value or point out to them that an incorrect value has been transferred across from your CIS.

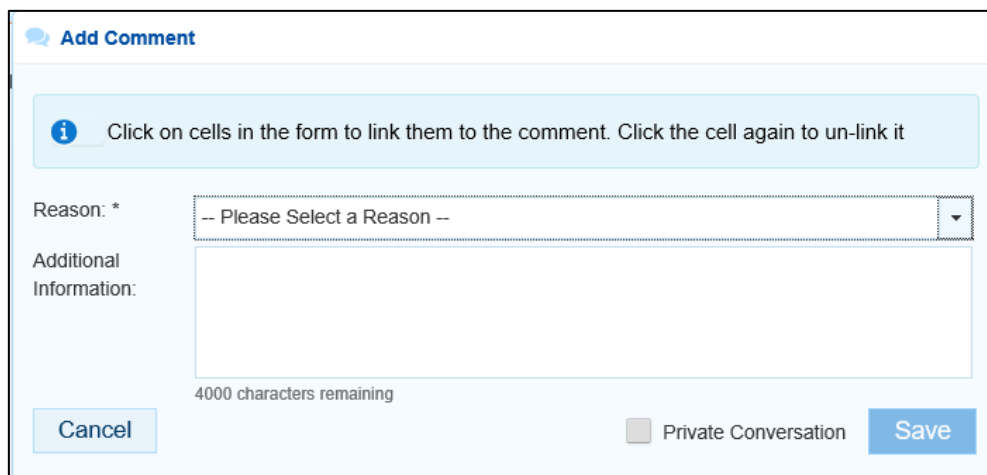
1. Ensure the form is displayed.
2. Open the indicator you wish to add a new comment to with linked cells.
3. Navigate to the **Notifications Tray**.



If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.



4. To add your comment, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display and the message "Click on cells above to link them to the comment. Click the cell again to un-link it" will display.



5. Select the cell(s) to be linked to the comment you are adding.

The selected cell(s) will now be highlighted in red.

6. Select  in the **Reason** field that displays and select the reason you are linking the cell from the drop down list. The available categories are **Unexpected results**, **Zero results/blanks**, **Internal validation** and **General comments**. Each category then has several options that can be selected from.
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the conversation as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.
9. To save the comment, select .



Once the data asset is submitted to the *Data Receiver* for processing, the *Data Receiver* will be able to see the cells you have linked to the comment by selecting .


View Completed Comments and Conversations

When a comment or conversation is marked as complete in a data asset's form, it disappears from view. If required though, you can view those completed comments/conversations and undo the completion action if you wish to bring them back into view permanently (for Health Service instigated comments only).

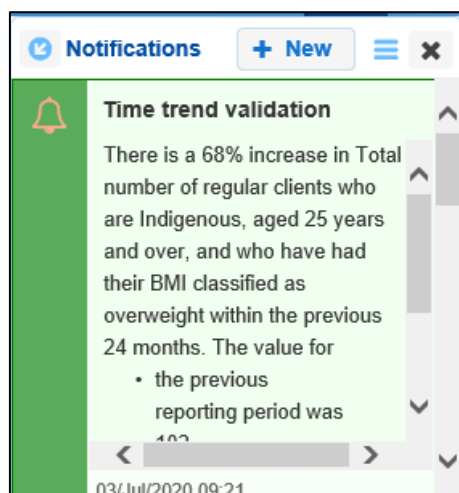
The following procedure is used to view a completed comment/conversation in a data asset's form in the Data Portal.

1. Ensure the applicable form is displayed.
2. Open the indicator you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.


 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To view all "completed" comments, select  in the **Notifications Tray** and select **Show Completed Comments**.


Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.



The comment/conversation can now be read as needed.

5. If the comment/conversation needs to be made permanently visible again, in the **Notifications Tray**, select .

The selected comment/conversation has now been returned to view in the *Notifications Tray*.

 Only those comments the user has previously been able to see will be returned when the user selects *Show completed comments* in the *Notifications Tray*. For example, if the *Data Receiver* has not previously been involved a particular conversation conducted by your Health Service, they will not be able to retrieve these "completed" comments.

Download a Data Asset's Data Validation History

When working with your data assets in the Data Portal, there may be times when you wish to see a full history of all the data validation issues that were generated for a particular data asset. As data validation issues are resolved in the Data Portal as part of the data asset submission workflow process, they disappear from the data asset form so it isn't easy for those interacting with the data asset to see all the issues that have been raised.

With this in mind, being able to download the data validation history for a data asset in the Data Portal allows any Data Portal users with the applicable access to be able to see what kind of data validation issues were encountered when working with the data asset and how many of these issues were generated. It also allows the user to see exactly how each issue was resolved and by whom.

The following procedure is used to download the data validation history report for a particular data asset.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

The screenshot shows the 'DATA PORTAL' interface in a 'TRAINING ENVIRONMENT'. The user 'Stuart Dunn' is logged in. The dashboard is titled 'Reporting Round Dashboard' and features three main sections for reporting periods: OSR, nKPI, and HCP, all for the '1 July 2020 Reporting Period'. Each section includes a 'Due in 41 Days' indicator and a 'Draft Submission' button. The OSR section also shows '10 Comments Unresolved'. On the right side, there is a summary table for the reporting rounds.

Reporting Round	Status	Start Date	End Date
OSR Reporting Round	Open	01/Jul/2020	16/Aug/2020
nKPI Reporting Round	Open	01/Jul/2020	16/Aug/2020
HCP Reporting Round	Open	01/Jul/2020	16/Aug/2020

2. To open the applicable Data Asset Details screen, hover your mouse pointer to the right of the *Reporting Period* text in the applicable section of the **Reporting Round Dashboard**, select and then select **Open Data Asset**.

The Data Asset Details screen will display.

TRAINING ENVIRONMENT

Australian Government
Department of Health

DATA PORTAL

Stuart Dunn (C)

New Manage Reports **Reporting Round Dashboard**

INDIGENOUS HEALTH - NKPI
01/JUL/2020 TO 16/AUG/2020

Culcairn Health Service
NKPI - Culcairn Health Service - 20200702

[Open nKPI Form](#)

Asset Details

Returned to Uploader Ready For Review **Ready For Approval** Approved Ready for Processing Processed

Title * NKPI - Culcairn Health Service - 20200702

Description NKPI - Culcairn Health Service - 20200702

Submitted by Stuart Dunn

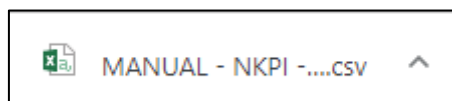
Organisation Culcairn Health Service

Date Submitted 06/Jul/2020 **Revision Due Date** 17/Jul/2020

Folder * Folder * Indigenous Health

3. To download the data validation history report for the selected data asset, scroll down to the **Files** section of the screen and select  in the **Action** column.

The Download pop up will display in the bottom left hand corner of the screen.



4. To continue, select  and select **Open**.

The Data Validation History report will now open in Microsoft Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
##### Y	Internal v: NKPI01An For Row: f For Row: Number of babies; With birth weight recorded (all live births) (Value=35) should not be more than Total babies born (Value=34)Please amend your data or provide a comment.																								
##### Y	Internal v: NKPI01Data: All fields : All fields are required Please amend your data or provide a comment.																								

The Data Validation History report displays the following information:

- **Created** - The date the data validation issue was generated (column needs to be expanded for the date to be seen)
 - **Error Resolved** – Whether or not the data validation issue has been resolved by the user either amending the values associated with issue or responding to the issue
 - **Validation Type** – Lists the type of validation issue – examples are *Internal validation* and *Time trend variation*.
 - **Page** – The indicators the data validation issues appeared in.
 - **Original Message** – The data validation flag that first displayed when the issue was generated
 - **Final message** - The data validation flag that displayed when the issue was resolved
 - **Who responded** – Where a response was added to a data validation flag, this column will list who entered the response
 - **Comment Reason** – The reason selected from the drop down list when the response was added
 - **Comment Text** – The content of the response added by the user
5. Use/save the data validation history report in Microsoft Excel as required.


Print Your Form

There may be times when you need to print your completed nKPI, OSR or HCP form from within your data asset in the Data Portal. For example, your CEO may need to approve your Health Service's data but may not have access to the Data Portal to be able to do so online. As an alternative, you may choose to print out the form so your CEO can review it in hard copy.

The following procedure is used to print your form from the Data Portal.



1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed with the **Reporting Round Dashboard** open.

A list of the data assets your Health Service is expected to submit as part of the current reporting round will display.

2. To print the form for a data asset, hover your mouse pointer to the right of the text in the applicable section of the **Reporting Round Dashboard** and select .

The Submission Data screen will display with the Print button available in the top right-hand corner of the form.


	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi- births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	

- To print the data for an individual indicator/tab, select the indicator/tab from the left-hand side of the form and then select .
- To print the entire form at once or, more easily print multiple indicators, select  in the top right-hand corner of the form and then select **Summary View**.

The Summary View will display all the indicators on the right-hand side of the form.

INDIGENOUS HEALTH - NKPI
01/JUL/2020 TO 16/AUG/2020

Culcairn Health Service
NKPI - Culcairn Health Service - 20200702



< Submission Data | Summary

PI01: Birth weight recorded and PI02: Birth weight result

Indigenous babies born within the previous 12 months whose birth weight results were low, normal or high



	Low (< 2,500 grams)	Normal (>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	With birth weight recorded (excludes multi-births)	With birth weight recorded (all live births)	Total babies born
Number of babies	6	29	0	35	35	35
Total	6	29	0	35	35	35
	17%	83%	0%	100%	100%	


PI03: MBS health assessment

PI04: Child immunisation

PI05: HbA1c recorded and PI06: HbA1c result

- Expand the indicator(s) to be printed by selecting  next to the applicable indicators.

 To expand all the indicators at once so the whole form can be printed, select  at the top of the form and select *Expand all tabs*.


- Once all the required indicators have been expanded, to print the form, select .



The Print dialog box will display.

- To continue, select the printer you wish to use.

- To print the form, select .

The selected elements of the form will now be printed at the selected printer.

 Please note the form will be very long when printed in its entirety. With this in mind, it may be worth printing individual indicators where possible.

 If you wish to save the form rather than print it, so you can share it with colleagues or file it, select  in the Print dialog box, select **Save as PDF** and then save the form in the desired location.

Work with Trial Submissions

The concept of a *Trial Submission* is used within the Data Portal to give Health Services more flexibility when reporting on their health-related data in the Data Portal.

When submitting their data in the Data Portal, Health Services can use the *Trial Submission* option to test the data asset submission workflow to ensure they are able to successfully submit their data asset prior to putting it through the workflow process as part of the current reporting round. An example of when a Health Service may choose to do this is when they are using the Data Portal for the first time and wish to trial responding to the automated data validation issues that the Data Portal will use to validate data.

The *Trial Submission* function also gives a Health Service the ability to report on their data outside of the six or twelve monthly reporting periods so this data can be seen in the Health Service's QLIK Indigenous Health Data Interactive Reports, allowing the Health Service to get a more accurate picture of how they are tracking compared to previous reporting rounds, as well as against reporting targets and national averages. For more information regarding how Trial Submission data will appear in a Health Service's QLIK Interactive Reports, see the [QLIK Interactive Reports User Guide](#).



Trial Submission data assets will never be submitted to the *Data Receiver* for processing and do not need to be progressed through the submission workflow process to appear in the Health Service's QLIK Indigenous Health Data Interactive Reports. As soon as a Health Service's data is submitted in the Data Portal, either through direct load or manually, it will appear in QLIK.

The following procedure is used to select the Trial Submission function when submitting a data asset in the Data Portal.

1. Ensure the Data Asset Details screen is displayed in edit mode, either as part of a direct load or manual submission data asset.

New Draft Submission **TRAINING ENVIRONMENT**

Asset Details * Mandatory field

Title * Culcairn Health Service - Trial Submission

Description Culcairn Health Service - Trial Submission
458 characters remaining

Submitted by Stuart Dunn

Organisation Culcairn Health Service


Date Submitted

Folder * Folder * Indigenous Health

(This determines who in Health receives the submission) Sub-Folder nKPI

Reporting Round Reporting Period Trial Submission

Data Period Data Period Trial Submission
Start: 01/Jul/2020 End: 31/Jul/2020

2. In the **Reporting Period** field, select  and select **Trial Submission**.
3. In the **Data Period** fields, enter the first day of the month/period you are submitting your trial data for in the **Start** field and the last day of the month/period in the **End** field.

The data in the form attached to your data asset will now appear in your Health Service's Indigenous Health Data Interactive Reports, labelled with the month in which you are submitting the data.



When a data asset is being submitted as a Trial Submission, the Submission Data screen containing the form will be labelled *Trial Submission* at the top of the screen.

Manage User Profiles

Although the majority of user administration will be done by your Health Service's *User Administrator*, there are some tasks end users will be able to carry out themselves when it comes to managing their user profiles in the Data Portal.


End users will be able to do the following as part of managing their user profiles in the Data Portal:

- Request an alternate user profile
- Switch user profiles.

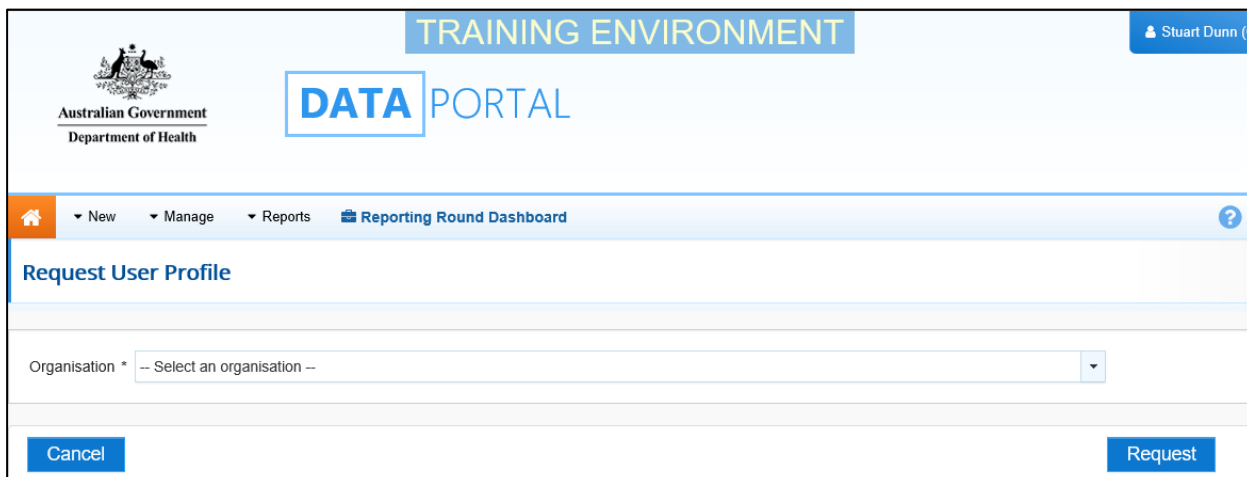
Request an Alternate User Profile


When you have a record created for you in the Data Portal, you will have a "home" Health Service assigned to you. If you work with other Health Services on a regular basis however, you can request the creation of a user profile in these additional Health Services as required.

The following procedure is used to request an alternate user profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.
2. On the Data Portal Home screen, select  next to your name in the top right-hand corner of the screen and select **Request New Profile** from the list that displays.

The Request User Profile screen will display.



3. Select  in the **Organisation** field and select the Health Service you wish to request an alternate user profile for, from the drop down list that displays.



The *Organisation* drop down list contains a search field in which you can enter the name of the Health Service in order to refine the list. Alternatively, you can just scroll down the list.


4. Once you have selected the applicable Health Service, select .

Your request for an alternate user profile has now been submitted to the *User Administrator* for the nominated Health Service. When the *User Administrator* actions your alternate user profile request, you will receive an email informing you of the outcome.

Switch User Profiles

If you have multiple profiles in the Data Portal, you can easily switch between these profiles as required, depending on the Health Service you are working on behalf of in the Data Portal at the time.

The following procedure is used to switch user profiles in the Health Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.
2. On the Data Portal Home screen, select  next to your name in the top right-hand corner of the screen and select **My User Profiles** from the list that displays.

The My Profiles screen will display, showing your default profile (the one currently in use) along with any other profiles that have been created for you.

My Profiles

TRAINING ENVIRONMENT

+

Search

Search:


Search Clear

Default Profile



Organisation ⇅	Trading Names ⇅	Profile Type ⇅	Status ⇅	Action
Departmental Internal Staff		Home	Active	Switch

Other Profiles

Organisation ⇅	Trading Names ⇅	Profile Type ⇅	Status ⇅	Action
A1 DISCREET HEARING AIDS PTY LTD	<ul style="list-style-type: none"> Trading Name 3 Trading name 1 Trading name 2 	Alternate	Active	Switch Set Default

3. To switch to an alternate profile, select  in the **Action** column of the profile you wish to use.
4. You can now perform the activities permitted by they selected alternate user profile.
5. To return to you original user profile, just repeat the steps above.



Performing the above steps will activate the selected profile for your current session only and your default profile will be restored the next time you log in to the Data Portal. To set one of your alternate profiles as you default profile, select  next to the profile you wish to use instead of .

Manage User Records (User Administrators only)

In the Data Portal, *User Administrators* from the Health Services (along with administrators from Health) will have the ability to add and maintain user records for users within their Health Service.

Certain users within each Health Service will be given the *User Administrator* role in the Data Portal, which will allow them to:

- Add roles and file permissions to user records for users within their Health Service as they register in the Data Portal.
- Action user profile creation requests for users in other Health Services who request a profile be created in the *User Administrator's* organisation.
- Create new user profiles for users within their Health Service's organisational structure (i.e. any Health Services that sit within the parent/child structure).
- Add and remove roles and folders to and from their own user profile as required to allow them to perform the required roles for their Health Service.

Update User Profiles

If you are a *User Administrator* for your Health Service you will be able to make changes to user profiles in the Data Portal for other users in your Health Service or any Health Services in your organisational structure, if your Health Service is part of a parent/child structure.

When a user registers in the Data Portal and has a record automatically created for them, they will not have any roles or have access to any folders - you need to set this up for them as the *User Administrator* for the Health Service.

There may be times as well when you need to revoke a user's Data Portal profile as the user has left the organisation or no longer required access to the Data Portal.

The following procedure is used to update a user's profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.
2. From the Data Portal Home screen, select **Manage** and then select **Users**.

The Manage Users screen will display, listing all the registered, active users within your organisation.

Manage Users

Search

Only show Users containing:

☒ Show active users ☒ Show pending users ☐ Show revoked users


Search **Clear**

User List


First Name	Last Name	Email	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status
Matthew	Wilson	Matthew.Wilson@health.gov.au			<ul style="list-style-type: none"> Approver of data assets for submission Receiver of data assets for submission Uploader of data assets for submission Reviewer of data assets for submission 	Indigenous Health	Active



By default, only users with Active and Pending profiles will display. If you wish to see Revoked users for your organisation, select the *Show revoked users* check box.

- If you need to search for the user whose profile is to be updated, enter the user's name (first name, last name or both) in the **Only show Users containing** field.
- If your Health Service is part of a parent/child organisation structure, you will see the **Only show Users in Organisation** field. If the user whose profile you are updating is in another organisation within this structure, select  in the **Only show Users in Organisation** field and select the user's organisation from the list.

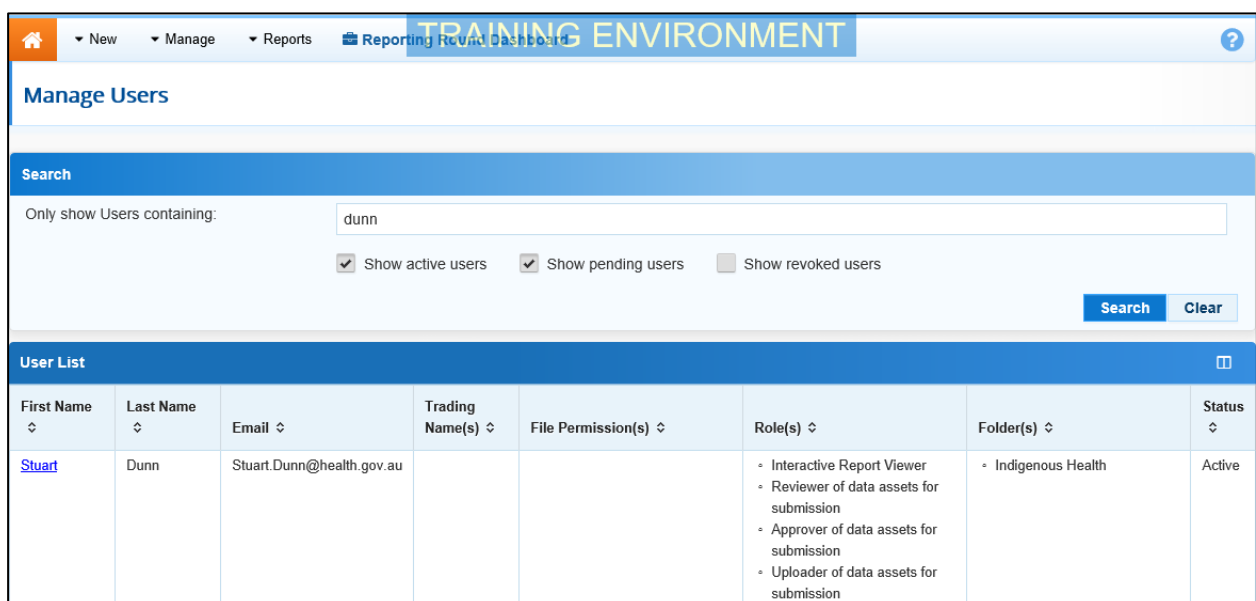


Alternatively, you can select  in the header of the required column (for example *Last Name*) to find the required user's record.

- To search for the user's record once you have entered the required search criteria, select

Search

A list of matching users will display.



Manage Users

Search

Only show Users containing:

☒ Show active users ☒ Show pending users ☐ Show revoked users

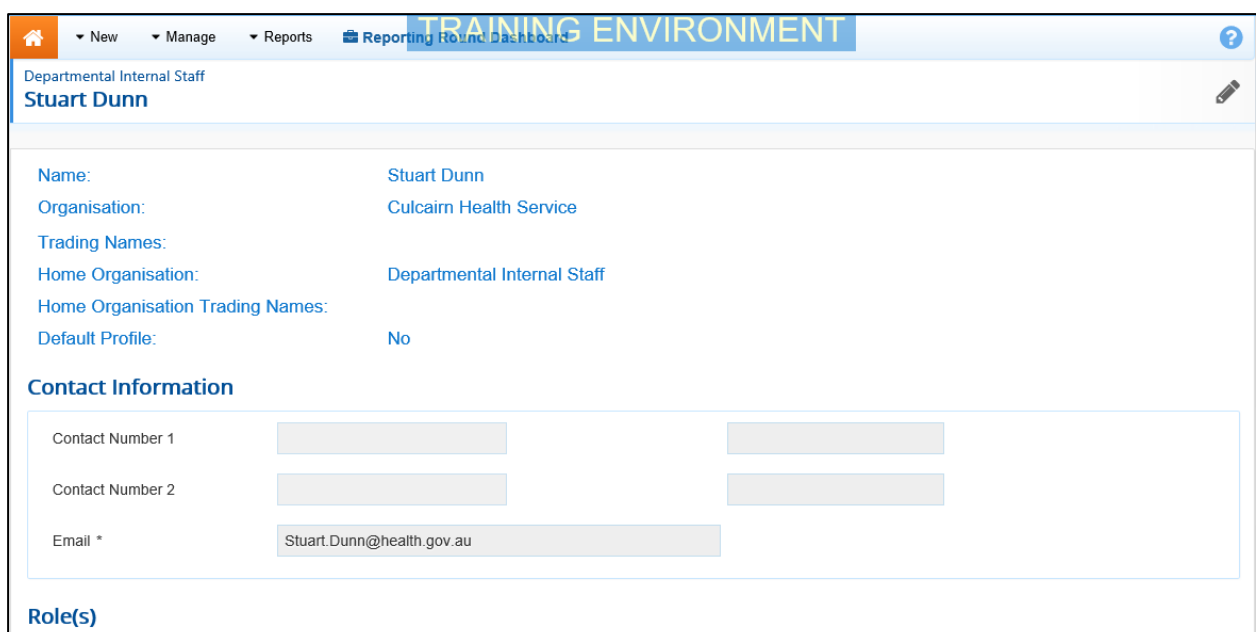
Search **Clear**

User List

First Name	Last Name	Email	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status
Stuart	Dunn	Stuart.Dunn@health.gov.au			<ul style="list-style-type: none"> Interactive Report Viewer Reviewer of data assets for submission Approver of data assets for submission Uploader of data assets for submission 	Indigenous Health	Active

- To display the details for the selected user, select the first name link for the user.

The User Details screen for the selected user will display.



Departmental Internal Staff
Stuart Dunn

Name: Stuart Dunn
Organisation: Culcairn Health Service
Trading Names:
Home Organisation: Departmental Internal Staff
Home Organisation Trading Names:
Default Profile: No

Contact Information

Contact Number 1

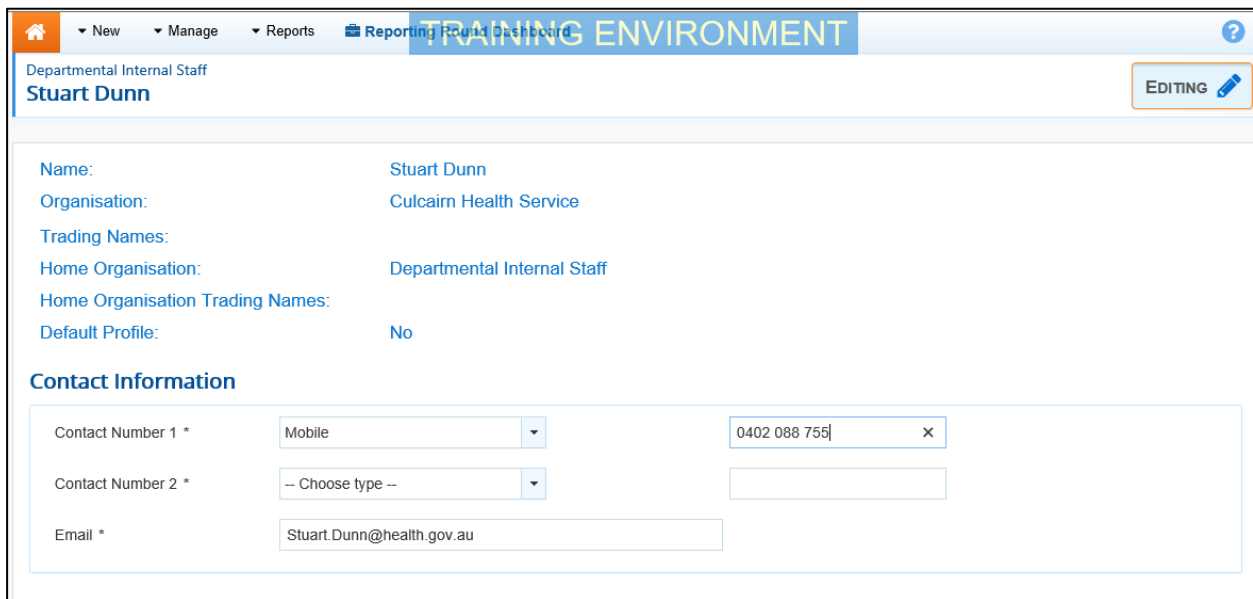
Contact Number 2

Email *


Role(s)

7. To open the user's profile for updating, select  at the top of the screen.

The User Details screen will update so the user's profile can be updated.



Departmental Internal Staff
Stuart Dunn

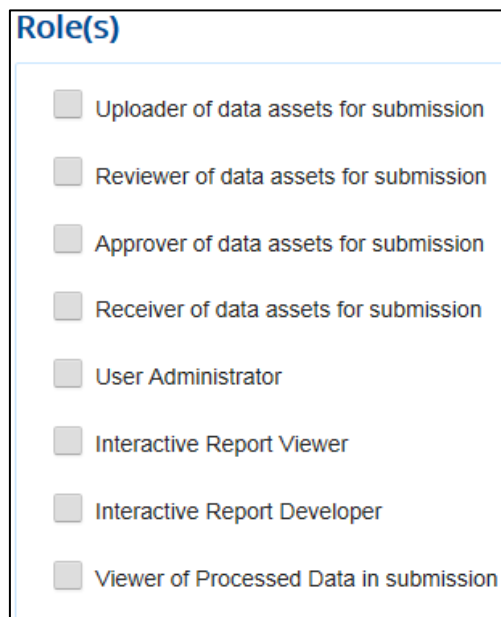
EDITING 

Name: Stuart Dunn
 Organisation: Culcairn Health Service
 Trading Names:
 Home Organisation: Departmental Internal Staff
 Home Organisation Trading Names:
 Default Profile: No

Contact Information

Contact Number 1 * Mobile 0402 088 755 x
 Contact Number 2 * -- Choose type --
 Email * Stuart.Dunn@health.gov.au

8. In the **Roles** section, select the relevant check box(es) to add the applicable roles to the user's profile.



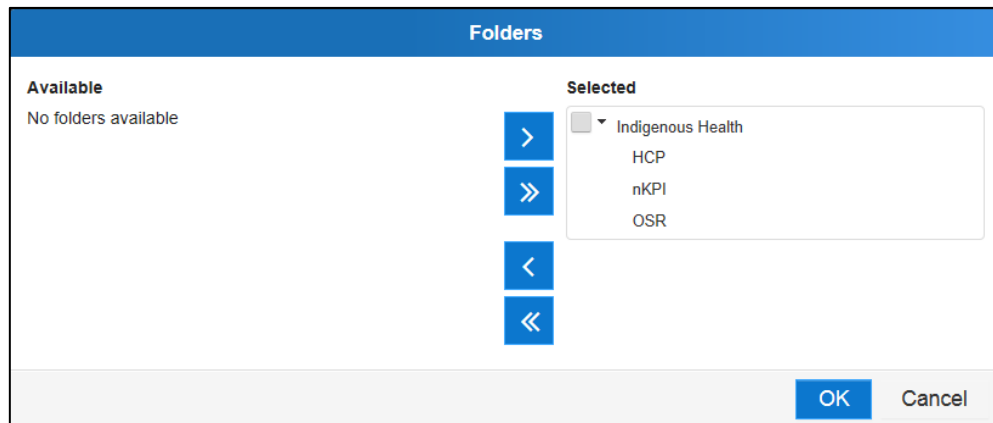
Role(s)

☐ Uploader of data assets for submission
☐ Reviewer of data assets for submission
☐ Approver of data assets for submission
☐ Receiver of data assets for submission
☐ User Administrator
☐ Interactive Report Viewer
☐ Interactive Report Developer
☐ Viewer of Processed Data in submission

The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission* role (known as *Submission Uploader*) they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their Health Service, however, unless they were also given the *Approver of data assets for submission* (*Submission Approver*) role.

9. In the **Folders** section, select .

The Folders dialog box will display.



10. In the **Available** section on the left-hand side of the dialog box, select the **Indigenous Health** check box.

Once you select the *Indigenous Health* check box, the *HCP*, *nKPI* and *OSR* check boxes will automatically be selected. It is important to select both the top level folder and at least one sub-level folder underneath in order for the user to be able to perform the required functions.

11. If the user doesn't need to report on all of these data types, simply deselect the relevant check box(es).

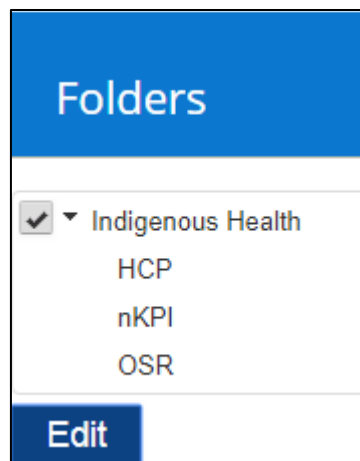
12. To add the selected folders to the user's profile, select .





Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

13. To continue, select .

The User Details screen will again display and the selected folders will be now listed for the user.



In the *User Status* field at the bottom of the screen, you can select  and select either *Pending* to delay activating the user's profile or **Revoked** if the user's profile needs to be deactivated for some reason (e.g, they have left the organisation or no longer need access to the Data Portal).

14. To save the changes to the user's profile, select .

The Save Changes dialog box will display.

15. In the Save Changes dialog box, select .

The changes to the details will be applied to the user's profile.

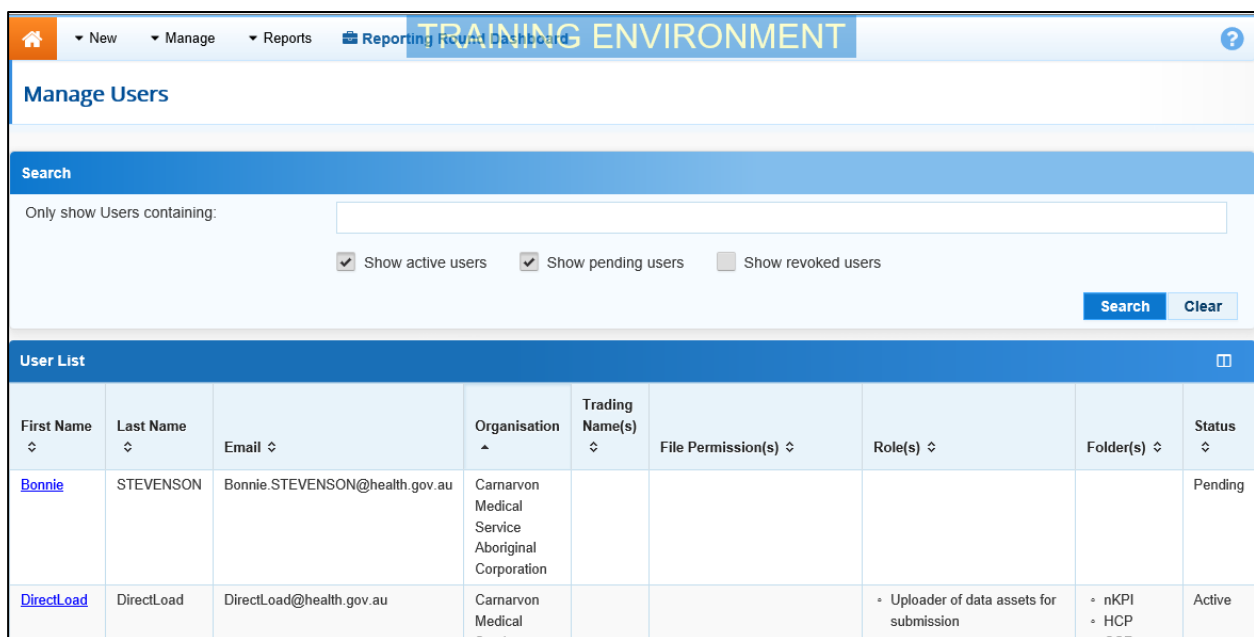
Process Alternate User Profile Requests

When a user requests a user profile be created from them in another Health Service in the Data Portal, the *User Administrator* for the applicable Health Service will receive an email informing them a request has been submitted. The *User Administrator* can then action the request as required.

The following procedure is used to process an alternate user profile request in the Data Portal as a *User Administrator*.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.
2. From the Data Portal Home screen, select **Manage** and then select **Users**.

The Manage Users screen will display.



Manage Users

Search

Only show Users containing:

☒ Show active users ☒ Show pending users ☐ Show revoked users

Search **Clear**

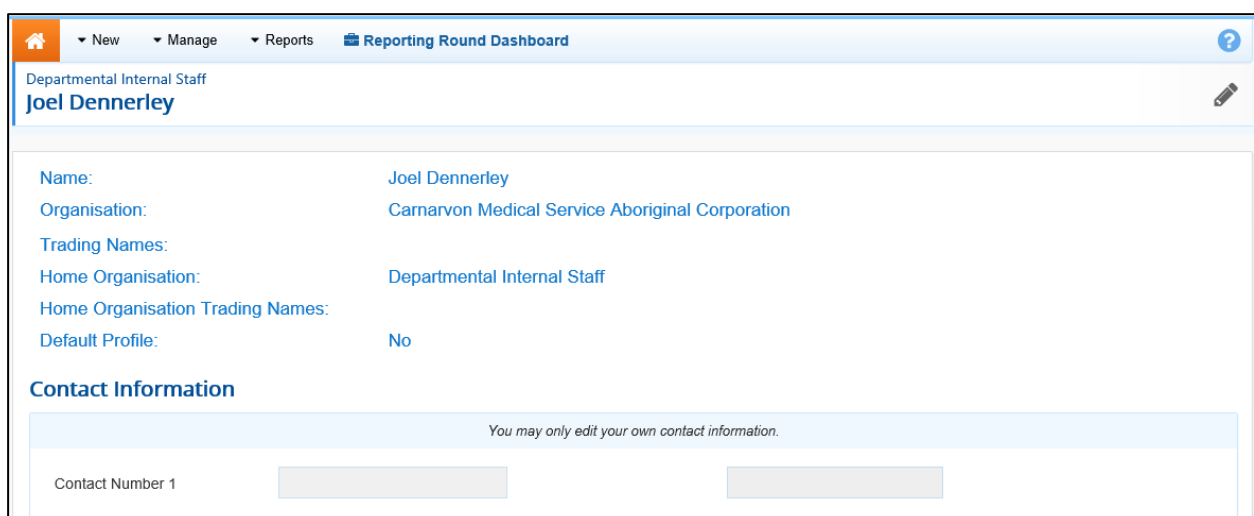
User List

First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status
Bonnie	STEVENSON	Bonnie.STEVENSON@health.gov.au	Carnarvon Medical Service Aboriginal Corporation					Pending
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Carnarvon Medical Service			• Uploader of data assets for submission	• nKPI • HCP • GPP	Active

A list of all users with profiles in your Health Service will display in the User List section, including the new user profile request with the status of *Pending*.

3. For the pending user profile you are actioning, select the link in the **First Name** column.

The User Details screen will display.



Departmental Internal Staff
Joel Dennerley

Name: Joel Dennerley

Organisation: Carnarvon Medical Service Aboriginal Corporation

Trading Names:

Home Organisation: Departmental Internal Staff


Home Organisation Trading Names:

Default Profile: No

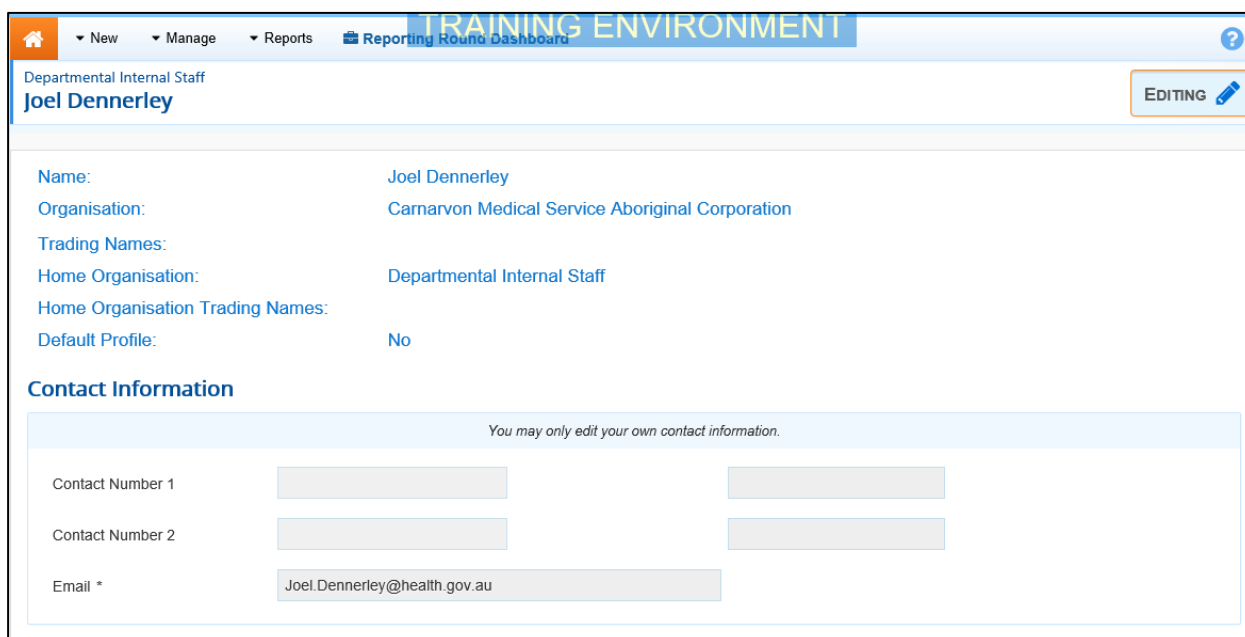
Contact Information

You may only edit your own contact information.

Contact Number 1

4. To update the user's profile, select  at the top of the screen.

The User Details screen will update to allow you to edit the user's profile.



TRAINING ENVIRONMENT

Home New Manage Reports Reporting Round Dashboard

Departmental Internal Staff
Joel Dennerley

EDITING

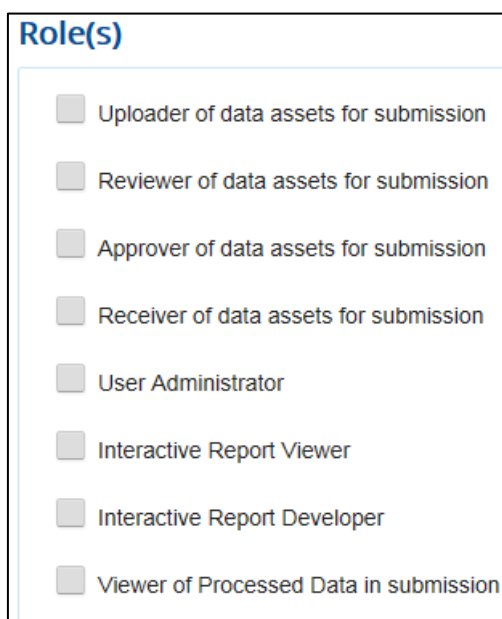
Name: Joel Dennerley
Organisation: Carnarvon Medical Service Aboriginal Corporation
Trading Names:
Home Organisation: Departmental Internal Staff
Home Organisation Trading Names:
Default Profile: No

Contact Information

You may only edit your own contact information.

Contact Number 1
Contact Number 2
Email * Joel.Dennerley@health.gov.au

5. In the **Roles** section, select the applicable check box(es) for the role(s) to be added to the user's new profile.



Role(s)


☐ Uploader of data assets for submission
☐ Reviewer of data assets for submission
☐ Approver of data assets for submission
☐ Receiver of data assets for submission
☐ User Administrator
☐ Interactive Report Viewer
☐ Interactive Report Developer
☐ Viewer of Processed Data in submission

The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission (Submission Uploader)* role, they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their Health Service, however, unless they were also given the *Approver of data assets for submission (Submission Approver)* role.

6. In the **Folders** section, select [Edit](#).

7. In the **Available** section on the left-hand side of the dialog box, select the **Indigenous Health** check box.

Once you select the **Indigenous Health** check box, the **HCP**, **nKPI** and **OSR** check boxes will automatically be selected. It is important to select both the top level folder and at least one sub-level folder underneath in order for the user to be able to perform the required functions.




8. If the user doesn't need to report on all of these data types, simply deselect the relevant check box(es).
9. To add the selected folders to the user's new profile, select .



Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

10. To continue, select .

The User Details screen will again display and the selected folders will be listed for the user.

11. In the **User Status** section, select  in the **User Status** field and select the appropriate action from the drop down list that displays.
 - i. To *accept* the user profile request, select **Active**.
 - ii. To *reject* the user profile request, select **Revoked**.
12. To save the changes to the profile, select .
13. In the Save Changes dialog box, select .

The List of Users screen will display with a note informing you the changes you have made to the user's profile may not be visible in the Data Portal immediately.

Search

TRAINING ENVIRONMENT

Only show Users containing:

☒ Show active users
☒ Show pending users
☐ Show revoked users

Search

Clear

User List

First Name ⌵	Last Name ⌵	Email ⌵	Organisation ⌵	Trading Name(s) ⌵	File Permission(s) ⌵	Role(s) ⌵	Folder(s) ⌵	Status ⌵
Bonnie	STEVENSON	Bonnie.STEVENSON@health.gov.au	Carnarvon Medical Service Aboriginal Corporation					Pending
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Carnarvon Medical Service Aboriginal Corporation			<ul style="list-style-type: none"> • Uploader of data assets for submission 	<ul style="list-style-type: none"> • nKPI • HCP • OSR 	Active
Joel	Dennerley	Joel.Dennerley@health.gov.au	Carnarvon Medical Service				<ul style="list-style-type: none"> • Indigenous Health 	Pending

Once the changes have updated, the user's alternate profile status will change to either *Active* or *Revoked* depending on the action taken.

Create a New User Profile

As *User Administrator* in the Data Portal, you have the ability to create new user profiles for all users in the Health Service you are the *User Administrator* for.

This means that if you are *User Administrator* of a Health Service that is part of a Parent/Child structure, you can create a new user profile in any of these organisations for any user in the structure. For example, a user may have a user profile in the Parent organisation, may need to have a profile created for them in one of the Child organisations. As a *User Administrator* within this organisational structure, you can do this for them.

The following procedure is used to create a new user profile for a user in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.

2. From the Data Portal Home screen, select **Manage** and then select **Users**.

The Manage Users screen will display.

First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Wuchopperen Health Service	Wuchopperen Health Service (Manoora Clinic)		Uploader of data assets for submission	nKPI OSR	Active
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Wuchopperen Health Service	Wuchopperen Health Service (Midin)		Uploader of data assets for submission	nKPI HCP OSR	Active

3. Enter the name of the user (first name, last name or both) you are creating the new user profile for in the **Only show Users containing** field.

4. Select  in the **Only show Users in Organisation** field and select the user's home organisation from the list.



If the *Only show Users in Organisation* field doesn't display on the List of Users screen then your Health Service is not set up as part of a Parent/Child structure in the Data Portal, meaning you will not be able to create user profiles for users in the structure.

5. To continue, select **Search**.

The Manage Users screen will update to show the user's profile in their "home" organisation.

Manage Users

Search

Only show Users containing:

Only show Users in Organisation:

☒ Show active users ☒ Show pending users ☐ Show revoked users

Search **Clear**

User List

First Name	Last Name	Email	Organisation	Trading Name(s)	File Permission(s)	Role(s)	Folder(s)	Status
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Wuchopperen Health Service	• Wuchopperen Health Service (Manoora Clinic)		• Uploader of data assets for submission	• nKPI • OSR	Active
DirectLoad	DirectLoad	DirectLoad@health.gov.au	Wuchopperen Health Service	• Wuchopperen Health		• Uploader of data assets for submission	• nKPI • HCP	Active

6. To continue, select the link in the **First Name** column.

The User Details screen will display the user's current profile information.

Departmental Internal Staff
Joel Dennerley

Name: Joel Dennerley

Organisation: WUCHOPPEREN HEALTH SERVICE LIMITED

Trading Names: Departmental Internal Staff

Home Organisation: Departmental Internal Staff

Home Organisation Trading Names: No

Default Profile: No


Contact Information

You may only edit your own contact information.

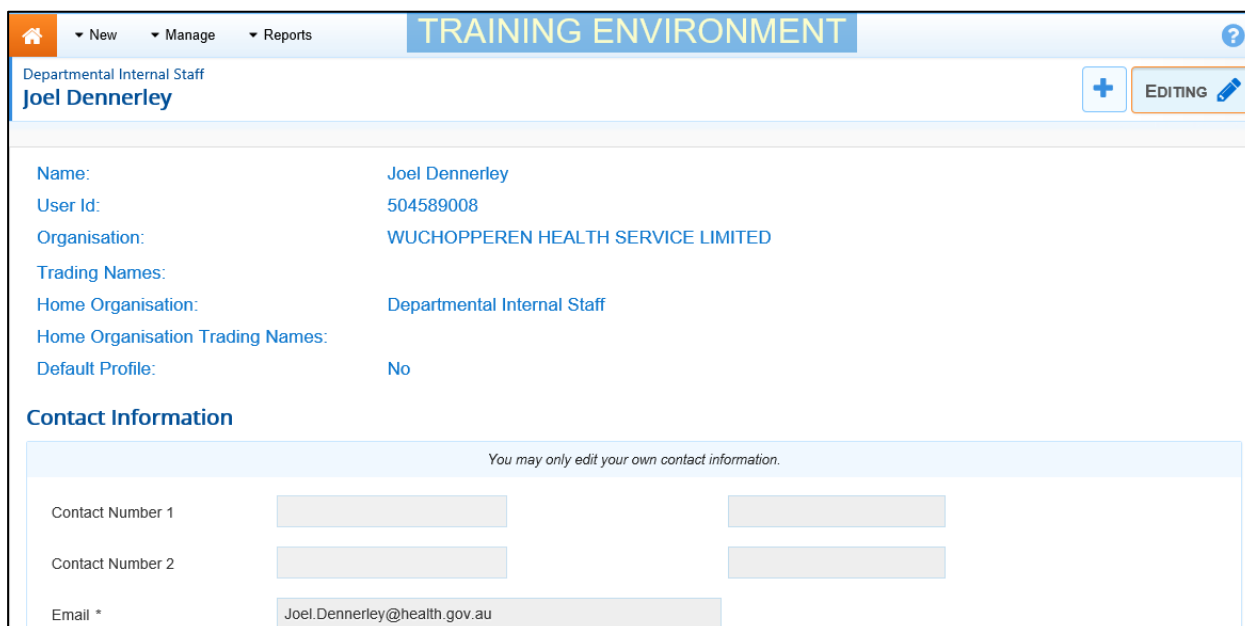
Contact Number 1

Contact Number 2

Email *

7. To put the user's profile into edit mode, select  at the top of the screen.

The User Details screen will update to allow you to create a new profile for the user.



TRAINING ENVIRONMENT


Departmental Internal Staff
Joel Dennerley

Name: Joel Dennerley
User Id: 504589008
Organisation: WUCHOPPEREN HEALTH SERVICE LIMITED
Trading Names:
Home Organisation: Departmental Internal Staff
Home Organisation Trading Names:
Default Profile: No

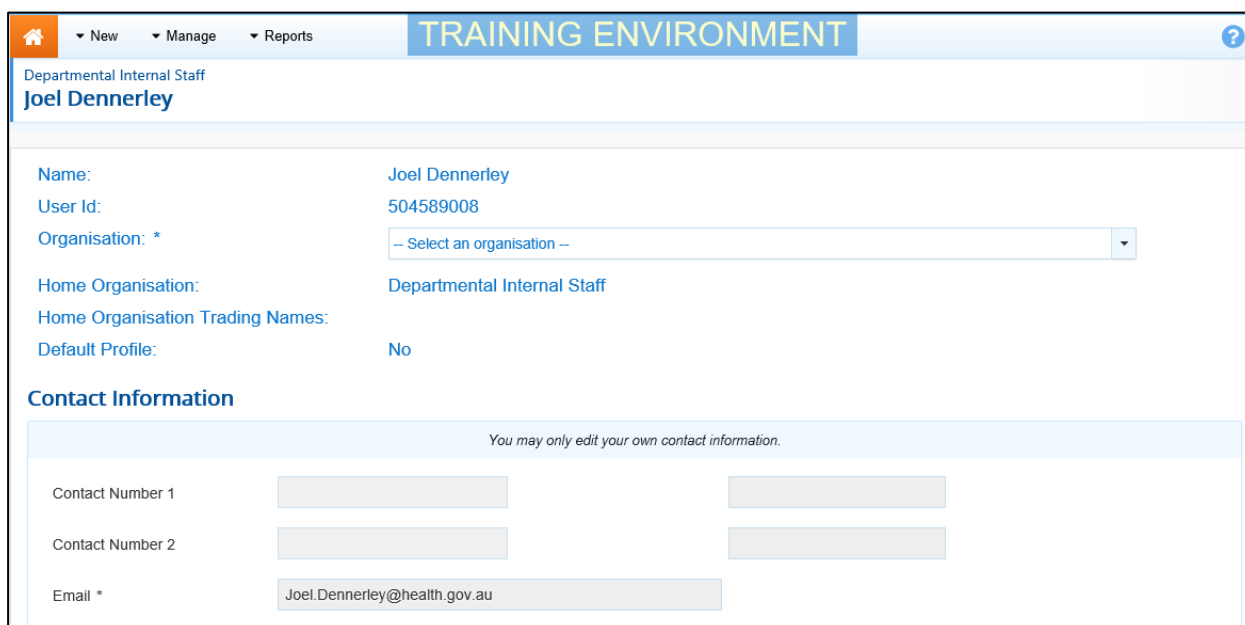
Contact Information

You may only edit your own contact information.

Contact Number 1
Contact Number 2
Email * Joel.Dennerley@health.gov.au

8. To commence the creation of the new profile for the user, select  in the top right-hand corner of the screen.

The User Details screen will update to display a new record for the user.



TRAINING ENVIRONMENT


Departmental Internal Staff
Joel Dennerley

Name: Joel Dennerley
User Id: 504589008
Organisation: * -- Select an organisation --
Home Organisation: Departmental Internal Staff
Home Organisation Trading Names:
Default Profile: No

Contact Information

You may only edit your own contact information.

Contact Number 1
Contact Number 2
Email * Joel.Dennerley@health.gov.au

9. In the **Organisation** field at the top of the screen, select  and select the Health Service the user's new profile is to be created in.
10. In the **Roles** section, select the applicable check box(es) for the role(s) to be added to the user's new profile.

Role(s)

- ☒ Uploader of data assets for submission
- ☒ Reviewer of data assets for submission
- ☒ Approver of data assets for submission
- ☒ Receiver of data assets for submission
- ☒ Producer of data assets for publication
- ☒ Reviewer of data assets for publication
- ☒ Publisher of data assets for publication
- ☒ User Administrator

The role or roles an end user has will determine the tasks they can perform in the Data Portal. For example, if an end user is given the *Uploader of data assets for submission* (*Submission Uploader*) role, they will be able to submit data assets in the Data Portal. That user would not be able to approve the data asset submissions of other users in their Health Service, however, unless they were also given the *Approver of data assets for submission* (*Submission Approver*) role.

11. In the **Folders** section, select .

The Folders dialog box will display.

Folders

Available
No folders available

Selected


- ☒ Indigenous Health
 - HCP
 - nKPI
 - OSR

OK Cancel

12. In the **Available** section on the left-hand side of the dialog box, select the **Indigenous Health** check box.

Once you select the *Indigenous Health* check box, the *HCP*, *nKPI* and *OSR* check boxes will automatically be selected. It is important to select both the top level folder and at least one sub-level folder underneath in order for the user to be able to perform the required functions.

13. If the user doesn't need to report on all of these data types, simply deselect the relevant check box(es).

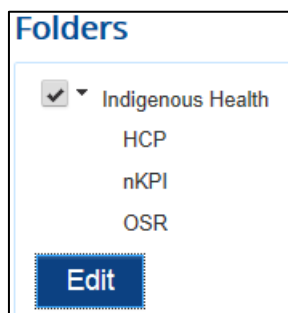
14. To add the selected folders to the user's new profile, select .



Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

15. To continue, select .

The User Details screen will again display and the selected folders will be listed for the user.



16. To complete the creation of the profile, select **Create New Profile** at the bottom of the screen.

17. In the Save Changes dialog box that displays, select **Yes**.


The List of Users screen will display with a note informing you the changes you have made to the user's profile may not be visible in the Data Portal immediately.

You have now successfully created a new user profile for a user in another organisation within your organisational structure.

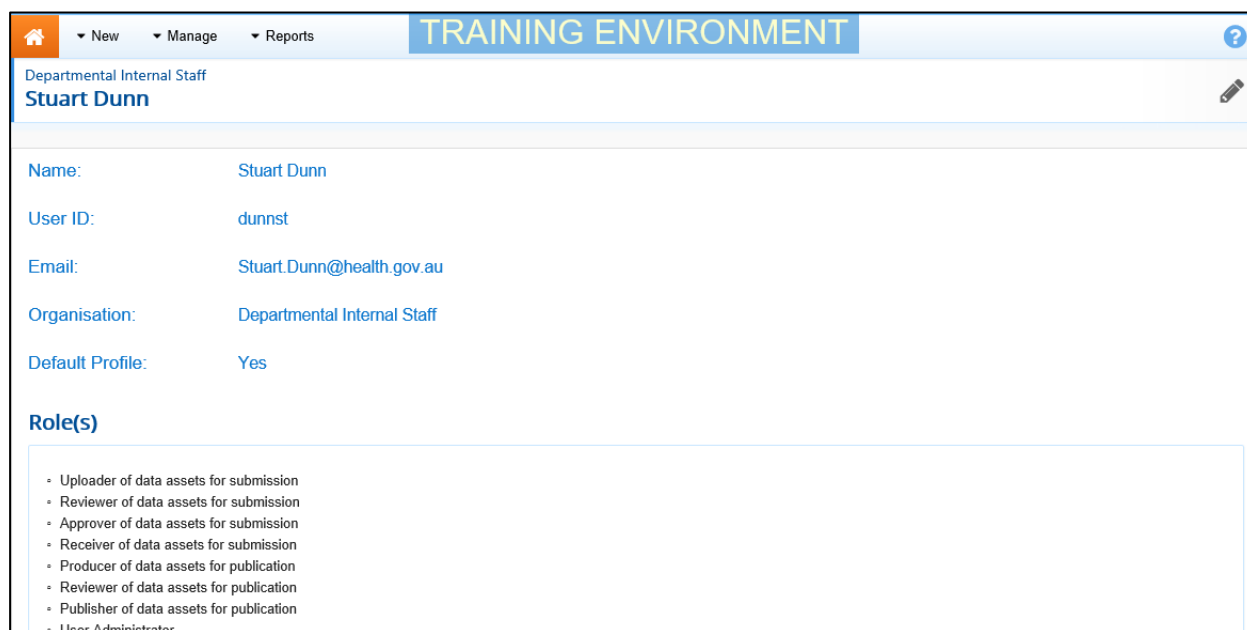
Update Your Own User Profile


As a *User Administrator* in the Data Portal, you can update your own profile in addition to updating profiles for other users within your Health service.

The following procedure is used to update your own user profile in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal Home screen is displayed.
2. Select  next to your name in the top right-hand corner of the screen and select **Manage My User Profile** from the list that displays.

The User Details screen will display.



3. To edit your user details, select  at the top of the screen.

The User Details screen will update so your profile can be edited.

TRAINING ENVIRONMENT

Departmental Internal Staff
Stuart Dunn

Name: Stuart Dunn

User ID: dunnst

Email: Stuart.Dunn@health.gov.au

Organisation: Departmental Internal Staff

Default Profile: Yes

Role(s)

- ☐ HeaDS UPP User Admin
- ☐ HeaDS UPP Access
- ☐ BRoSS System administrator
- ☐ BRoSS Reference data administrator

4. In the **Role(s)** section, select or deselect the relevant check box to add or remove a role to/from your user profile.

5. In the **Folders** section, select [Edit](#).

The Folders dialog box will display.

Folders

Available
No folders available

Selected

- ☒ Indigenous Health
 - ☐ HCP
 - ☐ nKPI
 - ☐ OSR

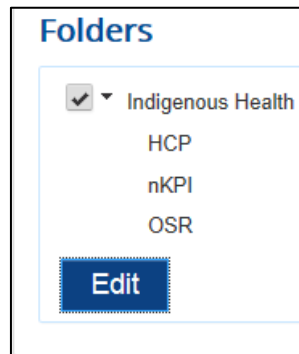
OK Cancel

6. In the **Available** section on the left-hand side of the screen, select the **Indigenous Health** check box.

Once you select the *Indigenous Health* check box, the *HCP*, *nKPI* and *OSR* check boxes will automatically be selected. It is important to select both the top level folder and at least one sub-level folder underneath in order to be able to perform the required functions.

7. If you don't need to report on all of these data types, simply deselect the relevant check box(es).
8. To add the selected folders to your profile, select [>](#).
9. To continue, select [OK](#).

The User Details screen will again display and the selected folders will be listed.



10. To save the changes to your profile, select **Save**.

The Save Changes dialog box will display.

11. In the Save Changes dialog box, select **Yes**.

The changes will be applied to your user profile.