**Step 1** – *Submission Uploader* updates (direct load) or creates (manual submission) the data asset and attached form

For more information, see [*Submit an nKPI Data Asset (Direct Load),*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/6e948ec1-2ef9-4f93-a138-fbdd91ddfc75/QRG%2B-%2BSubmit%2Ban%2BnKPI%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES) [*Submit an nKPI Data Asset (Manual Submission)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/3edf3561-538b-4c80-ad7e-437b37d4ebdf/QRG%2B-%2BSubmit%2Ban%2BnKPI%2BData%2BAsset%2B%28Manual%2BSubmission%29.pdf?MOD=AJPERES)*,* [*Submit an OSR Data Asset (Manual Submission)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/be029a24-e9f8-4fa0-8dbf-07817f5dcd41/QRG%2B-%2BSubmit%2Ban%2BOSR%2BData%2BAsset%2B%28Manual%2BSubmission%29.pdf?MOD=AJPERES)*,* [*Submit an OSR Data Asset (Direct Load),*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/e86959e9-fbd2-43af-bd34-ac96097ec454/QRG%2B-%2BSubmit%2Ban%2BOSR%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES)[*Submit a HCP Data Asset (Direct Load)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/096c29e0-6fc6-406f-9eaf-cd18d293c0c2/QRG%2B-%2BSubmit%2Ba%2BHCP%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES)*,* [*Submit your IAHP PHC Performance Report.*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/9f1b4cac-87d8-4166-9f55-5d5ef3d38bb9/QRG%2B-%2BSubmit%2Ba%2BPerformance%2BReport%2BData%2BAsset.pdf?MOD=AJPERES)

**Indigenous Health Data Reporting in the Health Data Portal Overview**

For more information, see [*Submit an nKPI Data Asset (Direct Load),*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/6e948ec1-2ef9-4f93-a138-fbdd91ddfc75/QRG%2B-%2BSubmit%2Ban%2BnKPI%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES) [*Submit an nKPI Data Asset (Manual Submission)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/3edf3561-538b-4c80-ad7e-437b37d4ebdf/QRG%2B-%2BSubmit%2Ban%2BnKPI%2BData%2BAsset%2B%28Manual%2BSubmission%29.pdf?MOD=AJPERES)*,* [*Submit an OSR Data Asset (Manual Submission)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/be029a24-e9f8-4fa0-8dbf-07817f5dcd41/QRG%2B-%2BSubmit%2Ban%2BOSR%2BData%2BAsset%2B%28Manual%2BSubmission%29.pdf?MOD=AJPERES)*,* [*Submit an OSR Data Asset (Direct Load),*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/e86959e9-fbd2-43af-bd34-ac96097ec454/QRG%2B-%2BSubmit%2Ban%2BOSR%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES)[*Submit a HCP Data Asset (Direct Load)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/096c29e0-6fc6-406f-9eaf-cd18d293c0c2/QRG%2B-%2BSubmit%2Ba%2BHCP%2BData%2BAsset%2B%28Direct%2BLoad%29.pdf?MOD=AJPERES)or[*Submit your IAHP PHC Performance Report.*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/9f1b4cac-87d8-4166-9f55-5d5ef3d38bb9/QRG%2B-%2BSubmit%2Ba%2BPerformance%2BReport%2BData%2BAsset.pdf?MOD=AJPERES)

**Step 2 –** *Submission Uploader* sends the data asset on for internal review

For more information, see [*Review an Indigenous Health Data Asset Submission*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/49038719-d6ec-440b-b64e-1815ce884224/QRG%2B-%2BReview%2Ban%2BIndigenous%2BHealth%2BData%2BAsset%2BSubmission%2B%28Health%2BService%29.pdf?MOD=AJPERES)

**Step 3** – *Submission Reviewer* reviews the data asset and sends it on for internal approval

For more information, see [*Approve an Indigenous Health Data Asset Submission*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/b6065b79-a6c4-4c9d-90e7-281ad346674f/QRG%2B-%2BApprove%2Ban%2BIndigenous%2BHealth%2BData%2BAsset%2BSubmission%2B%28Health%2BService%29.pdf?MOD=AJPERES)

**Step 4** – *Submission Approver* reviews the data asset and approves it for submission to the AIHW

5a. For more information, see [*Initiate Exception Reporting (the AIHW)*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/c879ba05-5cd9-4a51-ba31-690256e1ab0f/QRG%2B-%2BInitiate%2BException%2BReporting%2B%28the%2BAIHW%29.pdf?MOD=AJPERES)

**Step 5** – The AIHW reviews the data asset and either….

5b. Processes the data asset as complete

5a. Adds comments regarding any data issues and returns the data asset to the *Submission Uploader* for amendment

or

5b. For more information, see [*Process an Indigenous Health Data Asset Submission*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/07f8c403-1c27-4ab9-8af5-3c1d7eb54dc2/QRG%2B-%2BProcess%2Ban%2BIndigenous%2BHealth%2BData%2BAsset%2BSubmission%2B%28the%2BAIHW%29.pdf?MOD=AJPERES)

*Submission Uploader* makes required amendments and the data asset progresses through the submission workflow again

For more information, see [*Amend an Indigenous Health Data Asset Submission as Part of Exception Reporting*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/66a60322-3858-4d92-9ec7-c4a90b20460e/QRG%2B-%2BAmend%2Ban%2BIndigenous%2BHealth%2BData%2BAsset%2BSubmission%2Bas%2BPart%2Bof%2BException%2BReporting%2B%28Health%2BService%29.pdf?MOD=AJPERES)

 If you have more than one role, you will not need to complete all the above steps. For example, if you are a *Submission* *Uploader* and *Reviewer,* you can go straight to **step 3** in the process.

**Step 6** – Finalised data is visible through the health service’s *QLIK Indigenous Health Dashboard*

6. For more information, see [*Get Started with the QLIK Health Service nKPI Report*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/e6ec84a2-35fc-4da5-8dfb-7cb99acfe4d9/QRG%2B-%2BGet%2BStarted%2Bwith%2Bthe%2BQLIK%2BHealth%2BService%2BnKPI%2BReport.pdf?MOD=AJPERES)and [*The QLIK Health Service nKPI Report*](https://dataportal.health.gov.au/wps/wcm/connect/dataportal/76883ee0-8f5d-46d8-9298-6d54c83246f6/QRG%2B-%2BThe%2BQLIK%2BHealth%2BService%2BnKPI%2BReport.pdf?MOD=AJPERES)