

Australian Government

Department of Health and Aged Care

To review your nKPI submission after it has been amended by your *Submission Uploader* at the request of the AIHW:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

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

New Manage Reports Reporting Destablish ING	ENVIRONMENT	
porting Dashboard		OSR Reporting Round Status: Open
SR 1 May 2022 Reporting Round		Start Date: 03/May/2022 End Date: 31/May/2022
Douc in 28 Days O Draft Submission O Unresolved Comments Exist Data Sharing	nKPI Reporting Round Status: Open Start Date: 03/May/2022 End Date: 17/May/2022	
KPI 1 May 2022 Reporting Round		Status: Open
Due in 14 Days O Submission Ready For Review O Unresolved Commo Data Sharing	nts Exist	Start Date: 03/May/2022 End Date: 31/May/2022
D Due in 14 Days O Submission Ready For Review Stressland Comme	nts Exiat • Yes No	

To be eligible for review, the submission/s status will need to be *Submission Ready for Review*.

3. To open your health service's nKPI form, hover your mouse pointer to the right of the nKPI reporting round text in the

Reporting Dashboard and select 🕒.

The nKPI form will display.

🕋 • New • Man	age • Reports	Reporting D	RAINING E	NVIRONN	1ENT		0
INDIGENOUS HEALTH 04/Nov/2020 to 30/Nov	- NKPI Culcairn Hea	ith Service ulcairn He		e			
 Submission Data 	3						
PI01: BIRTH WEIGHT RECORDED AND PN2: BIRTH WEIGHT RESULT	PI01: Birth wei	ght record	ed and PI02: Birt	h weight result	0		0 nKPI User qui
903: HEALTH ASSESSMENTS	Indigenous bables t	iom within the	previous 12 months wit	to have had more than	one visit, whose birth v	eight results were low.	normal or high
PIDS: HBA1C RECORDED AND PID6: HBA1C RESULT			Low	Normal (>= 2.500 &	High	With birth weight	
PID7: CHRONIC DISEASE MANAGEMENT PLAN			(< 2,500 grams)	< 4,500 grams)	(>= 4,500 grams)	(all live births)	Total babies born
199: SMOKING STATUS RECORDED AND P110: MOKING STATUS RESULT	Number of bables	(Previous)	6	29	0	35	35
PH11: SMOKING STATUS		(Current)	6	29	0	35	38
RESULT OF WOMEN WHO GAVE BIRTH	Presi		6	29	0	35	38
112: BODY MASS INDEX	Total		17%	83%	0%	92%	
PH3: FIRST ANTENATAL CARE VISIT							
914: IMMUNISED AGAINST NFLUENZA G+ MONTHS							
PH6: ALCOHOL CONSUMPTION RECORDED							

Any changes made to values in the form by your *Submission Uploader* in response to comments left by the AIHW 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 *Submission Uploader* based on AIHW feedback.

Review your nKPI Submission based on AIHW Feedback (Submission Reviewer)

If your *Submission Uploader* responded to an AIHW comment in a particular section of the form rather than amending the values as requested, a

💬 will display on the corresponding tab.

- 4. Review the data in each section of the form, focussing where applicable on any comments left by the AIHW and your *Submission Uploader*.
- 5. If needed, update any values in the required cells.
- 6. To save your changes, select Save at the bottom of the form.

UP If you have made changes to any values and would like to add a comment explaining this,

select ***** New at the top of the Notifications Tray, select a *Reason*, add your comment in the *Additional Information* field and then select Save

 To exit the nKPI 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 Dashboard open.

- 8. To progress the nKPI submission through the submission workflow, select
 Submission Ready For Review
- 9. 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 your nKPI submission to your CEO or their representative for approval again.
- Approve for Submission Select this action if you are the health service's CEO, or nominated representative, and are approving your submission as well as reviewing it.
- **Request Interim Processing** Select this action to send your submission 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 your submission back to your *Submission Uploader* for further amendment.





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- 10. In the **Comment** field, enter any comments regarding the action being performed on your submission.
- 11. One of the following buttons can now be selected when submitting your report, depending on the action you have selected:
 - a. To send your nKPI submission to your CEO or their representative for approval again, select Request Approval. See the Approve an nKPI Submission based on AOHW feedback (Submission Approver) QRG for the next step in the process.
 - b. To approve your submission and send it directly to the AIHW for processing again, select Approve for Submission QRG for the next step in the process.
 - c. To send your submission to the AIHW for initial review prior to sending it to your CEO or their representative for approval, select Request Interim Processing See the Interim Processing of an nKPI Submission QRG for the next step in the process.
 - d. To send your submission back to the *Submission Uploader* for amendment again, select Revision Required. See the *Amend an nKPI Submission based on AIHW feedback (Submission Uploader)* QRG for the next step in the process.

Your nKPI submission has now been reviewed and either sent for re-approval or sent back to your *Submission Uploader* for further revision as required.