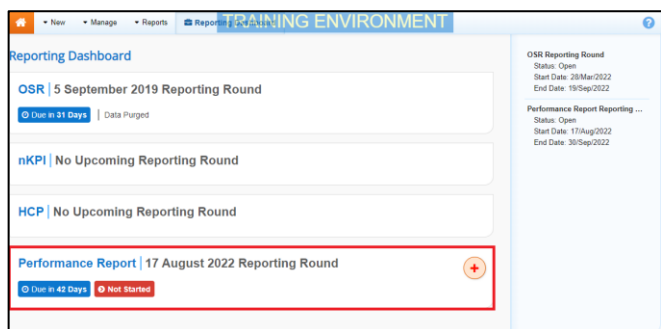





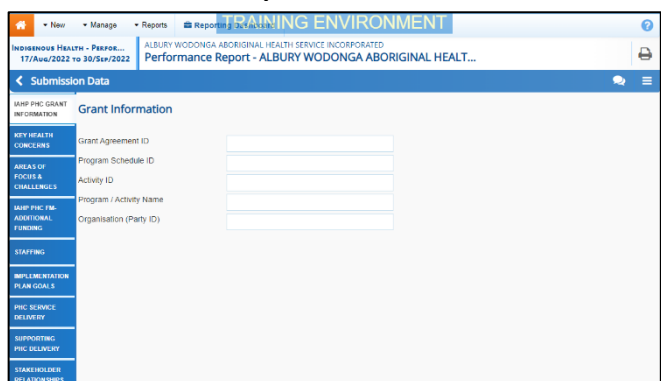
To submit your *Performance Report* through the Data Portal:

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

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




3. To commence the creation of your *Performance Report* data asset, select  to the right of the reporting round date in the Performance Report section of the **Reporting Dashboard** (as highlighted above in red).





4. You can now start entering your *Performance Report* information into the first section (*IAHP PHC Grant Information*) of the form as needed.

Some tips for completing the *Performance Report* in the Data Portal are:

- Enter data for each section of the form by selecting the applicable tab on the left-hand side of the form.
- If your health service doesn't report on an element of the *Performance Report*, leave the applicable cell/option blank, and select  at the bottom of the form to



generate a data validation flag. Then respond to the flag using the reason *Other (specify)* explaining you don't provide this service.

- You can enter 4000 characters (around 800 words) in each cell in the form. If you need more space, you can upload the additional information as an attachment. For more information, see the *Attach a Supporting Document to your Performance Report* QRG.
- The *Implementation Plan Goals* tab will pre-populate with the applicable targets and results from the *nKPI targets* tab of your most recent nKPI form. If your latest results for the applicable indicators have not met your targets, you can enter reasons here as to why.
- You can add comments for your colleagues on any section of the form by selecting  at the top of the *Notifications Tray*, adding in the comment or question for your colleagues and then selecting *Save*.

5. Once the required data has been entered for the first section, select  at the bottom of the form.


The simple completeness data validations will now run on the cells you have completed in the first section of the form, and if any of the cells have been left blank, a data validation flag will appear in the *Notifications Tray*.

6. If a data validation flag has been generated, you can either respond to the message in the **Notifications Tray** explaining why the cell has been left blank or you can complete the empty cell.


 To open the *Notifications Tray* if it doesn't display, select  in the blue *Submission Data* bar at the top of the form.


If the cell needs to be completed:

- a. Enter the required data in the applicable cell.

 If you are unsure which cell has been left blank, in the *Notifications*






Tray, hover your mouse pointer to the right of the data validation flag title, select  and the applicable cells will be highlighted in red.

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


The data validation flag relating to the cell you have just completed should now have disappeared from the *Notifications Tray*.

Notifications Tray and add the details.

If the cell is to be left empty:


- In the **Notifications Tray**, hover your mouse pointer to the right of the data validation flag title, and select .
- Select  in the **Reason** field that displays and select *Other (specify)*.
- Enter a comment in the **Additional Information** field, explaining that you don't provide the service relating to the cell/option you have left blank.
- To save the comment, select .
- Repeat this process for any other blank cells on the tab that need to be explained.


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


- Repeat the above steps for each section of the form as required.
- Once you have finished entering your data into the different sections of the form and have saved the data, select  at the bottom of the form.

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

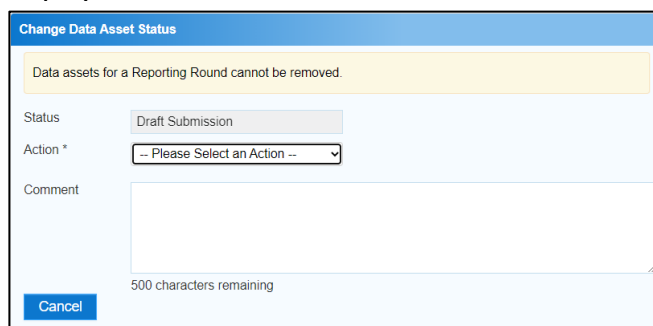
- Before progressing the data asset through the submission workflow, answer either **Yes** or **No** to the data sharing consent

questions that display under **Data Sharing** and then select .


 If needed, you can attach supporting documentation to your *Performance Report* before sending it to DSS. For more information, see the *Attach a Supporting Document to your Performance Report* QRG.

- To progress the *Performance Report* through the submission workflow, select .

The Change Data Asset Status dialog box will display.




The screenshot shows a dialog box titled "Change Data Asset Status". At the top, a yellow warning message states: "Data assets for a Reporting Round cannot be removed." Below this, there are three main sections: "Status" with a dropdown menu currently set to "Draft Submission"; "Action *" with a dropdown menu showing "-- Please Select an Action --"; and "Comment" with a large text area. At the bottom right of the text area, it says "500 characters remaining". A "Cancel" button is located at the bottom left of the dialog box.

- In the **Action** field, select  and select the appropriate action.

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 for approval.
- Request Approval** – Select this action to send the data asset to your CEO or their representative for internal approval.
- Request Interim Processing** – If you are a *Submission Reviewer* as well as a *Submission Uploader*, you can select this action to send the data asset to the DSS FAMS for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.

 If you can approve the data asset submission yourself, 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 your DSS FAM for processing.

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



13. One of the following buttons can now be selected when submitting the data asset, depending on the action you have selected:
 - a. To send the data asset for internal review, select . See the *Review an Indigenous Health Data Asset Submission* QRG for the next step in the process.
 - b. To submit the data asset directly for approval to your CEO or their representative, select . See the *Approve an Indigenous Health Data Asset Submission* QRG for the next step in the process.

The data asset has now been manually created and submitted to either the internal *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 (*Submission Reviewer* or *Submission Approver*) notifying them the data asset has been submitted to them for action.



For a more detailed description of how to submit a *Performance Report* in the Data Portal, see *Submit a Performance Report Data Asset* in the *Indigenous Health Data Reporting in the Health Data Portal for Health Services* user guide on the *User Support* page of the Data Portal.