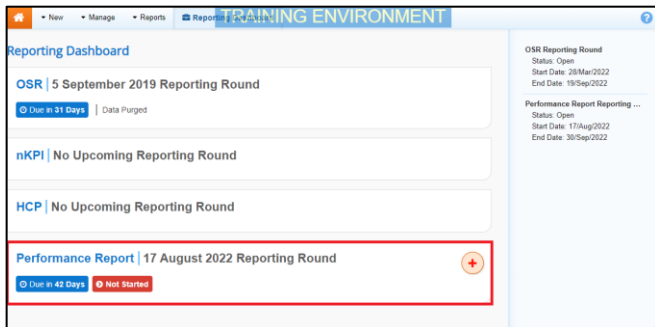





To submit your IAHP PHC Performance Report through the Data Portal as a *Submission Uploader*:

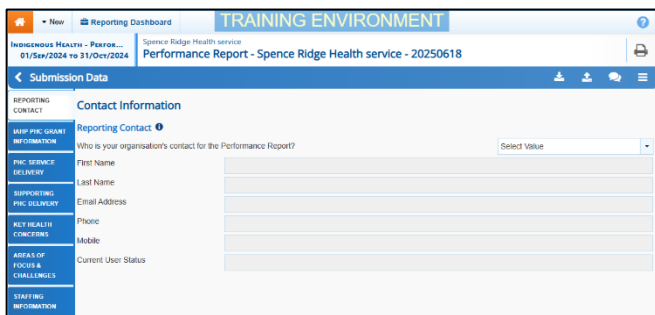
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal](#) QRG.

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



3. To create your IAHP PHC Performance Report, select  to the right of the **Performance Report** reporting round text in the **Reporting Dashboard** (as highlighted above in red).

The IAHP PHC Performance Report form will display with the *Reporting Contact – Contact Information* section displaying by default.



4. You need to complete each of the sections of your *IAHP PHC Performance Report* form before sending it to your DSS Funding Agreement Manager (FAM) for approval.

The following are the sections of the IAHP PHC Performance Report that need to be completed:


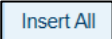
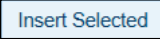
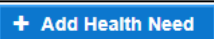

- **Reporting Contact** – Select the person within your service who will be the primary contact for your IAHP PHC Performance Report.

- **IAHP PHC Grant Information** – Your service’s grant information will display here and can be reviewed as needed.
- **PHC Service Delivery** – The selections from your 2024/25 Activity Work Plan (AWP) will display here. Select your achievement result for each selected category and detail the achievements you have made for each.
- **Supporting PHC Delivery** - The selections from your 2024/25 AWP will display here. Select your achievement result for each selected category and detail the achievements you have made for each.
- **Key Health Concerns** – The key health needs detailed in your 2024/25 AWP will display here. Detail the progress you have made against each need in the applicable text box.
- **Areas of Focus & Challenges** – The areas of focus and challenges detailed in your 2024/25 AWP will display here. Enter the progress you have made against each key areas of focus and challenge.
- **Staffing Information** – Detail any staffing challenges you have had in the last 12 months.
- **Implementation Plan Goals** – This section will display your nKPI results and targets for the last two collection periods. If any of your results didn’t meet your targets for the most recent collection period, enter text explaining why.
- **Stakeholder Relationships** – Select your result for stakeholder relationships and detail any key achievements and/or challenges.
- **Governance, Leadership and Culture** - The objectives and challenges detailed in your 2024/25 AWP will display here. Select your service’s result for each objective and detail your progress against it. For each challenge brought through from your AWP, detail the progress made.
- **Good News Stories** – If not already done in other sections of the form, detail any good news stories or innovations for the previous 12 months.





- **Income and Expenditure** – Upload your income and expenditure information for the 12-month period of your performance report. This is optional.
- **General Upload** – Upload any supporting documents associated with your performance report. For example, newsletters, case studies, brochures. This is optional.





Some tips for completing your IAHP PHC Performance Report in the Data Portal are:

- Enter information for each section of the form by selecting the applicable tab on the left-hand side of the form.
- The *IAHP PHC Grant Information* tab will pre-populate with your grant information. If any of this information needs to be changed, select  and ask for the information to be updated.
- The information entered in your 2024/25 AWP will display in the applicable *Response from 2024/25 Activity Work Plan* section of your *Performance Report*. You can use this information as a reference when detailing the progress you have made in this area, or you can include it as part of your answer by selecting  or  as applicable.
- Only enter a few sentences per objective/text box, and focus on achievements made with your IAHP PHC funding only.
- If you achieved something during the year that wasn't specified in your 2024/25 AWP, select the applicable "Add" button at the bottom of the section (e.g. ) and add the required detail.
- You can download an offline Word version of your Performance Report form to complete and then upload back to the Data Portal, by selecting . For more information see the [Use the Export Offline Form function to complete your IAHP PHC Performance Report](#) guide.
- On the tabs where you are asked to give your health service a rating, if your service


doesn't report on an element of the *Performance Report*, simply select the **Not Applicable** option and enter an explanation in the text box.

- You can enter 15000 characters (around 800 words) in each cell in the form so you should be able to fit all the information you need.
 - The *Implementation Plan Goals* tab will pre-populate with the applicable targets and results from the *nKPI targets* tab of your most recent nKPI forms. If your latest results for the applicable indicators have not met your targets, you will need to enter reasons here as to why. If any of your results or targets are missing, you will need to explain why. If you don't report on the nKPI's, simply state as such in the text box that displays.
 - 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 information 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 are blank, a data validation flag will appear in the *Notifications Tray*.


6. If a data validation flag has been generated, you will need enter the required information in the applicable cell(s).
-  If you are unsure which cell is blank, in the *Notifications Tray*, hover your mouse pointer to the right of the data validation flag title, select  and the applicable cell(s) will be highlighted in red.
 -  To open the *Notifications Tray* if it doesn't display, select  in the blue Submission Data bar at the top of the form.



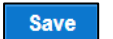
7. To save the amendment and run data validation again, select  at the bottom of the form.

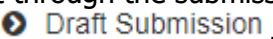
The data validation flag relating to the cell you have just completed should now have disappeared from the *Notifications Tray*.

8. Repeat the above steps for each section of the form as required.

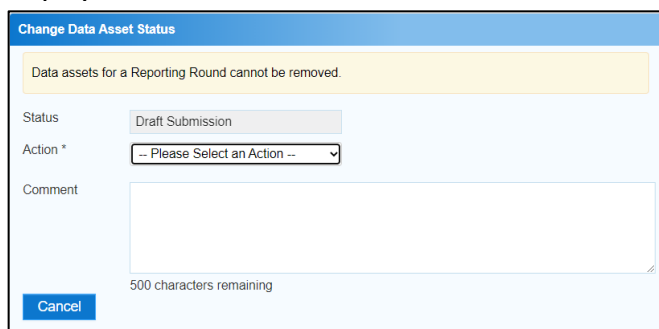
9. Once you have finished entering your information into the different sections of the form and have saved the information, select  at the bottom of your form.


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

10. Before progressing your IAHP PHC Performance Report through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** and then select .

11. To progress your IAHP PHC Performance Report through the submission workflow, select .

The Change Data Asset Status window will display.




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

The available actions are:



- **Request Review** – Select this action to send your Performance Report to your *Submission Reviewer* for review prior to it being submitted for approval.
- **Request Approval** – Select this action to send your Performance Report 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 submission to your DSS FAM 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 Performance Report yourself, you will also see *Approve for Submission* in the *Action* list. This allows you to approve the submission and submit it directly to your DSS FAM for processing.


13. In the **Comment** field, enter any comments regarding the action being performed on the Performance Report.

14. One of the following buttons can now be selected when submitting your IAHP PHC Performance Report, depending on the action you have selected:

- To send your report for internal review, select . See the [Review your IAHP PHC Performance Report \(Submission Reviewer\)](#) QRG for the next step in the process.
- To submit your Performance Report directly for approval to your CEO or their representative, select . See the [Approve your IAHP PHC Performance Report \(Submission Approver\)](#) QRG for the next step in the process.

Your IAHP PHC Performance Report has now been 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 (*Submission Reviewer* or *Submission Approver*) notifying them your Performance Report has been sent to them for action.

 For a more detailed description of how to submit your IAHP PHC Performance Report in the Data Portal, see *Submit your IAHP PHC Performance Report* in the [IAHP PHC Performance Report Reporting in the Health Data Portal](#) user guide on the [User Support](#) page of the Data Portal.