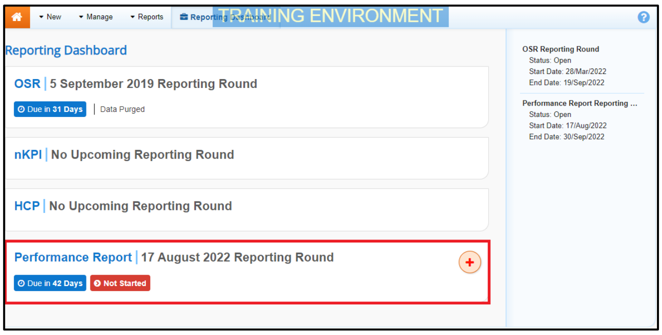
Australian Government
Department of Health and Aged Care

Submit your IAHP PHC Performance Report

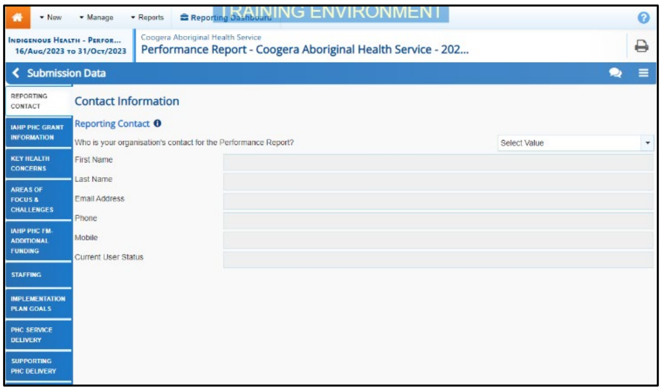
To submit your *Performance Report* through the Data Portal:

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 (*Reporting Contact*) 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*, simply select the **Not Applicable** option.
- You can now enter 15000 characters (around 800 words) in each cell in the form so you should be able to fit all the information you need.
- If you have any documentation you wish to add to your *Performance Report*, 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 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 be asked to explain why. If you don't report on the nKPIs, 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 **+ New** 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 **Save** 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 Save 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:

a. In the **Notifications Tray**, hover your mouse pointer to the right of the data validation flag title, and select .

b. Select in the **Reason** field that displays and select *Other (specify)*.

c. 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.

d. To save the comment, select Save.

e. 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.

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

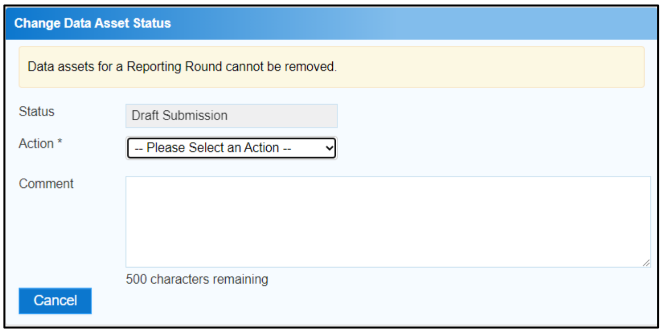
The Data Portal home screen will again display with the Reporting Dashboard open.

9. 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 Save.

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.

10. To progress the *Performance Report* through the submission workflow, select Draft Submission.

The Change Data Asset Status dialog box will display.



11. 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.

12. 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 [Request Review]. 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 [Request Approval]. 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.