

Australian Government

Amend your IAHP PHC Performance Report (Submission Uploader)

Department of Health and Aged Care

To amend your IAHP PHC Performance Report in the Data Portal at the request of your Submission Reviewer or Approver.

- 1. Open the Data Portal through Health Data Portal.
- 2. Log in using the information provided in the Registering for and Logging in to the Health Data Portal QRG.

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

Due in 176 Days	End Date: 31/Dec/2023	
Data Sharing		
to you agree to share your finalised processed Performance Report data (includes urrent and previous reporting periods) volth National Aboriginal Community controlled Heath Organisation ((N-CCHO) for the purpose of policy development, esserch and summary feedback and support to organisations?	• Yes No	
tivity Work Plan 30 April 2024 Reporting Round	I	

3. To open your IAHP PHC Performance Report form, hover your mouse pointer to the right of the Performance Report reporting round text in the Reporting

Dashboard and select 🕛.

When your Performance Report is sent back to you for amendment, it will generally have the status of Submission Revision Required.

Your IAHP PHC Performance Report form will display.

- New	C Reporting D	ashboard	I RAINING ENVIRONMEN I		0
INDIGENOUS HEAD	тн - Рекгок ю 04/Ост/2024	Spence Ridge H Performan	tealth service Ice Report - Spence Ridge Health service - 20230817		Ð
Submissi	on Data				🤉 🔳
REPORTING	Contact Info	ormation			
IAMP PHC GRANT INFORMATION	Reporting Con Who is your orga	ntact 0 Inisation's contact	for the Performance Report?	Stuart Dunn	•
KEY HEALTH	First Name		Stuart		
AREAS OF FOCUS & CHALLENGES	Last Name Email Address		Dunn Stuart Dunn@heath gov au		
IAHP PHC FM- ADDITIONAL FUNDING	Mobile				
STAFTING	Current User Sta	fus	Active		
INFLEMENTATION PLAN GOALS					
PHC SERVICE DELIVERY					

If your *Submission Reviewer* or *Approver* have asked you to make amendments to your Performance Report, they would've added comments to the section(s) of the form that needs updating, providing you with guidance on what needs to be done. Any sections of the form that have had comments added will display a \mathcal{P} on the corresponding tab.

4. Open the first section of your Performance Report form containing a \mathcal{D} , and read the comment(s) that has been added by either your Submission Reviewer or

Submission Approver asking you to make changes to the information in the section.

5. Then, as required, update the information in the required cell(s) based on the Submission Reviewer Approver's comments.

Once you have made the required amendments, or you haven't made the amendments and need to explain why, you should respond to the comment made by the Submission Reviewer/Approver.

6. To do this in the *Notifications Tray*, hover vour mouse pointer to the right of the

comment title, and select \bigcirc .

If the Notifications Tray doesn't display,

select 🛄 or 🗾 at the top of the form to open it.

- 7. Select in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
- 8. Enter your response in the Additional **Information** field.
- Save 9. To save the comment, select
- 10. Repeat steps 4 to 9 for any other sections in the form you have been asked to make amendments to.

U If you wish to add an internal comment for your colleagues explaining the changes you have

made to the values, select + New at the top of the Notifications Tray and add the details.

11. To exit your IAHP PHC Performance Report form and return to the Data Portal home screen, scroll to the bottom of the < Close form, and select

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

- 12. Before progressing your Performance Report through the submission workflow, answer either Yes or No to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.
- Save 13. To save the changes, select



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14. To progress your Performance Report through the submission workflow, selectSubmission Revision Required

The Change Data Asset Status dialog box will display, informing you that your draft submission cannot be removed.

Change Data Asset Status					
Data assets	for a Reporting Round cannot be removed.				
Status Action *	Submission Revision Required				
Comment					
Cancel	500 characters remaining				

15. In the **Action** field, select **Solution** 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 again.
- Request Approval Select this action to send your Performance Report directly to your CEO or their representative for approval.

If you can approve your IAHP PHC Performance Report yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the report and submit it directly to your DSS FAM for processing.

- 16. In the **Comment** field, enter any comments about the action being performed on your Performance Report.
- One of the following options can now be selected when submitting your Performance Report, depending on the action you have selected:
 - a. To send your Performance Report to your CEO or their representative for approval, select Request Approval. See the Approve your IAHP PHC Performance Report (Submission Approver) QRG for the next step in the process.
 - b. To send your Performance Report to your *Submission Reviewer* for review again, select Review. See the *Review your IAHP PHC Performance*

Report (Submission Reviewer) QRG for the next step in the process.

Your IAHP PHC Performance Report has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all users within your health service that have the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) letting them know your Performance Report had been submitted to them for action.