Australian Government



Department of Health and Aged Care

When completing your nKPI report in the Data Portal, only those indicators you are funded for as a health service should appear in your form. For example, Maternal and Child Health services will only see indicators 01, 02, 03, 11 and 13 in their form. This means these health services won't need to enter information for clinical services they don't provide.

There still may be times however, where you need to complete an indicator in the form that you either don't report on or don't have any data for.

To complete an indicator you don't report on/have values for in the Data Portal:

- Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.
- To commence creating your nKPI data asset for the current reporting round, select

 to the right of the nKPI data asset text in the **Reporting Dashboard**.

If your data asset has already been

created/is in draft, select 🕒 to open the form. The nKPI form will display.

🕋 • New • Mana	ige • Reports #	Reporting Remain INC	G ENVIRO	MENT		0
INDIGENOUS HEALTH - NKPI Culcaim Health Service 99/Nov/2021 to 30/Nov/2021 NKPI - Culcairn Health Service - 20211109						Ð
Submission Data						
PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT	PI01: Birth weight recorded and PI02: Birth weight result end end end end end end end en					
PID: HEALTH ASSESSMENTS	indigenous babies born within the previous 12 months who have had more than one visit, whose birth weight results were low, normal or high					
PR6: HBA1C RECORDED AND PR6: HBA1C RESULT			Normal		With birth weight	
PR7: CHRONIC DISEASE MARAGEMENT PLAN		(< 2,500 grams)	(>= 2,500 & < 4,500 grams)	(>= 4,500 grams)	(all live births)	Total bables born
PR9: SMOKING STATUS RECORDED AND PH0: SMOKING STATUS RESULT	Number of bables					
PH1: SMOKING STATUS RESULT OF WOMEN WHO	Total	0	0	0	0	0
GAVE BIRTH		0%	0%	0%	0%	
PH2: DODY MASS INDEX						
PH3: FIRST ANTENATAL CARE VISIT						
1914: IMMUNISED AGAINST INFLUENZA 6+ MONTHS						
PH6: ALCOHOL CONSUMPTION RECORDED						

To complete an indicator you don't report on/have values for, you will need to either leave the cells on the indicator blank or enter zeros. Which of these options you take depends on your situation.

If you are not funded to report on the indicator:

i. If the indicator is blank, enter a value in any cell on the indicator to bring

Save up and then remove the value.

Use If the indicator already has zeros in the cells, remove these using the *Clear all cells*

Complete nKPIs You Don't Report on/Have Data For

option under the *Options Menu* () on the blue *Submission Data* bar towards the top of the form.

- ii. To save the indicator as blank, select Save at the bottom of the form.
- iii. In the Notifications Tray, next to the data validation flag that displays, select
- iv. In the Respond to comment dialog box,

in the **Reason** field, select and select **Zero results/Blanks** - Not funded to provide this service, indicator not applicable.

- v. Enter any **Additional Information** if needed.
- vi. To continue, select Save

If you are funded to report on only part of the indicator (PI03 only):

- i. Enter your data into the applicable cells of PI03 and leave the rest of the cells blank.
- ii. Select Save at the bottom of the form.
- iii. In the **Notifications Tray**, next to the data validation flag that displays, select
- iv. In the Respond to comment dialog box,

in the **Reason** field, select and select **Zero results/Blanks** - **Not funded to provide this service, indicator not applicable**.

- v. In the **Additional Information** field, note that your service is only funded for part of the indicator.
- vi. To continue, select Save

Australian Government





Department of Health and Aged Care

If you are funded to report on the indicator but didn't see any clients for the collection period:

i. Enter zeroes into the indicator's cells by selecting 🔜 on the blue **Submission** Data bar towards the top of the screen

and selecting Populate empty cells with zeros.

- ii. If the indicator has a Total Clients column (or similar), replace the zeros in this column with your total client values.
- iii. If you wish to add an explanation of why the service wasn't provided for the

collection period, select + New at the top of the *Notifications Tray* and select Zero results/Blanks - Service provided, but no applicable clients seen in the period from the list.

- iv. Enter any Additional Information if needed.
- Save v. To continue, select

If you have provided the service but do not have the values for some reason:

i. If the indicator is blank, enter a value in any cell on the indicator to bring 🖹 Save

up and then remove the value.

If the indicator already has zeros in the cells, remove these using the *Clear all cells*

option under the Options Menu () on the blue Submission Data bar towards the top of the form.

- ii. To save the indicator as blank, select 🖺 Save at the bottom of the form.
- iii. In the Notifications Tray, next to the data validation flag that displays, select (🕤)
- iv. In the Respond to comment dialog box,

in the **Reason** field, select i and select Zero results/Blanks - Data could not be extracted.

- v. Enter any Additional Information if needed.
- Save vi. To continue, select

- 3. To save any other changes to the indicator 🖺 Save if needed, select
- 4. To exit the form and return to the Data Portal home screen, scroll to the bottom of < Close the form and select