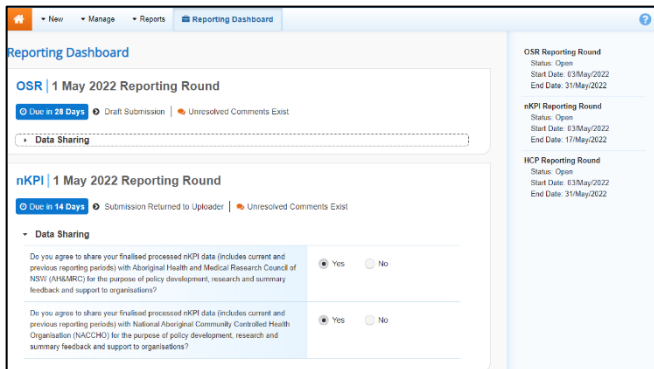




To amend a HCP submission returned by the FNHD Health Data Portal team in the Data Portal:




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.

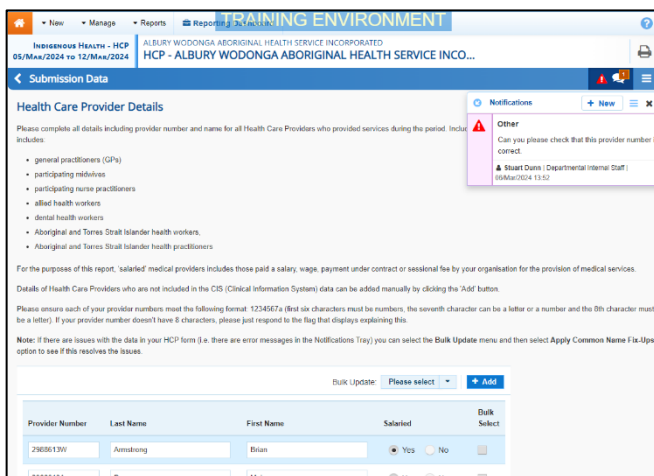
The Data Portal home screen will display with the *Reporting Dashboard* open.



3. To open the HCP form attached to the submission, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select




 If you need to change the *Title* or *Description* of the submission, you can do this in the Data Asset Details screen by selecting  next to  and then selecting *Open Data Asset*. The HCP form will display.




Any FNHD Health Data Portal team comments that need responding to will display in the *Notifications Tray* in the top right-hand corner of the form.

4. For each data validation flag, review the comments made by the Health Data Portal team in the **Notifications Tray**.



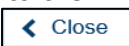
If you are unsure which cell the comment refers to, select  for the applicable data validation flag and the applicable cell(s) will be highlighted in red.

5. If a value needs to be changed to address the comment, update the value(s) in the required cell(s).
6. To respond to a comment made by the FNHD Health Data Portal team or the *Submission Uploader*, in the **Notifications Tray**, select .


7. Enter your comment in the **Additional Information** field.


8. To save the comment, select .

9. Repeat the process for each FNHD Health Data Portal team comment in the form.

10. To exit the HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

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

11. To progress the submission, select .

12. In the Change Data Asset Status dialog box, select the  in the **Action** field and select the action needed.

The available actions are:

- **Request Review** – Select this action to send the submission to the internal *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the submission back to your CEO or their representative for approval.



If you can approve the submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to Health and Aged Care for processing again.

13. In the **Comment** field, enter any comments about the action being performed on the submission.

14. One of the following buttons can now be selected when submitting the report,



depending on the action you have selected:

- a. To send the submission to the *Submission Reviewer* for review again, select [Request Review](#). See the *Review a HCP Submission as Part of Exception Reporting* QRG for the next step in the process.
- b. To send the submission back to your CEO or their representative for approval, select [Request Approval](#). See the *Approve a HCP Submission as Part of Exception Reporting* QRG for the next step in the process.

The HCP submission has now been amended and either sent back to your health service's *Submission Reviewer* for further review or sent straight on to the 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 report has been submitted to them again for action.