



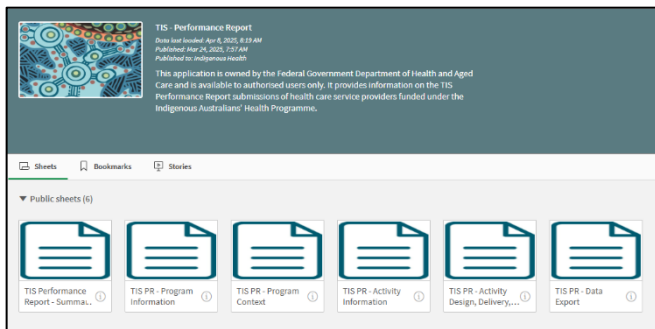
The Qlik - TIS – Performance Report app

The *Qlik TIS – Performance Report* app allows users to view the information entered by health services in their *TIS Performance Reports* through the Health Data Portal each *January* and *July*. It allows you to either view complete Performance Reports for a particular health service or focus on aspects of the performance report for all services, or for a grouping of your choice.

To access the *Qlik TIS – Performance Report* app:

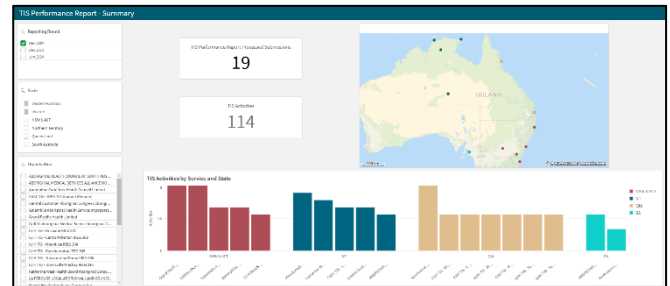
1. From the Data Portal home screen, select **Reports > Interactive Reports**.
2. On the Qlik screen that displays, select **Indigenous Health** on the left-hand side.
3. On the right-hand side of the screen, select the **TIS – Performance Report** tile.

The TIS – Performance Report screen will display.



The *TIS - Performance Report* screen contains six sheets that carry different elements of the information entered in the TIS Performance Report by health services through the Health Data Portal each *January* and *July*.

The TIS Performance Report – Summary sheet



The *TIS Performance Report – Summary* sheet displays the number of activities in all processed TIS Performance Reports for each collection period, by state and health service, displayed in both a graph and a map.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *TIS Performance Report Processed Submissions* section displays the number of completed reports for the selected collection period.

The *TIS Activities* section displays the number of activities contained within the TIS Performance Reports that have been processed as part of the selected reporting round.

The *map* shows the location of the health services with TIS Performance Reports that have been processed as part of the selected reporting round.

The *TIS Activities by Service and State* section at the bottom of the sheet contains graphs that show the health services by state that have processed TIS Performance Reports for the selected reporting round/collection period, along with the number of activities for each IREG/health service.






The TIS PR – Program Information sheet

The *TIS PR – Program Information* sheet summarises the information entered by health services on the *TIS Program Information* tab of their TIS Performance Reports as part of the completion of these reports.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

For each health service with a completed TIS Performance Report for the selected reporting round, the *TIS Program Information* table at the top of the sheet will display the IREG, TIS program name, partner organisations and the date the report was completed.

The *TIS Program Contacts* table at the bottom of the sheet will show the details of each of the service’s nominated contacts for their TIS program.

 You can filter the data contained within the different tables by using the  in any of the columns that display .

The TIS PR – Program Context sheet

The *TIS PR – Program Context* sheet displays the numbers contained within the *Cultural Basis*, *Engaging with Partners* and *Supporting Smoke-Free Environments* tabs in the Health Data Portal TIS Performance Report, for all reporting health services.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *TIS Cultural Basis* table displays each service, their TIS program and IREG along with the TIS FTE numbers as entered in the *Section 2 Cultural Basis* tab of the TIS Performance Report form by each service.

The *TIS Activity Partnerships, Leadership and Advocacy* table displays each service, their TIS program and IREG along with the numbers entered by each service in the *Partnerships, Leadership and Advocacy* section of the *Section 3 Engaging with Partners* tab of the TIS Performance Report form.

The *TIS QUIT Support Partnerships* table again displays each health service, their TIS program and IREG along with the numbers entered by each service in the *Quit Support Partnerships* section of the *Section 3 Engaging with Partners* tab of the TIS Performance Report form.

The *TIS Smoke-Free Organisations, Public Spaces & Homes* table again displays each reporting health service, their TIS program and IREG along with the numbers entered by each service in the *Section 4 Supporting Smoke-Free Environments* tab of the TIS Performance Report form.



You can filter the data contained within the different tables by using the in any of the columns that display .

The TIS PR – Activity Information sheet

The *TIS PR – Activity Information* sheet is the first of two sheets in the *TIS – Performance Report* app that displays the details of the different activities completed by reporting health services as part of the execution of their TIS programs. These details are recorded by the services in the Health Data Portal TIS Performance Report for the applicable collection period and are then surfaced through the *TIS PR – Activity Information* sheet.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *Activity Information* table displays the activity names and details for each of the reporting health services, plus their start and finish dates and how many times they were run during the six-month collection period. The call to action for each individual activity is also included in this table.

The *Activity Type* table again displays the activity names and details, along with the detail of the different elements each activity was composed of (*Social Media Campaigns, Community Education* etc).

The *Activity Focus* table lists the aims of each individual activity for each health service, along with who the different target audiences were for each activity.

The *Activity Partnerships* table details the partnership information for each health service activity that is listed in the report, including the different types of organisations the health services worked with to deliver the activity.

You can filter the data contained within the different tables by using the in any of the columns that display .

The TIS PR – Activity Design, Delivery and Monitoring sheet

The *TIS PR – Activity Design, Delivery and Monitoring* sheet is the second of two sheets in the *TIS – Performance Report* app that displays the details of the different activities completed by reporting health services as part of the execution of their TIS programs. These details are recorded by the services in the Health Data Portal TIS Performance Report for the applicable collection period and are then surfaced through the *TIS PR – Activity Design, Delivery and Monitoring* sheet.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *Activity Design* table displays the activity names and details for each of the reporting health services, along with whether design input was given by the community for each activity, who provided the input and how the input was provided.

The *Activity Delivery* table displays the activity names and details for each of the reporting health services, along with the LGAs and communities the activity was delivered to, the number of people who were exposed to and engaged with the activity, whether the activity was delivered as






intended, what worked well and what could be improved.

The *Activity Measurement Methods* table displays the activity names and details for each of the reporting health services, along with the different methods used to measure the success of each activity.

The *Activity Expected and Observed Outcomes* table displays the activity names and details for each of the reporting health services, along with the details of the expected and observed outcomes for each activity.

The *Activity Conclusions* table displays the activity names and details for each of the reporting health services, along with whether each activity achieved its outcomes, why it did or didn't achieve these, what feedback the services received on each of their activities and what lessons they learnt while delivering the activities.

 You can filter the data contained within the different tables by using the  in any of the columns that display .

The TIS PR – Data Export sheet

The *TIS PR – Data Export* sheet allows you to export all TIS Performance Report information to Excel for use as needed.

1. To display TIS Performance Report data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *TIS PR – Data Export* sheet contains two tables, the *TIS PR Program Level Data* table and the *TIS PR Activity Level Data* table, which will need to be exported/downloaded from Qlik separately.

2. To export the data from Qlik, right-click anywhere on the table to be exported and select **Download as... > Data**.
3. To continue, select **Export**.
4. To download the spreadsheet, select the **Click here to download your data file link**.
5. In the Save As dialog box that displays, navigate to where you wish to save the Excel file and then select **Save**.
6. You can now navigate to where you have saved the Excel spreadsheet, open it and filter/share the data contained within as needed.



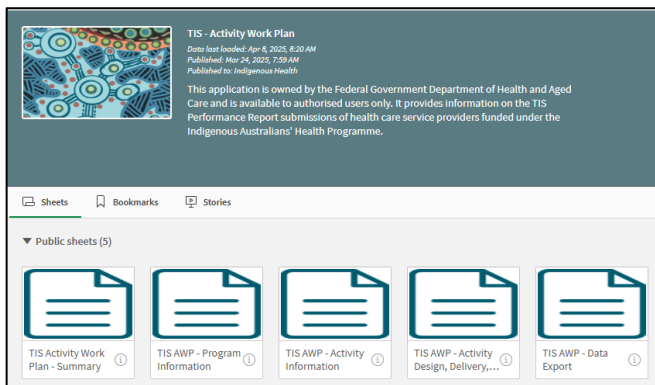
The Qlik - TIS – Activity Work Plan app

The *Qlik TIS – Activity Work Plan* app allows you to view all the information entered by health services in their *IAHP PHC Activity Work Plans* through the Health Data Portal each June. It allows you to either view complete Activity Work Plans for a particular health service or focus on aspects of the AWP for all services, or for a grouping of your choice.

To access the *Qlik IAHP – Activity Work Plan* app:

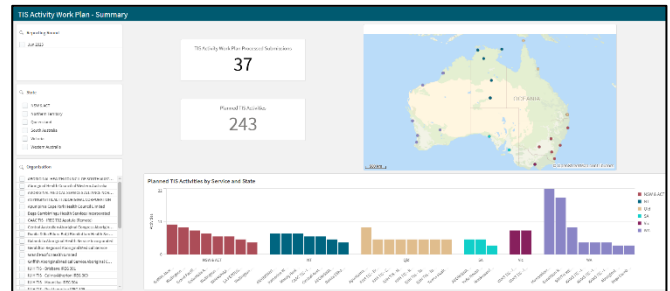
1. From the Data Portal home screen, select **Reports > Interactive Reports**.
2. On the Qlik screen that displays, select **Indigenous Health** on the left-hand side.
3. On the right-hand side of the screen, select the **TIS – Activity Work Plan** tile.

The TIS – Activity Work Plan screen will display.



The *TIS – Activity Work Plan* screen contains six sheets that carry different elements of the information entered in the TIS Activity Work Plan (AWP) by health services through the Health Data Portal each June.

The TIS Activity Work Plan – Summary sheet



The *TIS Activity Work Plan – Summary* sheet displays the number of activities in all processed TIS AWP for each collection period, by state and health service, displayed in both a graph and a map.

1. To display TIS AWP data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *TIS Activity Work Plan Processed Submissions* section displays the number of completed reports for the selected collection period.

The *Planned TIS Activities* section displays the number of activities contained within the TIS AWP that have been processed as part of the selected reporting round.

The *map* shows the location of the health services with TIS AWP that have been processed as part of the selected reporting round.

The *Planned TIS Activities by Service and State* section at the bottom of the sheet contains graphs that show the health services by state that have processed TIS AWP for the selected reporting round/collection period, along with the number of activities for each IREG/health service.



The TIS AWP – Program Information sheet

The *TIS AWP – Program Information* sheet summarises the information entered by health services on the *TIS Program Information* tab of their TIS AWP as part of the completion of their reports.

- To display TIS AWP data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

For each health service with a completed TIS AWP for the selected reporting round, the *TIS Program Information* table at the top of the sheet will display the IREG, TIS program name, partner organisations and the date the report was completed.

The *TIS Program Contacts* table will show the details of each service’s nominated contact for their TIS program while the *TIS Smoke-Free Organisations, Public Spaces, & Homes* table at the bottom of the sheet will show each health service, IREG and program name, along with the smoke free organisations and public spaces and homes numbers recorded by each health service for each TIS program.

The TIS AWP – Activity Information sheet

The *TIS AWP – Activity Information* sheet is the first of two sheets in the TIS – Activity Work Plan app that displays the details of the different activities completed by reporting health services as part of the planning of their TIS programs. These details are recorded by the services in the Health Data Portal TIS AWP for the applicable collection period and are then surfaced through the *TIS AWP – Activity Information* sheet.

- To display TIS AWP data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *Activity Information* table displays the activity names and details for each of the reporting health services, plus their proposed start and finish dates and how many times they will be run during the six-month collection period. The call to action for each individual activity is also included in this table.

The *Activity Type* table again displays the activity names and details, along with the detail of the different elements each activity will be composed of (*Social Media Campaigns, Community Education* etc).

The *Activity Focus* table lists the aims of each individual activity for each health service, along with who the different target audiences will be for each activity.

The *Activity Partnerships* table details the partnership information for each health service activity that is listed in the report, including the different types of organisations the health service will work with to deliver the activity.



You can filter the data contained within the different tables by using the in any of the columns that display .

The TIS AWP – Activity Design, Delivery and Monitoring sheet

The *TIS AWP – Activity Design, Delivery and Monitoring* sheet is the second of two sheets in the *TIS – Activity Work Plan* app that displays the details of the different activities completed by reporting health services as part of the planning of their TIS programs. These details are recorded by the services in the Health Data Portal TIS Activity Work Plan for the applicable collection period and are then surfaced through the *TIS AWP – Activity Information* sheet.

1. To display TIS AWP data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *Activity Design* table displays the activity names and details for each of the reporting health services, along with whether design input will be given by the community for each activity, who will provide the input and how it will be provided.

The *Activity Delivery* table displays the activity names and details for each of the reporting health services, along with the LGAs and communities each activity will be delivered to along with the number of people expected to be exposed to and engage with the activity.

The *Activity Measurement Methods* table displays the activity names and details for each of the reporting health services, along with the different methods that will be used to measure the success of each activity.

The *Activity Expected Outcomes* table displays the activity names and details for each of the reporting health services, along with the aims and the details of the expected outcomes for each activity.

You can filter the data contained within the different tables by using the in any of the columns that display .

The TIS AWP – Data Export sheet

The *TIS AWP – Data Export* sheet allows you to export all TIS AWP information to Excel for use as needed.

1. To display TIS AWP data, select the **Reporting Round** you wish to view data for by selecting the applicable check box in the top left-hand corner of the sheet.

The *TIS AWP – Data Export* sheet contains two tables, the *TIS AWP Program Level Data* table and the *TIS AWP Activity Level Data* table, which will need to be exported/downloaded from Qlik separately.

2. To export the data from Qlik, right-click anywhere on the table to be exported and select **Download as... > Data**.
3. To continue, select **Export**.
4. To download the spreadsheet, select the **Click here to download your data file link**.
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