Australian Government
Department of Health and Aged Care

To approve your service's IAHP PHC AWP after it has been amended by your *Submission Uploader* as requested by your DSS FAM:

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.
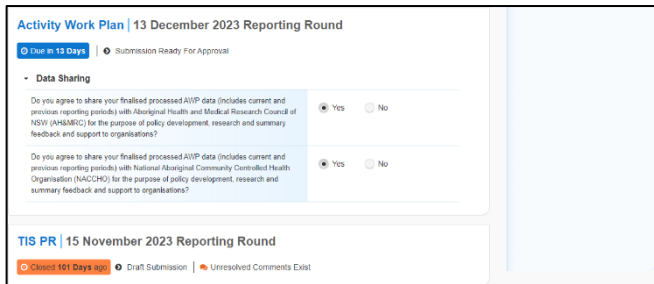
⚠️ To be eligible for approval, the AWP's status will need to be *Submission Ready for Approval*.

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

The IAHP AWP form will display.

4. You can now perform a final review of the AWP form, focussing primarily on the sections with a 💬1 displaying on the corresponding tab on the left-hand side of the form.

In these sections, the *Notifications Tray* will display any comments added by your DSS FAM, along with the responses added by your *Submission Uploader/Reviewer*.

⚠️ To open the *Notifications Tray* if it doesn't display by default, select 💬 in the blue *Submission Data* bar at the top of the screen.

5. To see the cell(s) each comment and the associated response refers to, select 👁 in the **Notifications Tray**.
6. Review the comment and response, and any associated information changes made by your *Submission Uploader/Reviewer* to ensure you are happy with them.
7. If needed, make any final changes to the information in the applicable cell(s) and then save the change.

8. Once you have reviewed each of the sections with a 💬1 displaying, review the rest of the form as/if needed, making any final changes as you go, if required.

⚠️ If you would like to leave your own comment for your *Submission Uploader* if you need to return the form to them, select ➕ New in the *Notifications Tray* and add your comment, linking it to a particular cell and making it a private comment if needed. Once you are done, select Save.

9. To exit the IAHP PHC AWP form and return to the Data Portal home screen, scroll to the bottom of the form, and select ◀ Close.

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

10. To progress the AWP form through the submission workflow, select ⊙ Submission Ready For Approval.
11. In the Change Data Asset Status dialog box, in the **Action** field, select ⏷ and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the AWP for processing again by your DSS FAM.
- **Revision Required** – Select this action if the AWP needs to be returned to the *Submission Uploader* for amendment.

12. In the **Comment** field, enter any comments regarding the action being performed on the AWP.
13. One of the following buttons can now be selected when submitting the AWP, depending on the action you have selected:
    a. To approve the AWP and send it for processing again by your DSS FAM, select Approve for Submission. See the *Process an IAHP PHC AWP (DSS)* QRG for the next step in the process.
    b. To send the AWP back to the *Submission Uploader* for amendment, select Revision Required. See the *Amend an IAHP PHC AWP* QRG for the next step in the process.

The IAHP PHC AWP has now been approved and sent back to your DSS FAM for processing now the issues they identified and commented on have been resolved.