

REQUIREMENTS IN PREPARATION FOR REPORTING HEALTH DATA PORTAL

The Indigenous Australians' Health Programme (IAHP) funds high-quality primary health care for Aboriginal and Torres Strait Islander people. It funds Indigenous led, culturally appropriate initiatives to increase access to health care and improve the health of Aboriginal and Torres Strait Islander people. Health services funded under the IAHP report on:

- a set of National Key Performance Indicators for Aboriginal and Torres Strait Islander primary health care (nKPIs)
- their organisation and the services they provide, to the Online Services Report (OSR)
- Health Care Provider (HCP) number/s
- PHC Performance Report (PR)
- PHC Activity Work Plan (AWP).

The nKPI data is submitted every six months in January and July, the OSR and HCP data is submitted once a year in July. The AWP is submitted each June, and the Performance Report is submitted each September.

The nKPI, OSR and HCP data reported through the HDP have multiple uses. These include:

- improving the delivery of primary health care services, by supporting continuous quality improvement activity among service providers
- supporting policy and planning at the national and state/territory level by monitoring progress and highlighting areas for improvement
- identifying key issues affecting Aboriginal and Torres Strait Islander primary health services
- identifying gaps in services provided
- contributing to the reception of PIP QI Incentive payments (if the service is eligible).

The [Health Data Portal](#) (HDP) is the mechanism by which these data are submitted. Before a potential user can access the HDP the following authentication steps are required:

- The user must create a personal [myID](#) account on a personal mobile device
- The user must have a profile created for them in the [Relationship Authorisation Manager](#) (RAM) by the organisation's Principal Authority (see below).

The [Principal Authority](#) will use the RAM to:

- link the business' Australian Business Number (ABN); and
- create new users and authorise them to act on behalf of the organisation.

Each user's first and last name must be recorded the same way in each of the above.

Principal Authority

The Principal Authority is a person whose name is listed on one of the following:

- [Australian Business Register](#) (ABR)
- [Australian Securities and Investments Commission](#) (ASIC)
- [Office of the Registrar of Indigenous Corporations](#) (ORIC)
- [Australian Charities and Not-for-profits Commission](#) (ACNC)

It is usually the CEO, or other executive level officer who bears this responsibility to link the business/organisation and create users (authorise users) in the RAM.

If there is no one in this role, reach out to your organisation's tax agent or accountant who has the authority to update the relevant websites to include the new Principal Authority for the organisation.

The Australian Taxation Office (ATO) has a helpline (see below under Troubleshooting) to assist the Principal Authority to link the business/organisation in the RAM and create new users.

Once the authentication process has been completed, the potential user can go to the HDP (<https://dataportal.hwealth.gov.au>) and register using their personal myID account on their personal mobile device.

Register for the Health Data Portal

To register for the HDP please follow this Quick Reference Guide: [Register for and Log in to the Health Data Portal](#).

Troubleshooting

When creating your myID account, do not use your Medicare card number as the first identity document.

If you change personal mobile devices, you will need to reload the myID app on your new device and re-enter your identification documents as part of the process. The organisation's Principal Authority will then need to either edit or re-create your user profile in the RAM, to resend the authorisation email to you, so you can re-enter the authorisation code within to reconnect your myID to your RAM profile.

The name you use for your myID, must be the same throughout the authentication process (myID and RAM).

The email address you use for your myID must not be generic, it must be unique to you. The email address used in the RAM can be the email address you use in your organisation, as that is the email address the authentication email will be sent to, for you to accept.

When registering for the HDP, using your personal myID as the authentication step, the contact details should be the contact details you use for the organisation.

Helpdesk details:

ATO myID: 1300 287 539 (Option 2)
ATO RAM: 1300 287 539 (Option 3)
Department of Health and Aged Care HDP:
indigenousreporting@health.gov.au