Australian Government

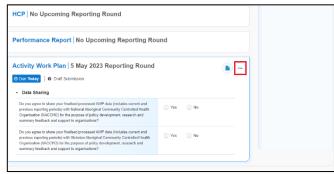




Department of Health and Aged Care

As part of the submission of your IAHP PHC Activity Work Plan (AWP) to your DSS Funding Agreement Manager (FAM) through the Health Data Portal, you may have some additional, supporting documentation that you would like to include as part of your submission, such as your *budget* or your *assets register*. You can easily attach this documentation to your AWP in the Data Portal.

To attach a document to your IAHP PHC AWP:



 On the Data Portal home screen, in your **Reporting Dashboard**, hover your mouse pointer to the right of the **Activity Work Plan** reporting round text and

select 😳 and then select **Open Data Asset**.

The Data Asset Details screen will display.

🕂 • New • Manage •	Reports 📾 Reporting Data	INING ENVIRONM	IENT	0		
INDIGENOUS HEALTH - ACTIVITY 05/May/2023 to 31/May/2023	Victorian Aboriginal Health Servi Activity Work Plan - Vi	ice Co Operative Ltd ctorian Aboriginal Health Serv	vice Co Pier Activity Work Plan For	m 🖋 📀		
Asset Details	D	raft Ready For Review Ready F	For Approval Approved Ready for Processing	Processed		
Title "	Activity Work Plan - Victorian Aboriginal Health Service Co Operative Ltd - 20230531					
Description						
Submitted by	Stuart Dunn					
Organisation	Victorian Aboriginal Health Service Co Operative Ltd					
Date Submitted	31/May/2023					
Folder*	Folder *	Indigenous Health	~			
(This determines who in Health receives the submission)	Sub-Folder	Activity Work Plan	~			
	Additional info					
Reporting Round	Reporting Period	05/May/2023 to 31/May/2023	*			
	Data Period	01/Jul/2022 to 04/May/2023				
Data Period	Start:	End:				
Purge Date						
Data Sharing						
	h Organisation (NACCHO) for the pu	and provious reporting periods) with National rpose of policy development, research and	Yes No			
	h Organisation (VACCHO) for the pu	and previous reporting periods) with Victorian pose of policy development, research and	Yes No			

- Put the screen into edit mode by selecting
 in the top right-hand corner of the screen.
- To upload your supporting document(s), scroll to the bottom of the screen and select Add File.

The Upload Files dialog box will display.

4. Select + Choose File(s)

The Windows dialog box will display.

- 5. Locate the document you wish to upload to the data asset.
- 6. Select the file and then select

The Data Assets Details screen will display, and the selected document will now appear in the **Files** section of the Data Asset Details screen.

Files					
File Name	Last Modified	Description	Actions		
MANUAL - AVP - Victorian Aberiginal Health Service Co Operative Ltd - 2020/531-100632.xml 63 KB (text/xml)	31/May/2023 18.06		vi ⊗ ∰ ⊕ ₽		
Yerin Abariginal Health Services Statling Profile docx KB (Microsoft Word)	31/May/2023 18:25		vi ≘ ●		
Comments					
Status Change					
Cancel		🗻 Add File	Save		

 If needed, you can enter some information into the **Description** field explaining to your DSS FAM which section(s) of your IAHP PHC AWP the attached document refers to.

Use If you have uploaded the incorrect document and need to remove it, simply select in from the *Actions* column of the *Files* section.

- 8. Repeat steps **3** to **6** for any other documents you need to attach.
- To save the upload of your document(s), select save at the bottom of the screen.
- 10. To return to the Data Portal home screen,



Once you have attached your supporting documentation to your IAHP PHC AWP. you should inform your DSS FAM that you have done so, so they know to look out for this documentation when reviewing your AWP.