

## Australian Government

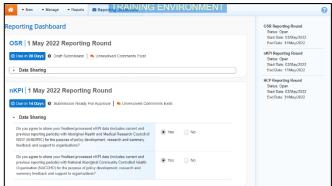
**Department of Health and Aged Care** 

## Approve your nKPI Submission based on AIHW Feedback (Submission Approver)

To approve your service's nKPI submission after it has been amended by your *Submission Uploader/Reviewer* as requested by the AIHW:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 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, your service's nKPI submission's status will need to be *Submission Ready for Approval*.

3. To open your nKPI form, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting

Dashboard and select

## The nKPI form will display.

🕂 • New • Manag	e • Reports	Reporting	RAINING E	INVIRONI			G
INDIGENOUS HEALTH - NKPI 04/Nov/2020 to 30/Nov/2020 NKPI - Culcairn Health Service - 20201104							e
Submission Data							2 =
101: BIRTH WEIGHT IECORDED AND PN2: BIRTH VEIGHT RESULT			ed and PI02: Birt				nKPI User gul
105: HEALC RECORDED AND 106: HEALC RESULT	Indigenous bables b	om within the		Normal	one visit, whose birth v	With birth weight	normal or high
107: CHRONIC DISEASE IANAGEMENT PLAN			Low ( < 2,500 grams)	( >= 2,500 & < 4,500 grams)	High ( ≻= 4,500 grams)	recorded (all live births)	Total babies born
109: SMOKING STATUS ECORDED AND PI10: MOKING STATUS RESULT	Number of bables	(Previous)	6	29	0	35	36
PH1: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH		(Current)	6	29	0	35	38
	Total		6	29	0	35	36
112: BODY MASS INDEX	iotal		17%	83%	0%	92%	
113: FIRST ANTENATAL CARE ISIT							
H4: IMMUNISED AGAINST II LUENZA 6+ MONTHS							
116: ALCOHOL							

Any value changes made in the form by your *Submission Uploader* or *Submission Reviewer* will appear in an additional line with *Current* next to it and an orange border around the cell that has been changed. Any changes you then make to values will update the *Current* line with the updated value still highlighted by an orange border. All users viewing the form can now easily identify the original value submitted to the AIHW by the health service, and the updated value that has been changed following AIHW feedback.

- Review the data in your nKPI form as required, focussing on indicators with a displaying on the corresponding tab, if there are any.
- In the first section/indicator of the form displaying a , read the comment that has been left for you in the Notifications Tray.

## If the Notifications Tray doesn't display,

select 2 in the top right-hand corner of the form to open it.

- If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select at the top of the comment in the Notifications Tray.
- 7. In the Notifications window that displays, select Save.

The comment has now been removed from the nKPI form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

If you need to respond to one of the comments that has been left, select  $\bigcirc$  in the comment in the Notifications Tray. In the window that displays, select a *Reason*, and enter your response in the *Additional Information* field and

select Save. Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the nKPI submission back to them for amendment.

9. To exit your nKPI 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 your nKPI submission through the submission workflow, select
  Submission Ready For Approval
- 11. In the Change Data Asset Status dialog box, in the **Action** field, select <sup>™</sup> and select **Approve for Submission**.

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If you responded to one of the comments in the form and need to send the nKPI report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then

select Revision Required

- 12. In the **Comment** field, enter any comments about the action being performed on the nKPI submission.
- 13. To approve your nKPI submission and send it for processing by the AIHW, select Approve for Submission. See the *Process an nKPI Submission* QRG for the next step in the process.

Your nKPI submission has now been approved and sent to the AIHW again for processing.