



The table below lists the different roles used in Indigenous health data reporting in the Health Data Portal, who is usually assigned these roles and the functions each of the roles can perform.

Role	Usually Assigned To	Data Portal Functions
Submission Uploader	health service staff responsible for reporting	<ul style="list-style-type: none"> • Create and submit manual reports, if applicable • Update and submit direct load reports • Amend data values/text based on AIHW/Health/DSS feedback • View historical reports as required • PDF and/or print a form at any stage of the workflow process as/if needed • Download a report detailing a history of all data validation flags and accompanying responses in a report
Submission Reviewer	health service staff responsible for reporting	<ul style="list-style-type: none"> • Review and update reports as required • Amend data values/text based on AIHW/Health/DSS feedback • Return reports to the <i>Uploader</i> for amendment as/if required • Submit reports for to the <i>Approver</i> for approval • View historical reports as required • PDF and/or print a form at any stage of the workflow process as/if needed • Download a report detailing a history of all data validation flags and accompanying responses in a report
Submission Approver	health service CEOs or their representative	<ul style="list-style-type: none"> • Review and update reports • Mark any internal conversations as done as required • Return reports to the <i>Uploader</i> for amendment as/if required • Approve reports for submission to the AIHW/Health/DSS • PDF and/or print a form at any stage of the workflow process as/if needed • Download a report detailing a history of all data validation flags and accompanying responses in a report
Submission Viewer	health service staff not involved in the data submission process Affiliate staff wishing to view reports for health services	<ul style="list-style-type: none"> • View <i>Processed</i> reports in read only mode • PDF and/or print a completed form • Extract approved data files from reports if needed
Data Receiver	The AIHW (nKPI and OSR) Health (HCP) DSS FAMs (PHC IAHP Performance Report and AWP, TIS Performance	<ul style="list-style-type: none"> • Review health service reports • Return reports to the health service that have been sent in error • Add comments to indicators with data issues, for actioning by health services • Mark data validation issue comments as done as



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	Report and AWP)	<ul style="list-style-type: none"> needed Exclude certain health service data from reports if required Process reports as complete PDF and/or print a completed form
User Administrator	health service user(s) identified as responsible for the reporting process in the Data Portal	<ul style="list-style-type: none"> Assign roles and folders to users within their health service Nominate users within their health service to be given Qlik Interactive/Published Reports access Perform functions associated with any other Data Portal roles they have Action user profile requests within their health service for users from other services
Organisation Administrator	FNHD Administrators	<ul style="list-style-type: none"> Create organisation records in the Data Portal for new health services or health services that now need to report Update organisation records to ensure they are accurate (including addresses and the data items the organisation needs to report on) View user records within their organisations to track completeness of role allocations
Interactive Report Viewer	health services The AIHW FNHD Administrators DSS Grant Managers NACCHO Sector Support orgs MOH	<ul style="list-style-type: none"> View interactive reports displaying health service nKPI data and how it compares to national targets and other similar health services View management reports that will (amongst other things) allow you to track the progress of health service's reports through the data submission workflow (FNHD Administrators and the AIHW)
Published Report Viewer	health services NACCHO Sector Support orgs DSS Grant Managers	<ul style="list-style-type: none"> View and download health service nKPI Summary reports published in the Health Data Portal by the Department of Health, Disability and Ageing
Reporting Round Administrator	FNHD Administrators	<ul style="list-style-type: none"> Create and update reporting round records