Australian Government

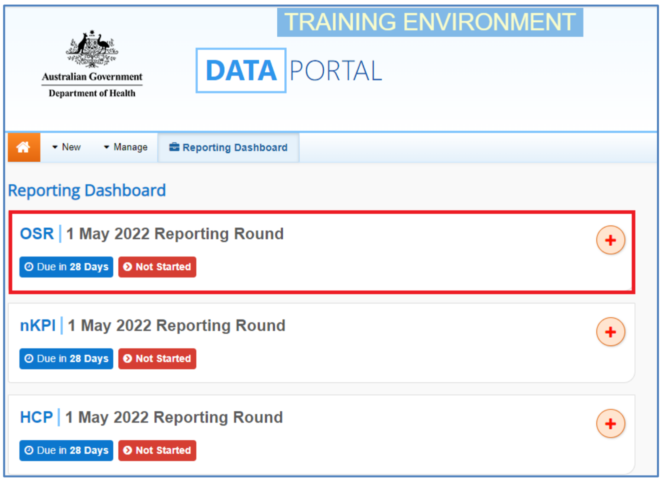
Department of Health and Aged Care

Submit an OSR Report (Manual Submission)

To manually submit an OSR submission in the Health Data Portal:

1. Open the Health 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.

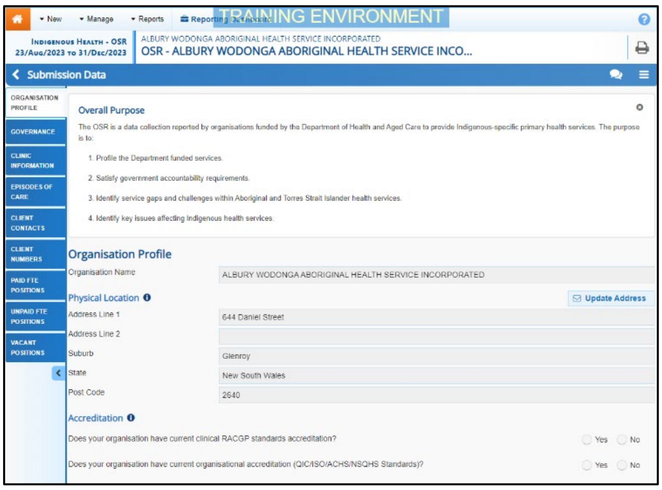
The Data Portal home screen will display with the *Reporting Dashboard* open.



3. To commence the creation of your manual OSR submission, select ⊕ to the right of the OSR reporting round text in the **Reporting Dashboard** (*as highlighted above in red*).

You can also create a manual submission by selecting **New** and then selecting *Asset for Submission* from the list that displays.

A blank OSR form will display, broken down by sections on the left-hand side, and can now be populated with your data as required.



4. The required OSR data can now be entered into the first section of the form as needed.

For more information on how to complete the OSR form, see *Submit an OSR Report (Manual Process)* in the detailed [user guide](#).

Organisations funded only for M&CH services, should ONLY report on the M&CH health activity funded through the Indigenous Australians' Health Programme (for example the 1 or 2 funded staff positions who support Indigenous mothers and babies) rather than their entire client base and workforce.

5. To save your changes to each section as you go, select **Save** at the bottom of the form.

Data validation will now run on the cells you have completed on the section and if there are any validation issues with your data, flags will appear in the *Notifications Tray.*

6. If data validation flags have been generated, read the messages in the **Notifications Tray** to determine whether any values in the section are incorrect and need to be amended, or if the values are correct in your view but may require further explanation.

To open the *Notifications Tray* if it doesn't display, select the notification icon in the blue *Submission Data* bar at the top of the form.

If data values need to be amended:

a. Update the applicable data value(s) in the required cell(s) to address the data validation issue(s).

If you are unsure which value(s) needs to be updated, in the *Notifications Tray*, hover your mouse pointer to the right of the data validation flag, select the eye icon and the applicable cells(s) will be highlighted in red.

b. To save the amendment and run data validation again, select

Save at the bottom of the form.

The data validation flag relating to the data value you have just amended should now have disappeared from the *Notifications Tray*.

c. If the data validation flag hasn't disappeared, repeat the process of making amendments to the data and selecting Save until this occurs.

If you wish to add a comment for your colleagues explaining the changes you have made to the data values, select + New at the top of the *Notifications Tray* and add the details.

If explanatory comments need to be added to the data:

a. In the **Notifications Tray**, hover your mouse pointer to the right of the data validation flag title, and select.

b. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.

c. Enter your comment in the **Additional Information** field.

d. To save the comment, select Save.

e. Repeat this process for any other values in the section that need to be explained.

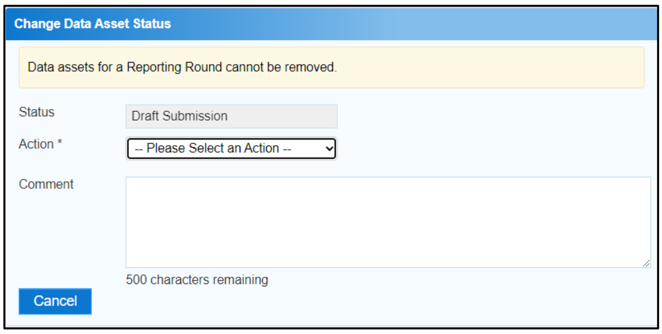
The comment(s) has been added and can be viewed by anyone accessing the submission in the Data Portal.

7. Repeat the above steps for each section of the form as required.
8. Once you have finished entering your data into the different tabs on the OSR form, select Close at the bottom of the form.

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

9. Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the two data sharing consent questions that display.
10. To save the changes, select Save.
11. To progress the submission through the workflow, select Draft Submission for the OSR submission.

The Change Data Asset Status dialog box will display, informing you that your draft submission cannot be removed.



12. In the **Action** field, select and select the appropriate action.

The available actions are:

- **Request Review** – Select this action to send the submission to someone within your health service for review prior to it being submitted for approval.
- **Request Approval** – Select this action to send the submission to your CEO or their representative for internal approval.
- **Request Interim Processing –** If you are a *Submission Reviewer* as well as a *Submission Uploader*, you can select this action to send the submission to the AIHW for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.

If you can approve the submission yourself, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the submission and submit it directly to the AIHW for processing.

13. In the **Comment** field, enter any comments regarding the action being performed on the submission.

14. One of the following options can now be selected when submitting the OSR report, depending on the action you have selected:
    a. To send the submission for internal review, select Request Review. See the *Review an OSR Submission* QRG for the next step in the process.
    b. To submit the data asset directly for approval to your CEO or their representative, select Request Approval. See the *Approve an OSR Submission* QRG for the next step in the process.

The OSR submission has now been manually created and submitted to either the internal *Submission Reviewer* for review or your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or *Submission Approver*) notifying them the submission has been submitted to them for action.