



In addition to submitting data to the Health Data Portal every six months as part of the nKPI reporting rounds, health services can submit their updated nKPI data from their CIS to the Data Portal as often as every month if needed as a *Trial Submission*. This allows the health service to track their data more easily through their QLIK IHDR interactive reports by being able to see monthly trends and data points in these reports.

Review/Update your Trial Submission

To submit a *direct load* nKPI *Trial Submission* data asset in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

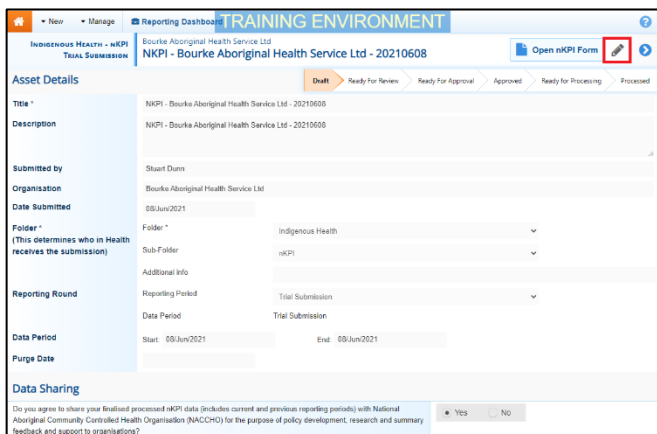
The Data Portal Home screen will display.



3. In the **Data Assets** section of the Data Portal Home screen, with the nKPI folder selected, on the right-hand side of the screen, select the *Trial Submission* data asset you have just submitted to the Data Portal from your CIS.

The draft data asset's status will be *Draft Submission* and the data contained within the data asset will now be available in your QLIK reports.

The Data Asset Details screen will display.



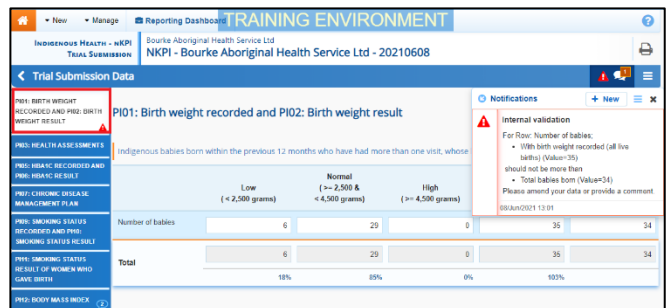
4. To put the Data Asset Details screen into *Edit* mode, select in the top right-hand corner of the screen.
5. If needed, update the **Title** and/or **Description** of the data asset and ensure *Trial Submission* is selected in the **Reporting Period** field.
6. In the **Data Period** fields, ensure the dates in these fields correctly reflect the period the trial data is for.



If you are submitting monthly trial data, ensure the first day of the applicable month is selected in the *Start* field and the last day of the applicable month is in the *End* field.

7. To save any changes, select at the bottom of the screen.
8. To check the data in your *Trial Submission* to ensure it is correct, select at the top of the screen.

The nKPI Form will display.



9. Review your data and update any values as required, focussing on any indicators that contain a on the applicable tab on the left-hand side of the form.
10. Once all required values have been updated to address any data validation issues in the nKPI form, to exit the form and return to the Data Portal Home screen, scroll to the bottom of the form and select .


Your *Trial Submission* data has now been updated as needed and will update in QLIK as well. There is no need to change the data asset's status – it can remain at *Draft Submission*.



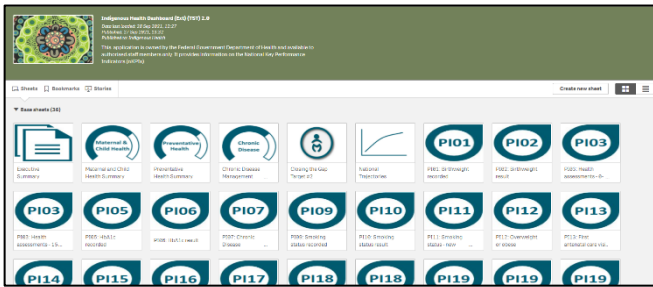
View your Trial Submission Data in QLIK

Once your *Trial Submission* data asset has been submitted in the Health Data Portal, and the data contained within has been updated as needed, you will be able to view the data in your QLIK IHDR Interactive Reports.

To view your *Trial Submission* data in your QLIK IHDR Interactive Reports:

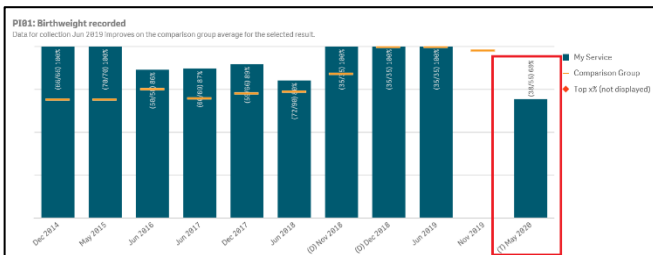
1. From the Data Portal home screen, select  and then select **Interactive Reports**.
2. Select **Indigenous Health** from the left-hand side of the screen and then select **Indigenous Health Dashboard (Ext)** from the right-hand side of the screen.

The Indigenous Health Dashboard (Ext) screen will display.



3. To view your *Trial Submission* data in your QLIK reports, select one of the detailed individual indicator reports (we will select the *PI01: Birthweight recorded* report).

The applicable detailed individual indicator report will display.



The *Trial Submission* data will appear as a blue bar on the graph in the report (*highlighted above*). This bar will be identified by a (T) before the date in the axis at the bottom of the graph. If you submit *Trial Submission* data to the Data Portal and QLIK each month, blue bars will appear next to each other in your QLIK reports for each month you submit trial data for. Each of these bars will contain a (T) before the date in the bottom axis.