

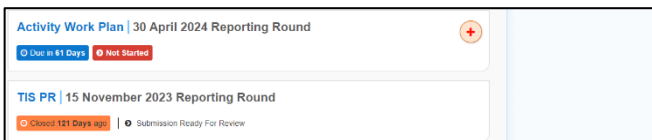



Initiate Interim Processing (Health Service)




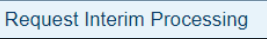
To start interim processing of your TIS Performance Report in the Data Portal:

1. Open the 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 \(Indigenous Health\)](#) QRG.

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



 To be eligible for interim processing, your TIS Performance Report's status will need to be at either *Draft Submission* or *Submission Ready for Review*, if you have the *Submission Reviewer* role.

3. To save the changes, select .
4. To start interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select **Request Interim Processing**.
5. In the **Comment** field, enter any comments you wish to add for your DSS FAM.
6. To send your TIS Performance Report to your DSS FAM for interim processing, select .

The status of your TIS Performance Report has now been set to *Interim Submitted* and your DSS FAM can review your report as needed to assess its suitability before it goes to your CEO, or their representative, for approval.

Review the Performance Report (DSS FAM)


To review the TIS Performance Report:

1. Ensure the Date Portal home screen is displayed.



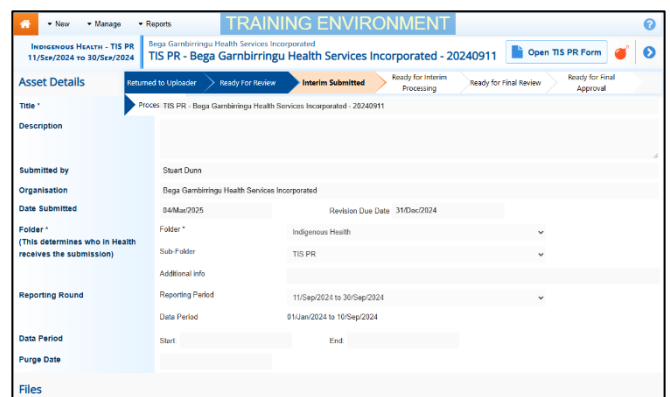
2. From the Data Portal home screen, search for the Performance Report to be reviewed.





For more information on how to search for a submission, see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.

 The submission will have the status of *Interim Submitted*.


3. Select the TIS Performance Report to be reviewed.

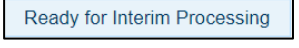
The Data Asset Details screen will display.



4. Review the details of the TIS Performance Report as needed.
5. To review the contents of the TIS Performance Report form, select  at the top of the screen.
6. Once finished, select  at the bottom of the TIS Performance Report form to exit the form and return to the Data Asset Details screen.
7. To action the report, select either  or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Ready for Interim Processing*.



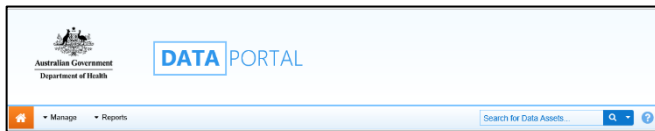
 If the health service has asked you to return the report as it has been submitted in error, select *Return to Uploader*.

8. In the **Comment** field, enter any comments about the action being performed on the Performance Report.
9. To prepare the Performance Report for processing, select .

Process the Performance Report (DSS FAM)

To complete interim processing on the TIS Performance Report in the Data Portal:

1. Ensure the Date Portal home screen is displayed.







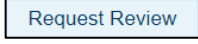
2. From the Data Portal home screen, search for the applicable TIS Performance Report with the status of *Ready for Interim Processing*.

For more information on how to search for a submission, see the [Get Started in the Health Data Portal \(Indigenous Health\) QRG](#).

3. Select the TIS Performance Report to be processed.

The Data Asset Details screen will display.


4. Review the details of the submission as needed.
5. To review the contents of the form, select  at the top of the screen.
6. Once finished, select  at the bottom of the Performance Report form to exit the form and return to the Data Asset Details screen.
7. To action the report, select either  or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Review* to send the report back to the health service's *Submission Reviewer*, who will review the submission and move it to the next stage of the process. This action will progress the report to the status of *Submission Ready for Final Review*.






8. In the **Comment** field, enter any comments about the action being performed on the Performance Report.
9. To send the TIS Performance Report on to the health service's *Submission Reviewer*, select .


Conduct a Final Review of the Submission (Submission Reviewer)

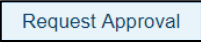
To conduct a final review of your TIS Performance Report in the Data Portal as a *Submission Reviewer*:

1. Ensure the Date Portal home screen is displayed, and the **Reporting Dashboard** is open.

 The submission will have the status of *Submission Ready for Final Review*.

2. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard**, select  and then select **Open Data Asset**.
3. Review the details of the submission as needed.
4. To review the contents of the Performance Report form, select .
5. Once finished, select  at the bottom of the Performance Report form to exit the form and return to the Data Portal home screen.
6. To action your submission from the **Reporting Dashboard**, select  **Submission Ready for Final Review** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select **Request Approval**.

 If changes need to be made to any of the information in the Performance Report, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

7. To send your TIS Performance Report on to your CEO or their representative for approval, select .

Your Performance Report has now been sent to your CEO or their representative for final approval.




Approve your Performance Report (Submission Approver)

To approve your TIS Performance Report that has been through interim processing in the Data Portal:




1. Ensure the Data Portal home screen is displayed.



The submission will have the status of *Submission Ready for Final Approval*.

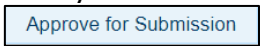
2. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard**, select  and then select **Open Data Asset**.
3. Review the details of your submission as needed.
4. To review the contents of your TIS Performance Report form, select



5. Once finished, select  at the bottom of the TIS Performance Report form to exit the form and return to the Data Portal home screen.
6. To action your submission from the **Reporting Dashboard**, select  **Submission Ready for Final Approval** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select **Approve for Submission**.



If changes need to be made to any of the information in your TIS Performance Report, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

7. In the **Comment** field, enter any comments about the action being performed on your Performance Report.
8. To approve your TIS Performance Report, select .

Your TIS Performance Report has been progressed to the status of *Processed* and the submission process is now complete.