Initiate Interim Processing (Health Service)
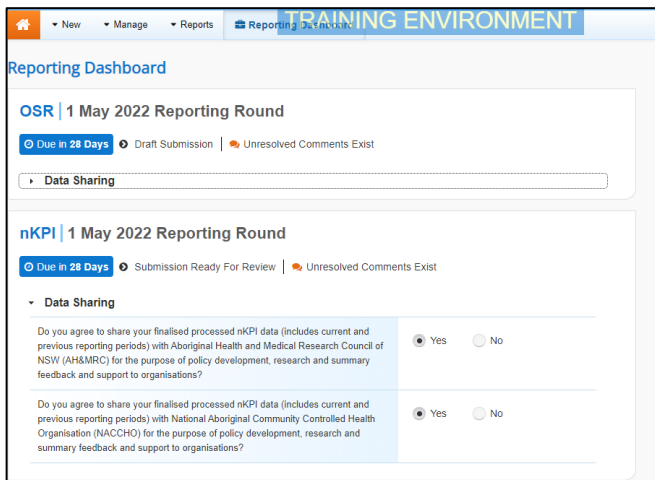
To start interim processing of an IAHP PHC AWP in the Data Portal:

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* QRG.

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

 To be eligible for interim processing, the IAHP PHC AWP's status will need to be at either *Draft Submission* or *Submission Ready for Review*, if the user has the *Submission Reviewer* role.

3. Before progressing the AWP through the interim submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.

4. To save the changes, select **Save**.

5. 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**.

6. In the **Comment** field, enter any comments you wish to add for your DSS FAM.

7. To send the IAHP PHC AWP to your DSS FAM for interim processing, select **Request Interim Processing**.

The status of the AWP has now been set to *Interim Submitted* and your DSS FAM can review the submission as needed to assess its suitability before it goes to the health service's CEO, or their representative, for approval.

Review the Submission (DSS FAM)

To review the IAHP PHC AWP:

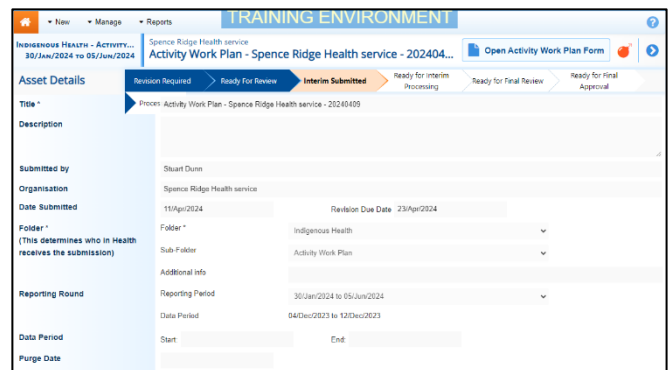1. Ensure the Date Portal home screen is displayed.

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

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.

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

3. Select the AWP to be reviewed.
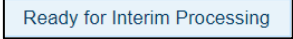
The Data Asset Details screen will display.

4. Review the details of the AWP as needed.

5. To review the contents of the AWP form, select **Open Activity Work Plan Form** at the top of the screen.

6. Once finished, select **‹ Close** at the bottom of the AWPform to exit the form and return to the Data Asset Details screen.

7. To action the submission, 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 submission 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 AWP.

9. To prepare the submission for processing, select [Ready for Interim Processing].

Process the Submission (DSS FAM)

To complete interim processing on the IAHP PHC AWP in the Data Portal:

1. Ensure the Date Portal home screen is displayed.
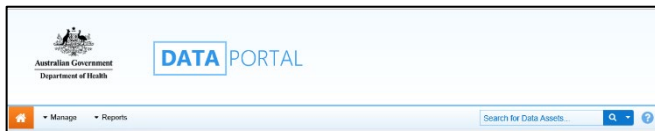
2. From the Data Portal home screen, search for the applicable IAHP PHC AWP with the status of *Ready for Interim Processing*.

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.

3. Select the IAHP PHC AWP 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 [Open Activity Work Plan Form] at the top of the screen.

6. Once finished, select [‹ Close] at the bottom of the AWP form to exit the form and return to the Data Asset Details screen.

7. To action the submission, 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 submission 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 submission to the status of *Submission Ready for Final Review*.
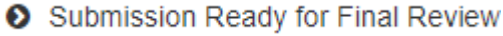
8. In the **Comment** field, enter any comments about the action being performed on the submission.

9. To send the IAHP PHC AWP on to the health service's *Submission Reviewer*, select [Request Review].

Conduct a Final Review of the Submission (Health Service)

To conduct a final review of the IAHP PHC AWP in the Data Portal:

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 AWP form, select [Open Activity Work Plan Form].

5. Once finished, select [‹ Close] at the bottom of the AWP form to exit the form and return to the Data Portal home screen.

6. To action the 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 AWP, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

7. To send the IAHP PHC AWP on to the CEO or their representative for approval, select [Request Approval].

The AWP has now been sent to the CEO or their representative within the health service for final approval.

Approve the Submission (Health Service)

To approve the IAHP PHC AWP that has been through interim processing in the Data Portal:

1. Ensure the Date 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 the submission as needed.
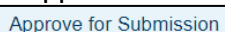
4. To review the contents of the AWP form, select 📄 Open Activity Work Plan Form .

5. Once finished, select ‹ Close at the bottom of the AWP form to exit the form and return to the Data Portal home screen.

6. To action the 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 the IAHP PHC AWP, 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 the AWP.

8. To approve the AWP, select Approve for Submission .

The IAHP PHC AWP has been progressed to the status of *Processed* and the submission process is now complete.