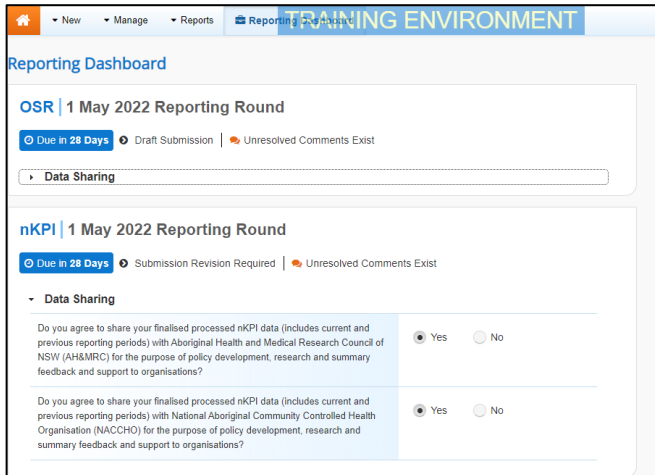




To amend a HCP submission in the Data Portal:

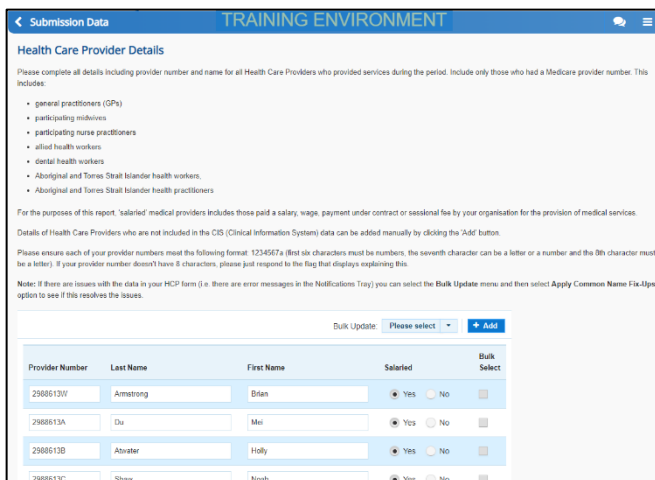
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal QRG*.

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



3. To open the HCP form, hover your mouse pointer to the right of the HCP reporting round text in the **Reporting Dashboard** and select

If you need to change the *Title* or *Description* of the submission, you can do this in the Data Asset Details screen by selecting next to and then selecting *Open Data Asset*. The HCP form will display.



4. Review the data in the form as needed, focussing on any comments made by the *Submission Reviewer* or *Submission Approver* asking you to amend values.

5. If required, update the value(s) in the required cell(s) based on the *Submission Reviewer/Approver's* comments.
6. To respond to a particular comment made by the *Submission Reviewer/Approver* rather than amending the identified value(s), in the *Notifications Tray*, hover your mouse pointer to the right of the data validation flag title, and select .

If the *Notifications Tray* doesn't display, select or at the top of the form to open it so you can address the data validation issues/read the comments that display.

7. Select in the **Reason** field that displays and select the reason you are adding a response from the drop-down list.
8. Enter your response in the **Additional Information** field.
9. To save the comment, select
10. Repeat steps **5** to **9** for any other values in the form that need to be addressed.

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

11. To exit the HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select .

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


12. Before progressing the submission through the 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.

13. To save the changes, select .
14. To progress the submission through the submission workflow, select




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

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

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

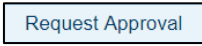
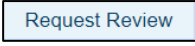
The available actions are:

- **Request Review** – Select this action to send the submission to the internal *Submission Reviewer* for review again.
- **Request Approval** – Select this action to send the submission directly to your CEO or their representative for approval.

 If you can approve the OSR submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to Health and Aged Care for processing.

16. In the **Comment** field, enter any comments about the action being performed on the submission.

17. One of the following options can now be selected when submitting the report, depending on the action you have selected:

- To send the submission to your CEO or their representative for approval, select . See the *Approve a HCP Submission* QRG for the next step in the process.
- To send the submission to the *Submission Reviewer* for review again, select . See the *Review a HCP Submission* QRG for the next step in the process.

The HCP submission has now been amended and either sent back to the *Submission Reviewer* for review or sent straight on to the CEO or their representative for approval.