



To submit your TIS Performance Report through the Data Portal as a *Submission Uploader*:

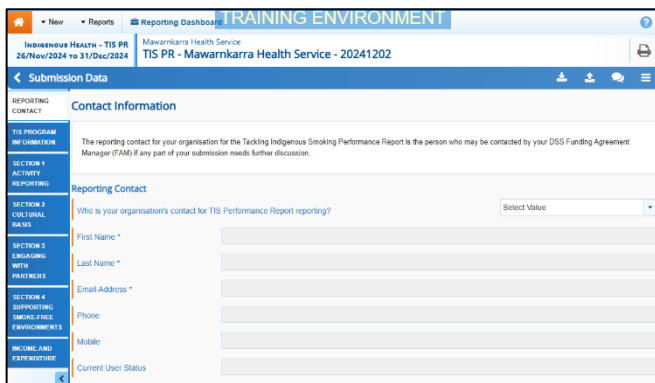
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the [Register for and Log in to the Health Data Portal \(Indigenous Health\)](#) QRG.

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



3. To commence the creation of your *TIS Performance Report*, select to the right of the **TIS PR** reporting round text in the **Reporting Dashboard** (as highlighted above in red).

The *TIS Performance Report* form will display.



4. You can now start entering your *TIS Performance Report* information into the first section (*Reporting Contact – Contact Information*) of the form as needed.

The following are the sections of the TIS Performance Report that need to be completed:

- **Reporting Contact** – Select the person within your service who will be the primary contact for your TIS Performance Report.
- **TIS Program Information** – Update/enter general information regarding your TIS program.
- **Section 1 Activity Reporting** – The activities you entered in your 2025/26 TIS

Activity Work Plan (AWP) will display for you to update/complete as needed with the progress you have made for each activity. Use to add any activities you completed that were not included in your TIS AWP.

- **Section 2 Cultural Basis** – Enter information regarding the FTE number of TIS funded positions in your program.
- **Section 3 Engaging with Partners** – Enter information relating to *Partnerships, Leadership & Advocacy*, as well as *QUIT Support Partnerships*.
- **Section 4 Supporting Smoke-free Environments** – Enter information regarding smoke-free organisations, public spaces and homes that are part of your program.
- **Income and Expenditure** – Upload your TIS income and expenditure spreadsheet for the period your TIS PR is covering.

Some tips for completing your TIS Performance Report in the Data Portal are:



- Enter data for each section of the form by selecting the applicable tab on the left-hand side of the form.
- You can enter 15000 characters (around 800 words) in each text box in the form, so you should be able to enter/update all the information you need.
- When working in the *Section 1 Activity Reporting* tab, you will only be able to work on one section at a time (this is to ensure the information saves more efficiently). The section that is currently editable will be marked with a button. Once you save the information in that section by selecting , all sections of the tab will become editable again, until you start working on the next section.
- When working in the *Section 1 Activity Reporting* tab, if you are completing the *July 2026* TIS PR and an activity that has been pulled from your 2025/26 TIS AWP has already been completed and documented in your *January 2026* TIS PR, simply remove the tick from the *Activity*




Name check box to remove the activity from the form.

- When working in the *Section 1 Activity Reporting* tab, if you accidentally remove an activity and need to add it back in, you can do so using the



 button.


- You can export an offline Word version of your TIS PR form to complete and then import back to the Data Portal, by selecting . For more information see the [Use the Offline Form function to complete your TIS Performance Report QRG](#).
- You can add comments for your colleagues on any section of the form by selecting  at the top of the *Notifications Tray*, adding in the comment or question for your colleagues and then selecting *Save*.

- Once the required information has been entered for the first section, select  at the bottom of the form.


The simple completeness data validations will now run on the cells you have completed in the first section of the form, and if any mandatory cells have been left blank, a data validation flag will appear in the *Notifications Tray*.

- If a data validation flag has been generated, you can either respond to the message in the *Notifications Tray* explaining why the cell has been left blank or you can complete the empty cell.


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

- Repeat the above steps for each section of the form as required.
- Once you have finished entering your data into the different sections of the form and have saved the data, select  at the bottom of the form.

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


- To progress your *TIS Performance Report* through the submission workflow, select  **Draft Submission**.

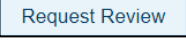
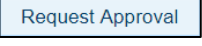
The Change Data Asset Status window will display.

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

The available actions are:

- Request Review** – Select this action to send your *Submission Reviewer* or NBPU for review prior to it being submitted for approval.
- Request Approval** – Select this action to send your Performance Report 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 your *TIS Performance Report* to your DSS FAM 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 your TIS Performance Report yourself, you will also see the *Approve for Submission* option in the *Action* list. This allows you to approve your Performance Report and submit it directly to your DSS FAM for processing.

- In the **Comment** field, enter any comments regarding the action being performed on your Performance Report.
- One of the following buttons can now be selected when submitting your Performance Report, depending on the action you have selected:
 - To send your TIS Performance Report for review, select . See the [Review your TIS Performance Report \(Submission Reviewer\)](#) QRG for the next step in the process.
 - To submit your Performance Report directly for approval to your CEO or their representative, select . See the [Approve your TIS Performance Report](#)



[\(Submission Approved\)](#) QRG for the next step in the process.

Your TIS Performance Report has now been created and submitted to either the NBPU or your *Submission Reviewer* for review or your CEO or their representative for approval.

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

📌 For a more detailed description of how to submit your TIS Performance Report in the Data Portal, see *Submit your TIS Performance Report* in the [TIS Performance Report in the Health Data Portal](#) user guide on the [User Support](#) page of the Data Portal.