Australian Government

Department of Health

IHDR MANAGEMENT REPORTS IN QLIK

APRIL 2020

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Contents

About This Guide

The *IHDR Management Reports in QLIK User Guide* has been developed for administrative users within the Department of Health and the AIHW who have a need to track the use of the Health Data Portal by Health Services for Indigenous Health Data Reporting (IHDR), including the number of data assets submitted by Health Services during an IHDR reporting round and the status of each of these data assets.

The guide will also take users through how to manipulate the data in the reports by performing functions such as making selections, creating stories and exporting the data into different formats.

QLIK IHDR Management Reports

There are four Indigenous Health-specific management reports in QLIK that can be run by users within Health and the AIHW to monitor Health Services and their progress in the data asset submission workflow process in the Portal as part of a reporting round. They can also be run to access historical information regarding Health Services and reporting rounds as/if required.

The IHDR Management Reports that are accessible through QLIK are:

- Organisation Progress Tracking Report
- User Roles Report
- Organisations Required to Submit Report
- Validation Tracker

Organisation Progress Tracking Report

The *Organisation Progress Tracking* report allows Health administrators or the AIHW to track how Health Services are progressing through the data asset submission workflow process as part of an IHDR reporting round. If needed, this report can also be used to access data asset submission information for Health Services for previous reporting rounds as an historical record of which services have submitted data.

The report allows users to view both an overview of Health Service submission progress by state and the detail of each service and the data assets they are submitting through the workflow process.

The following procedure is used to run the Organisation Progress Tracking report in QLIK.

1. Navigate to the Data Portal Home screen.

2. To open the QLIK reporting interface, select [⬚ Interactive Reports].

The QLIK Sense Interface screen will display.
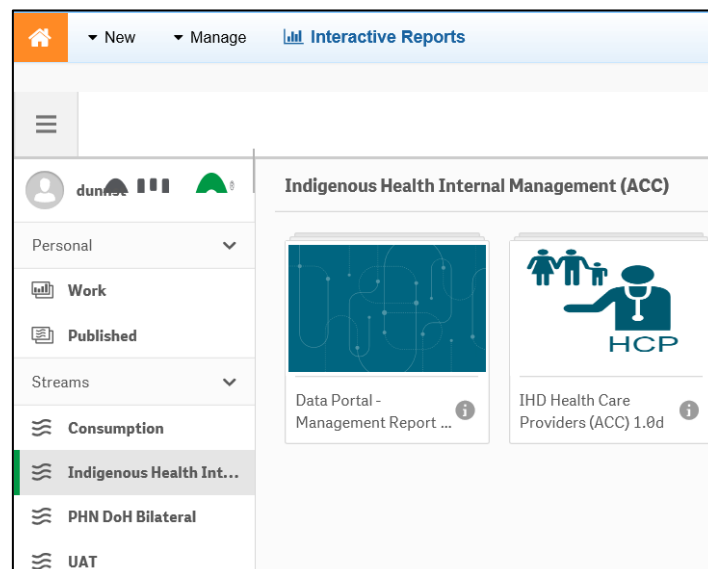
3. To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **Data Portal – Management Report** app on the right-hand side of the screen.

The Data Portal – Management Report screen will display, showing a separate tile/report for each of the available management reports.
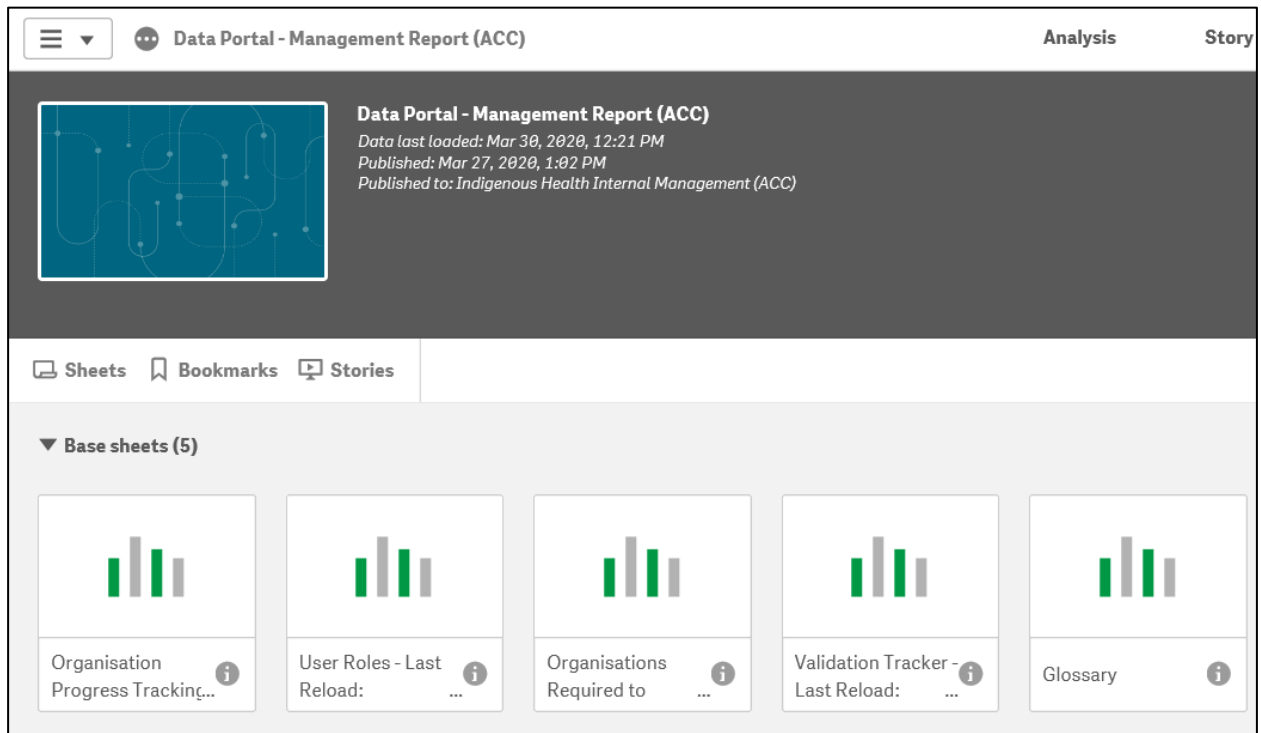
4. To open the Organisation Progress Tracking report, select the top half of the *Organisation Progress Tracking* report tile.

The Organisation Progress Tracking report will display and, by default, will show information for all Health Services required to submit data during the current reporting round, for all required report types.
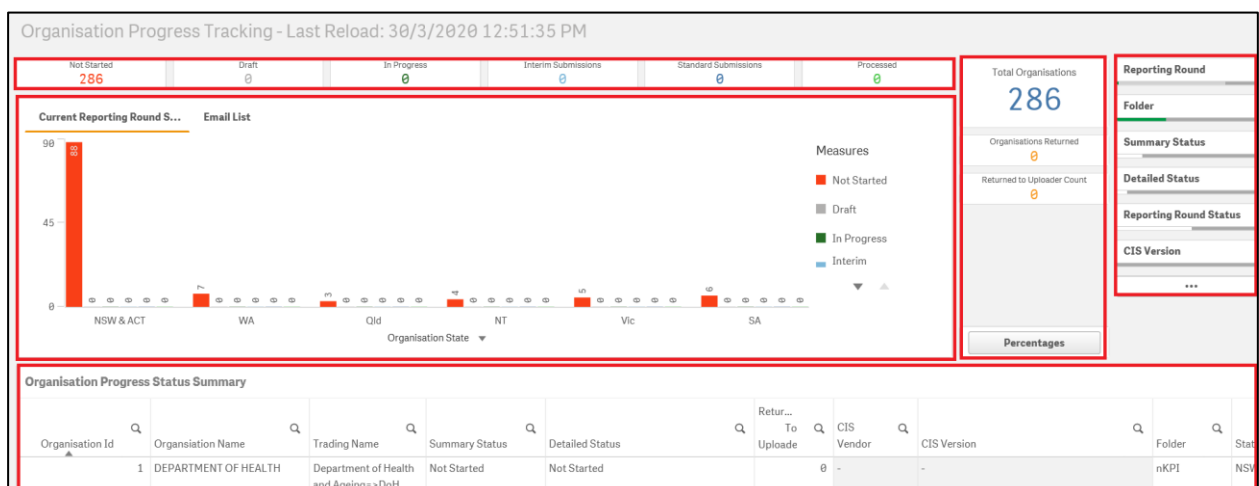
The title of the report will display at the top of the screen, alongside information regarding when the report was last updated.

 The information in the *Organisation Progress Tracking* report updates around every 20 – 30 minutes.

The *Organisation Progress Tracking* report is broken down into five sections as highlighted above:

Section 1 (top of the screen) – This section shows the different data asset submission summary statuses and the number of data assets at each status for all reporting Health Services, for the selected reporting round.

Not Started	Draft	In Progress	Interim Submissions	Standard Submissions	Processed
760	0	0	0	0	0

Section 2 (*Current Reporting Round Selection State/Territory Summary/Email List* section)
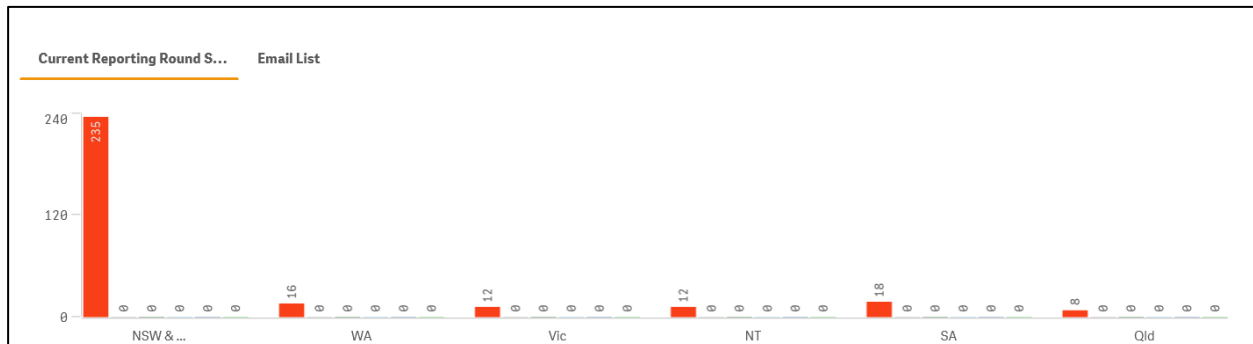

The *Current Reporting Round Selection State/Territory Summary* tab (will display by default) contains a graph for each state, showing the number/percentage of data assets at each of the different statuses identified in *Section 1 (*with corresponding colours*)* for each of the states.

The *Email List* tab displays a list of applicable users for Health Services with data assets at a particular status (the required status should be selected first using either the *Summary* or *Detailed Status Filter* fields) so these users can easily be contacted via email as required. For example, if you have selected the status *Not Started*, then the details of all the users with the *Submission Uploader* role (*Uploaders* can create data assets) for the applicable Health Services, will display in this table.

Section 3 (right-hand side of the screen) – This section shows the total number of reporting organisations included in the reporting results, along with the number of times data assets have been returned to Health Services by the AIHW (*Return to Uploader Count)*. Note that this is a cumulative value so it literally just adds the number of times all data assets for all Health Services have been returned. This section also contains the *Organisations Returned* tile though, which will show the number of Health Services whose data assets have been returned to them by the AIHW/Health for amendment.

Lastly, this section contains the [Percentages] button, which allows you to view the values in the *Current Reporting Round Selection State/Territory Summary* graph as percentages rather than raw numbers.
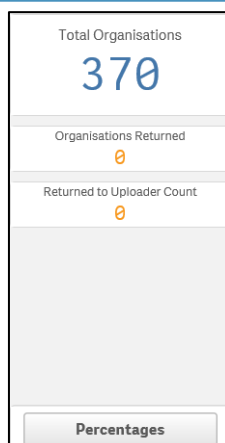
Section 4 (far right of the screen) – This section shows the filter fields, containing the different characteristics the report can be filtered by as needed. Some of these options are *Reporting Round, Folder (*both applied by default when you open the report*)* and *Summary Status.* Filters are added by selecting the characteristic you wish to filter the report by and then selecting the applicable value or values to filter by. For more information, see *Filter Report Results* later in this guide.

Section 5 (*Organisation Progress Status Summary* table) – This table lists all Health Services that are required to submit data assets for the selected reporting round. It will include information for each Health Service such as the current status of the Health Service's data asset, the Health Service's CIS, the Health Service's state and the Health Service's remoteness.

The following table lists each of the columns in the *Organisation Progress Status Summary* table and the data contained within.

Column	Description
Organisation ID	Lists the Portal Id assigned to the organisation.
Organisation Name	Lists the name of each Health Service.
Trading Name	Lists the Health Service's trading name, if applicable.
Summary Status	List the summary status for the Health Service's data asset for the reporting round. The *Summary Statuses* are those listed in both *Section 3* of the report and as the legend in the *Current Reporting Round State/Territory Summary* section graphs.

Column	Description
Detailed Status	Lists the detailed status for the Health Service's data asset for the reporting round. The detailed statuses within the "In progress with the Health Services" summary status are *Submission Ready for Review*, *Revision Required* and *Submission Ready for Approval*. The detailed statuses within the "Standard Submissions" summary status are *Submission Approved* and *Ready for Processing*.
Returned to Uploader Count	Lists the number of times the Health Service's data asset has been returned to them by the AIHW for attention during the data asset submission workflow process for the reporting round.
CIS Vendor	Lists the Clinical Information System (CIS) each Health Service uses to transfer their direct load data asset to the Health Data Portal. If a service doesn't use a CIS then *Manual* will be listed here.
CIS Version	Lists the specific version of the CIS each Health Service has used to transfer their direct load data asset to the Health Data Portal for the current reporting round. If a service doesn't use a CIS then *Manual* will be listed here.
Folder	Lists the folder(s) (nKPI, OSR, HCP) THE Health Service is reporting on in the current reporting round.
State	Lists each Health Service's home state.
Address	Lists each Health Service's physical address.
Organisation Type	Lists each Health Service's organisation type.
Remoteness	Lists each Health Service's remoteness category.
Comment External	Lists any external comments put against the Health Service's data asset.
Data Asset Update	Shows the date a change was last made to each Health Service's data asset.
Reporting Round	Displays the dates of the selected reporting round.
Reporting Round Reference	Displays a Data Portal reference number for the selected reporting round.

The data in the *Organisation Progress Tracking* report can be filtered by the values in each of the above columns using 🔍 at the top of each column.

5. To close the report, select ⊠ to close the applicable tab in your browser.

User Roles Report

The *User Roles* report allows Health Administrators and AIHW users to quickly and easily identify the roles Health Services have in the Data Portal in case, for example, a Health Service is missing a particular role that will prevent them from being able to report in the Data Portal.

⚠️ For the information in this report to display properly, please ensure there are no filters applied in the grey *Filter Bar* at the top of the screen.

The following procedure is used to run the *User Roles* report in QLIK.

1. Navigate to the Data Portal Home screen.

2. To open the QLIK reporting interface, select 📊 Interactive Reports .

The QLIK Sense interface screen will display.
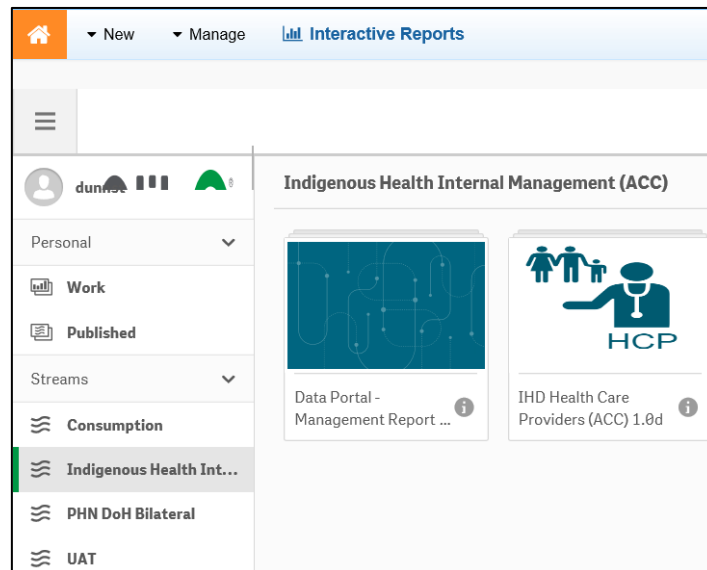
3. To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **Data Portal – Management Report** app on the right-hand side of the screen.

The Data Portal – Management Report screen will display, showing a separate tile/report for each of the available management reports.
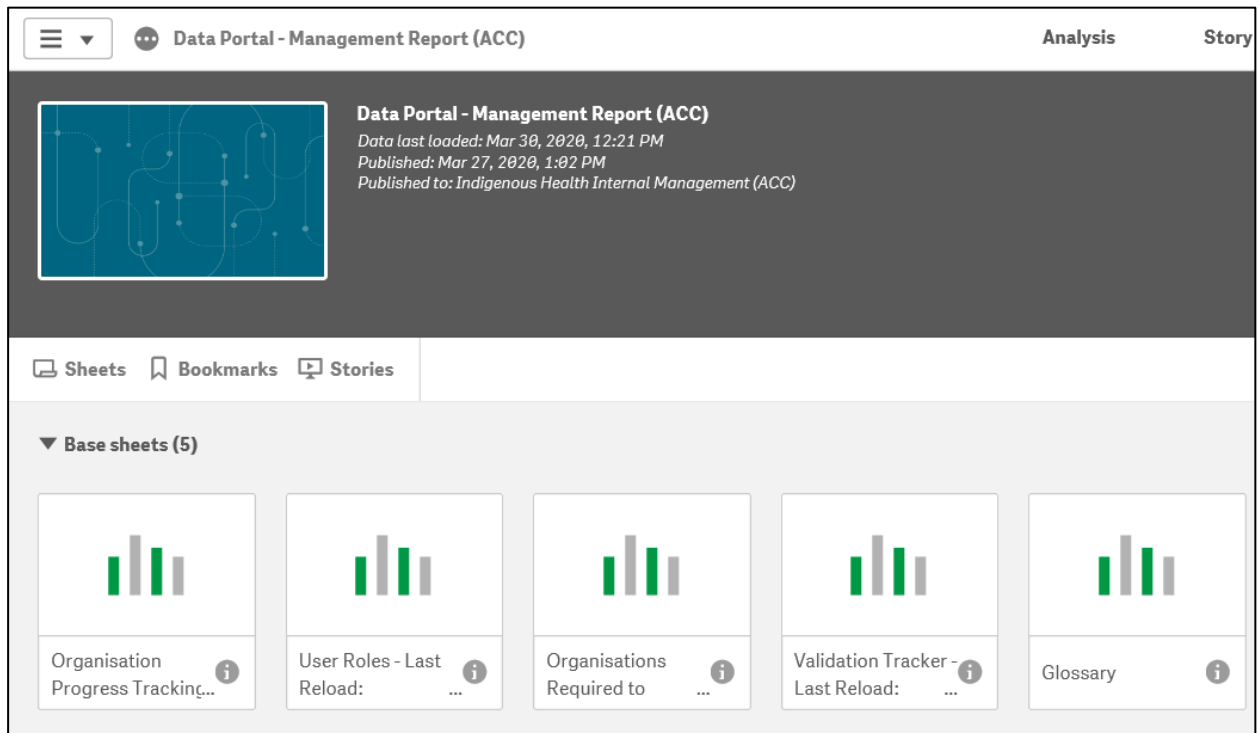
4.   To open the User Roles report, select the top half of the *User Roles* report tile.

The User Roles report will display.
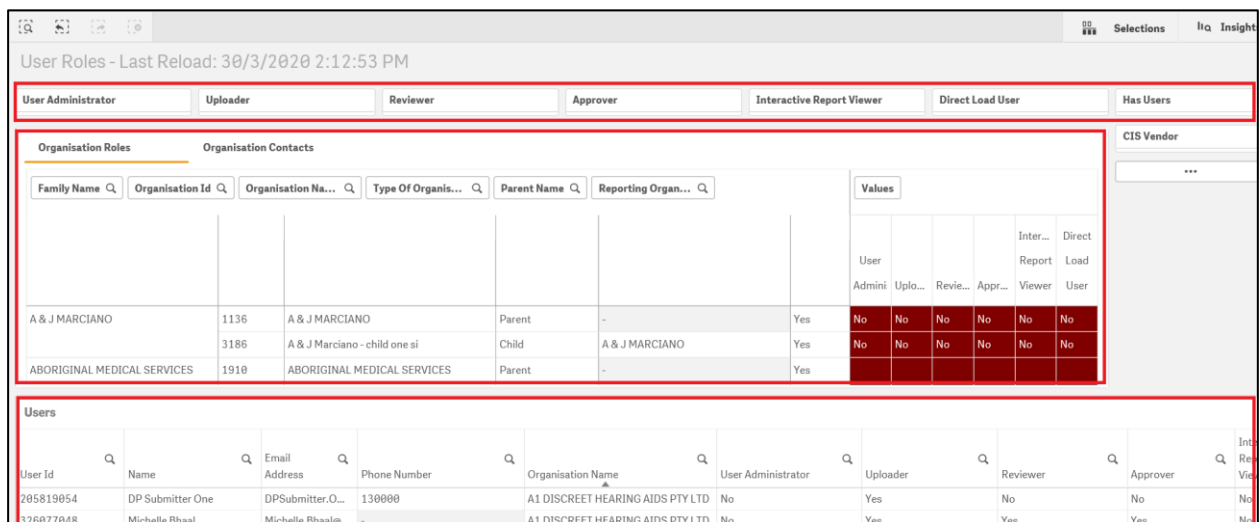
The User Roles report is broken down into three different sections as identified above:

Section 1 (top of the screen) – This section shows the different characteristics/roles the report can be filtered by. Some of these options are *User Administrator, Uploader and Reviewer*. Filters are added by selecting the characteristic you wish to filter the report by and then selecting the applicable value or values to filter by. For more information, see *Filter Report Results* later in this guide.

Section 2 (Organisation Roles/Organisation Contacts section)

Organisation Roles	Organisation Contacts						Values						
Family Name 🔍	Organisation Id 🔍	Organisation Na... 🔍	Type Of Organis... 🔍	Parent Name 🔍	Reporting Organ... 🔍		User Admini...	Uplo...	Revie...	Appr...	Inter... Report Viewer	Direct Load User	
A & J MARCIANO	1136	A & J MARCIANO	Parent	-		Yes	No	No	No	No	No	No	
	3186	A & J Marciano - child one si	Child	A & J MARCIANO		Yes	No	No	No	No	No	No	
ABORIGINAL MEDICAL SERVICES ALLIANCE NORTHERN TERRITORY	1910	ABORIGINAL MEDICAL SERVICES ALLIANCE NORTHERN TERRITORY	Parent	-		Yes	No	No	No	No	No	No	

The *Organisation Roles* table (will display by default) contains the Health Service's name, their parent and/or child organisation (if they are part of a parent/child structure) whether or not they are a reporting organisation and lists each of the roles in the Data Portal and whether or not the users within the Health Service have these roles assigned.

The *Filter* buttons at the top of the *Organisation Roles* table are also the titles of each of the columns in the table, working from left to right, starting with Family Name.

Organ... Id 🔍	Organisation Name 🔍	Organisation Trading Name 🔍	Address 1 🔍	Address 2 🔍	Suburb 🔍	State 🔍	Post
2945	1120 retest org	View update Test	23 fake street		BRISBANE	QLD	7000
1136	A & J MARCIANO	-	17 Fairemont Dr		CHIFLEY	ACT	2606
3186	A & J Marciano - child one si	-	19 Fairmont Dr		CHIFLEY	ACT	2606
1227	A1 DISCREET HEARING AIDS PTY LTD	Trading Name 3=>Trading name 1=>Trading name 2	1 avenue street		CANBERRA	ACT	2606
301	AA-Med Pty Ltd	-	-	-	-	-	-
630	Abbott Australasia Pty Ltd	-	-	-	-	-	-
1138	ABERVILLE PTY LTD	-	address		ADDRESS	ACT	2606
1139	ABLE HEARING PTY LTD	-	address		SUBURB	ACT	2604
2655	Aboriginal & Torres Strait Islanders Community Health Service Mackay Ltd	-	-		-	-	-
2654	Aboriginal Alcohol And Drug Service Incorporated	Aboriginal Alcohol & Drug Service (AADS) Incorporated	Test		SPENCE	WA	2615
2598	Aboriginal and Torres Strait Islander Community Health Service Brisbane Limited	-	-	-	-	-	-
2576	Aboriginal Drug and Alcohol Council (SA) Aboriginal Corporation	Aboriginal Drug and Alcohol Council SA Inc	Address 1	Address 2	SUBURB	SA	5073
2601	Aboriginal Medical Service Co Op Ltd	Aboriginal Medical Service Co-operative Limited	36 Turner Street		REDFERN	NSW	MISS

The *Organisation Contacts* table contains a list of users for the selected organisations, along with their email addresses. The information in this tab will be used to email users within Health Services with particular user roles (e.g *User Administrator*).

Section 3 (Users Table – bottom of the screen) – This table contains information regarding all Health Service users registered in the Portal, including the user's name and Health Service and the roles they have been assigned in the Portal.

Users									📷
User Id 🔍	Name 🔍	Email Address 🔍	Phone Number 🔍	Organisation Name 🔍	User Administrator 🔍	Uploader 🔍	Reviewer 🔍	Approver 🔍	
205819054	DP Submitter One	DPSubmitter.O...	130000	A1 DISCREET HEARING AIDS PTY LTD	No	Yes	No	No	
326077048	Michelle Bhaal	Michelle.Bhaal@...		A1 DISCREET HEARING AIDS PTY LTD	No	Yes	Yes	Yes	
354655334	Muthaiah Ramanathan	Muthaiah.Rama...		A1 DISCREET HEARING AIDS PTY LTD	No	Yes	No	No	
439366016	Tammy Braybrook	Tammy.Braybro...		A1 DISCREET HEARING AIDS PTY LTD	No	Yes	No	No	
714247931	Priya BETHKE	Priya.BETHKE@...		Ampilatwatja Health Centre Aboriginal Corp	No	Yes	Yes	Yes	
813896344	DirectLoad DirectLoad	DirectLoad@hea...		Ampilatwatja Health Centre Aboriginal Corp	No	No	No	No	
912537697	Training User1	traininguser1@t...	(02) 6289 0000	Ampilatwatja Health Centre Aboriginal Corp	No	Yes	Yes	Yes	
142679450	Marcel Clark	marcel.clark@an...	(0433) 581 242	ANYINGINYI HEALTH ABORIGINAL CORPORATION	Yes	No	No	No	
211747241	Andrew Matthew	andrew.matthe...	(0435) 893 100	ANYINGINYI HEALTH ABORIGINAL CORPORATION	Yes	Yes	Yes	Yes	
459695418	DirectLoad DirectLoad	DirectLoad@hea...		ANYINGINYI HEALTH ABORIGINAL	No	No	No	No	

The following table lists each of the columns in the *Users* table and the data contained within.

Column	Description
User ID	Lists the Portal Id assigned to the user.
Name	Lists the name of each Health Service user registered in the Health Data Portal.
Email Address	Lists the email address for each user.
Phone Number	Lists the phone number for each user.
Organisation Name	Lists the name of each Health Service.
User Administrator	Lists whether or not the user has the User Administrator role.
Uploader	Lists whether or not the user has the Uploader role.
Reviewer	Lists whether or not the user has the Reviewer role.
Approver	Lists whether or not the user has the Uploader role.
Interactive Report Viewer	Lists whether or not the user has the Approver role.
Indigenous Health Folder Access	List whether or not the user has been assigned the Indigenous Health folder, so administrators can identify any users who haven't and, therefore, won't be able to perform their reporting tasks in the Data Portal.

The data in the *User Roles* report can be filtered by the values in each of the above columns using 🔍 at the top of each column.

5. To close the report, select ⊠ to close the applicable tab in your browser.

Organisations Required to Submit Report

The *Organisation Required to Submit* report lists each of the Health Services with a requirement to submit their clinical data through the Health Data Portal, along with how many registered users each of the Health Services have.

The following procedure is used to run the *Organisations Required to Submit* report in QLIK.

1.   Navigate to the Data Portal Home screen.

2.   To open the QLIK reporting interface, select [📊 Interactive Reports].

The QLIK Sense interface screen will display.
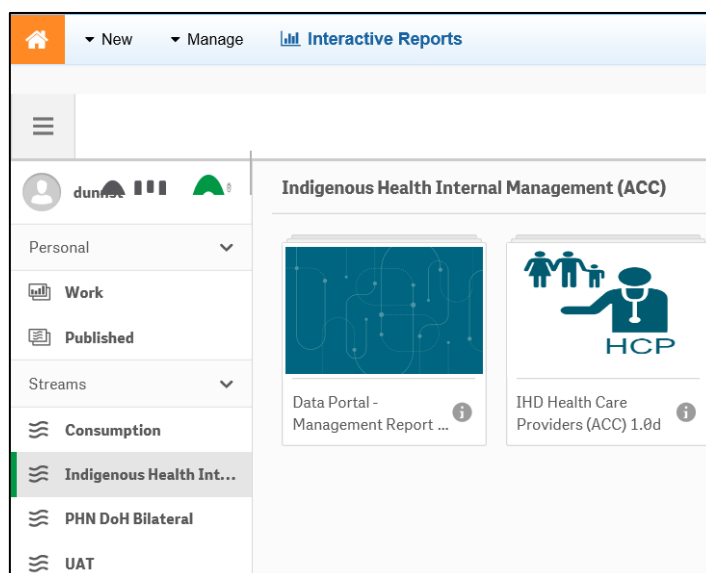
3.   To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **Data Portal – Management Report** app on the right-hand side of the screen.

The Data Portal – Management Report screen will display, showing a separate tile/report for each of the available management reports.
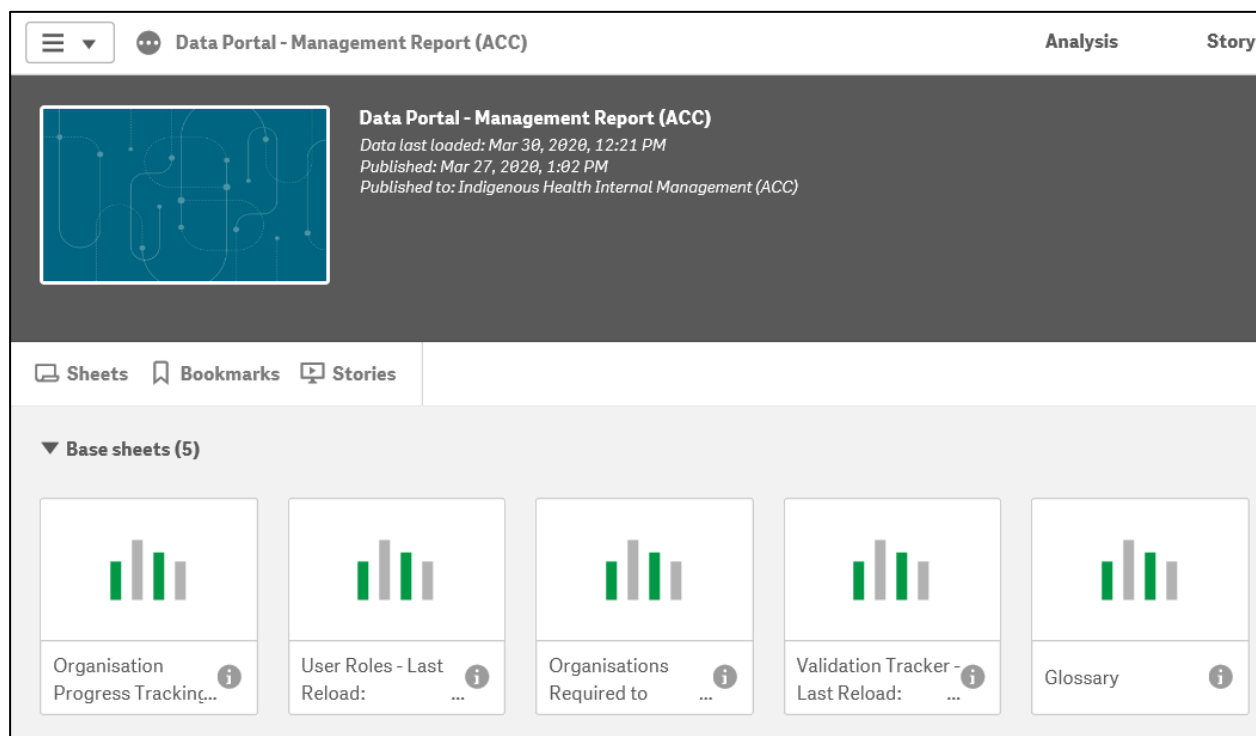
4. To open the *Organisations Required to Submit* report, select the *Organisations Required to Submit* report tile.

The *Organisations Required to Submit* report will display.

5. To get data to display in this report, select the **Reporting Round** filter field in the top right-hand corner of the screen and select the required reporting round.

The *Organisations Required to Submit* report will update to display all Health Services who are required to submit data for the selected IHDR reporting round.

The *Organisations Required to Submit* screen is broken down into four different sections as identified above:

Section 1 (top of the screen) – This section shows the number of Health Services required to report on each different reporting type for the selected reporting round and the total number of Health Services required to report.

Section 2 (Organisations Required to Submit/nKPIs section)

The *Organisations Required to Submit* table (displays by default) lists each of the Health Services that are required to report for the selected reporting round, along with the data types they are required to report on and the individuals who will be involved in the reporting for each Health Service.

The following table lists each of the columns in the Organisations Required to Submit table and the data listed within.

Column	Description
Organisation Id	Lists the Portal Id assigned to the organisation.
Organisation Name	Lists the name of each Health Service.
Trading Name	Lists the Health Service's trading name, if applicable.
Parent Organisation	Lists the Health Service's parent organisation if the Health Service is a Child organisation in a Parent/Child structure.
Child Organisation(s)	Lists all the Child organisations that belong to the Health Service if the Health Service is a Parent organisation in a Parent/Child structure.
Administrator(s) Email	Lists the email address(es) of all users with the Health Service with the User Administrator role.
Uploader(s) Email	Lists the email address(es) of all users with the Health Service with the Uploader role.
ABN	Lists the Health Service's ABN.
Remoteness	Lists the remoteness category for each Health Service that is required to report.
Postal Address	Lists each Health Service's postal address.
Physical Address	Lists each Health Service's physical address.
State	Lists each Health Service's home state.
Organisation Type	Lists the organisation type for each Health Service.
nKPI	Lists whether or not the Health Service is required to report on nKPI data during the current reporting round.
OSR	Lists whether or not the Health Service is required to report on OSR data during the current reporting round.
HCP	Lists whether or not the Health Service is required to report on HCP data during the current reporting round.
CIS	Lists the Submission Uploaders for each of the Health Services.

Column	Description
Uploader(s) Details	Lists the Submission Uploaders for each of the Health Services required to report.
Reviewer(s) Details	Lists the Submission Reviewers for each of the Health Services required to report.
FOFMS	Where applicable, lists the Health Service's FOFMS Id.
Comments	Lists any comments that have been recorded in the Health Service's organisation record in the Portal.
Reporting Round	Lists the dates for the selected reporting round.

The *nKPIs* table lists each Health Service required to report on nKPIs and each of the 24 indicators included in the nKPI report. Each Health Service will then either have *Yes* or *No* listed against them for each indicator, depending on whether or not they are required to report on that indicator.

The data in the *Organisations Required to Submit* and *nKPI* tables can be filtered by the values in each of the above columns using 🔍 at the top of each column.

Section 3 (right hand-side of the screen) – This section shows the different characteristics the report can be filtered by. Some of these options are *Organisation State*, *Remoteness* and *CIS*. Filters are added by selecting the characteristic you wish to filter the report by and then selecting the applicable value or values to filter by. For more information, see *Filter Report Results* later in this guide.

Section 4 (Users table – bottom of the screen) – This table contains information regarding all Health Service users registered in the Portal, including the user's name and Health Service and the roles they have been assigned in the Portal**.**

O... Id	Organisation Name	User Id	User Name	User Email	User Phone	User Administrator	Uploader	Reviewer
1227	A1 DISCREET HEARING AIDS PTY LTD	205819054	DP Submitter One	DPSubmitter.One@acc.health.gov.au	130000	No	Yes	No
1227	A1 DISCREET HEARING AIDS PTY LTD	326077048	Michelle Bhaal	Michelle.Bhaal@health.gov.au	-	No	Yes	Yes
1227	A1 DISCREET HEARING AIDS PTY LTD	354655334	Muthaiah Ramanathan	Muthaiah.Ramanathan@health.gov.au	-	No	Yes	No
1227	A1 DISCREET HEARING AIDS PTY LTD	439366016	Tammy Braybrook	Tammy.Braybrook@health.gov.au	-	No	Yes	No
2440	Ampilatwatja Health Centre Aboriginal Corp	714247931	Priya BETHKE	Priya.BETHKE@health.gov.au	-	No	Yes	Yes
2440	Ampilatwatja Health Centre Aboriginal Corp	813896344	DirectLoad DirectLoad	DirectLoad@health.gov.au	-	No	No	No
2440	Ampilatwatja Health Centre Aboriginal Corp	912537697	Training User1	traininguser1@test.com.au	(02) 6289 0000	No	Yes	Yes
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	142679450	Marcel Clark	marcel.clark@anyinginyi.com.au	(0433) 581 242	Yes	No	No
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	211747241	Andrew Matthew	andrew.matthew@anyinginyi.com.au	(0435) 893 100	Yes	Yes	Yes
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	459695418	DirectLoad DirectLoad	DirectLoad@health.gov.au	-	No	No	No
1642	ANYINGINYI HEALTH ABORIGINAL CORPORATION	576334065	Training User2	traininguser2@test.com.au	(02) 6289 0000	No	Yes	Yes

6. The following table lists each of the columns in the *Users* table and the data contained within.

Column	Description
Org ID	Lists the Data Portal ID for each organisation.
Org Name	Lists the name of each Health Service.
User ID	Lists the Portal Id assigned to the user.
User Name	Lists the name of each Health Service user registered in the Health Data Portal.
User Email	Lists the email address for each user.
User Phone	Lists the phone number for each user.
User Administrator	Lists whether or not the user has the User Administrator role.
Uploader	Lists whether or not the user has the Uploader role.
Reviewer	Lists whether or not the user has the Reviewer role.
Approver	Lists whether or not the user has the Uploader role.
Interactive Report Viewer	Lists whether or not the user has the Approver role.
Direct Load User	Lists whether or not the user's organisation has the Direct Load User role.
Indigenous Health Folder Access	List whether or not the user has been assigned the Indigenous Health folder, so administrators can identify any users who haven't and, therefore, won't be able to perform their reporting tasks in the Data Portal.

7. To close the report, select ☒ to close the applicable tab in your browser.

Validation Tracker Report

The *Validation Tracker* report shows details regarding the data assets that have been returned to Health Services by the AIHW as part of exception reporting, for particular reporting rounds. These details include the number of times data assets have been returned by the AIHW, the number of validation issues each of these data assets contained, and which particular indicators these validation issues related to.

One of the uses of the *Validation Tracker* is for Health and the AIHW to be able to track which Clinical Information Systems are generating the most validation issues as part of the Direct Load process to the Data Portal, as well as whether there are particular validation issues that are consistently being generated by particular CIS'.

The following procedure is used to run the *Validation Tracker* report in QLIK.

1.   Navigate to the Data Portal Home screen.

2.   To open the QLIK reporting interface, select [📊 Interactive Reports] .

The QLIK Sense interface screen (the Hub) will display.
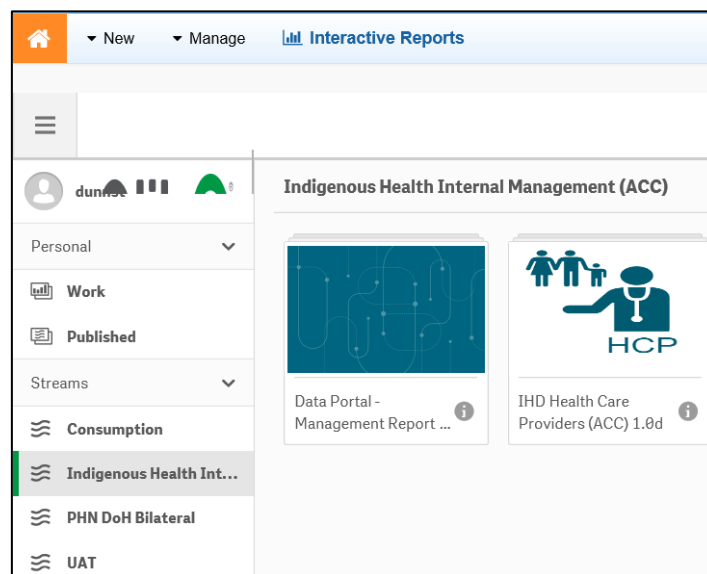
3.   To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **Data Portal – Management Report** app on the right-hand side of the screen.

The Data Portal – Management Report screen will display.
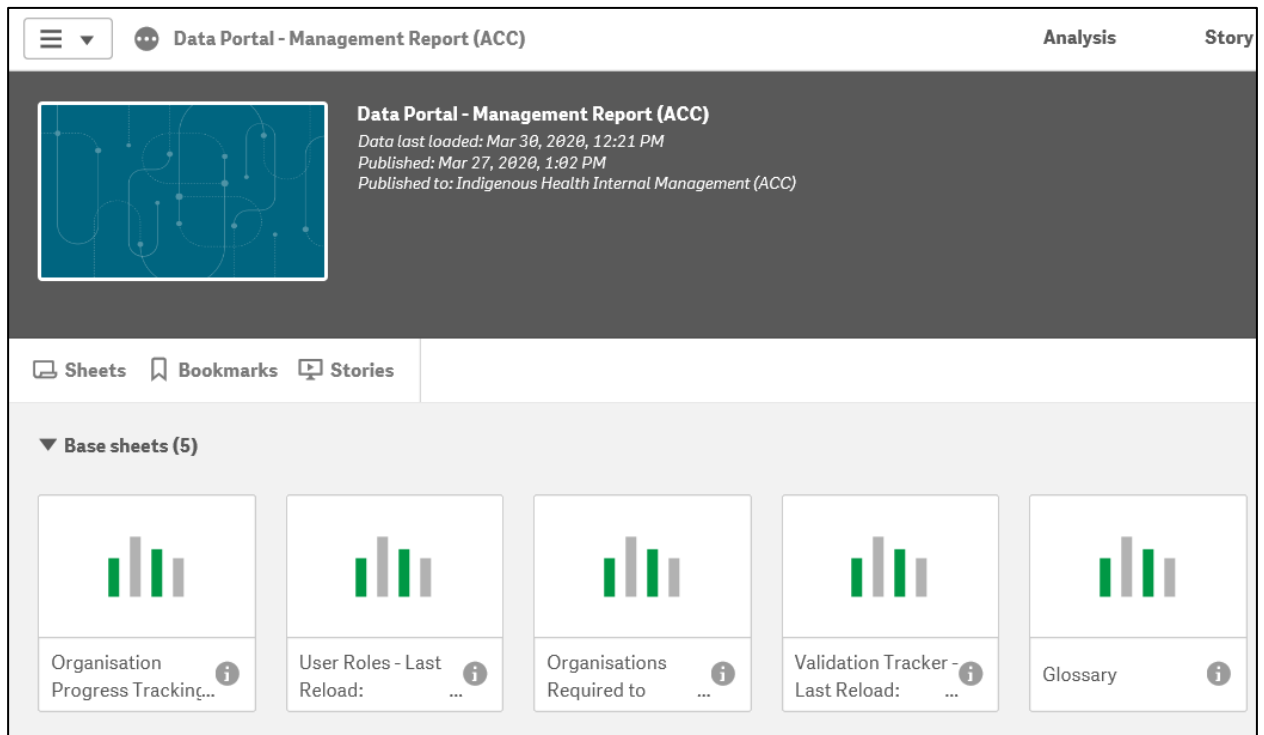
4. To open the *Validation Tracker* report, select the top half of the *Validation Tracker* sheet.

The Validation Tracker screen will display.
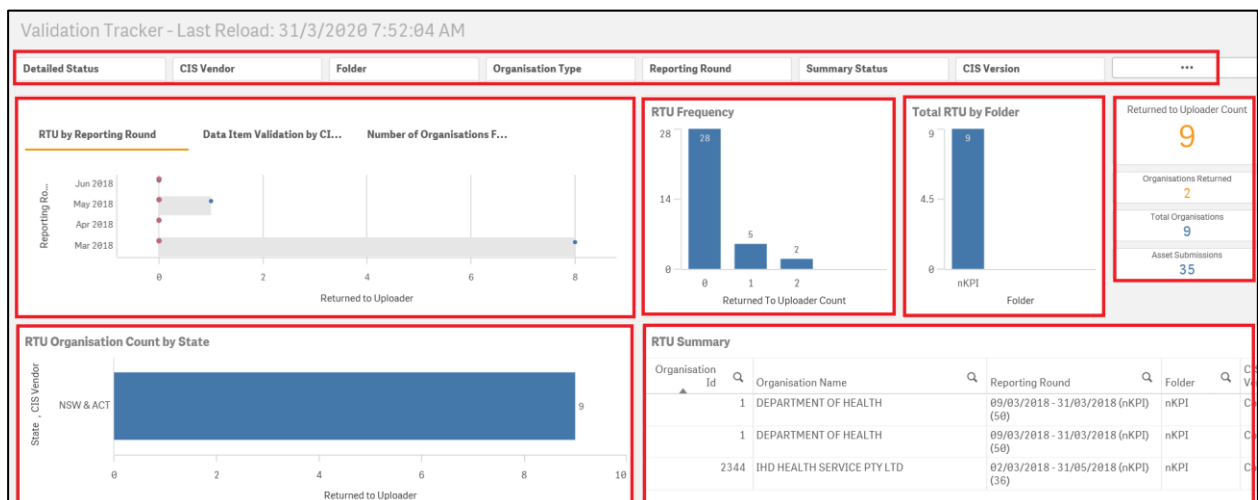
The *Validation Tracker* report is broken down into seven sections as highlighted above:

Section 1 (top of the screen) – The *Filter* section contains fields for the different characteristics the report can be filtered by as needed. Some of these options are *Reporting Round, Folder* and *Detailed Status*. Filters are added by selecting the characteristic you wish to filter the report by and then selecting the applicable value or values to filter by. To see additional filter options,

select [　　　•••　　　].

For more information on filtering, see *Filter Report Results* later in this guide.

Section 2 (left-hand side of the screen) – This section on the left-hand side of the report contains three different tabs: *RTU by Reporting Round, Data Item Validation by CIS Vendor* and *Number of Organisations Failing Rule*.
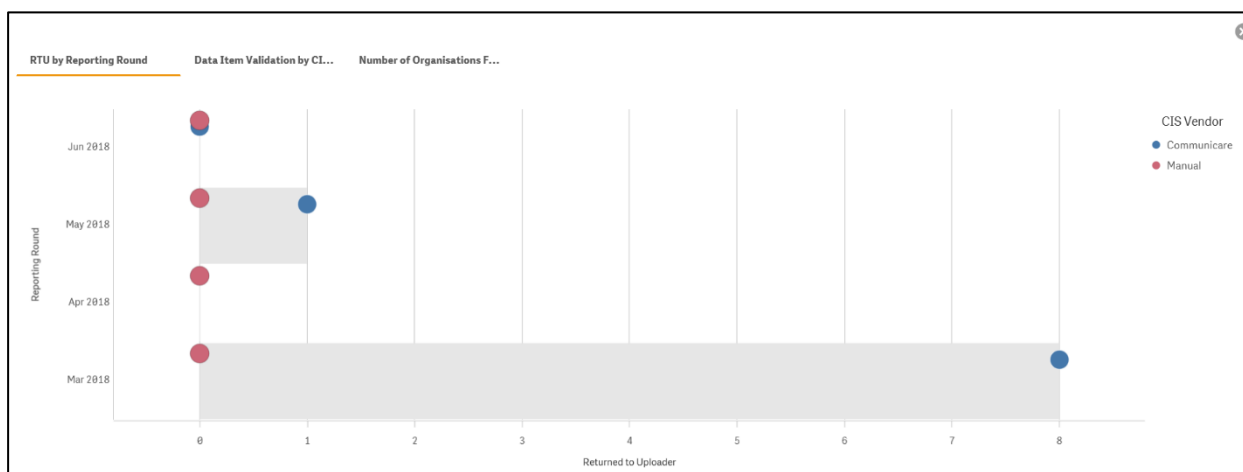
The graph in the *RTU by Reporting Round* tab (above) shows the number of data assets returned to Health services for amendment by the AIHW (*Returned to Uploader*, bottom axis) for each reporting round (*Reporting Round*, left axis). In addition, the coloured dots on the graph represent the Clinical Information System (CIS) the data assets were transferred from.

If you hover your mouse pointer over a particular coloured dot (representing a particular CIS) a rollover will appear containing the name of the CIS along with the number of times data assets were returned for that CIS during the applicable report round.
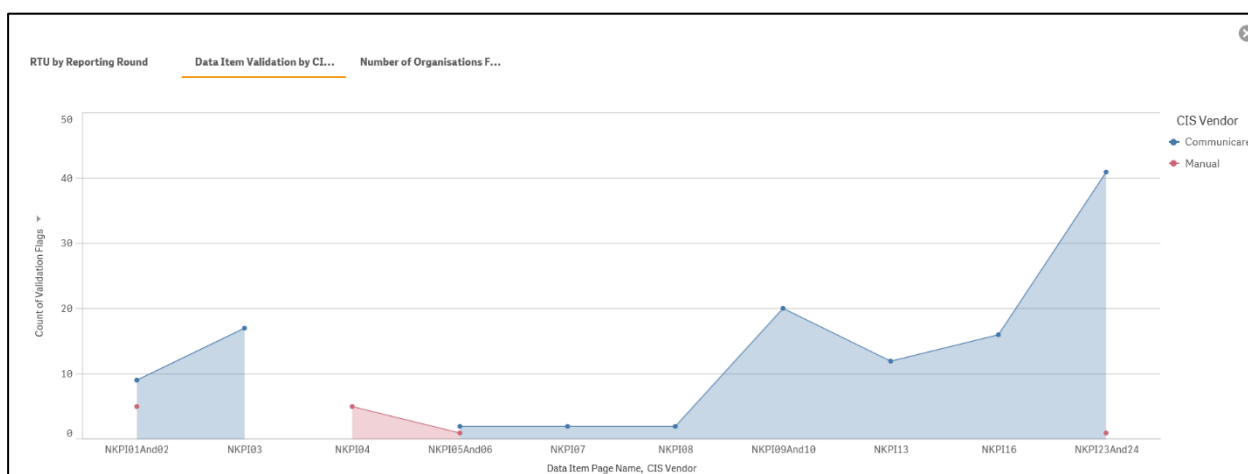
The graph in the *Data Item Validation by CIS Vendor* tab (above) shows the number of data validation issues identified (Count of Validation Flags, left axis) along with the individual indicators these issues were raised for (Data Item Page Name, CIS Vendor, bottom axis). The CIS that identified the different validation issues is represented by a particular colour in the graph, identified by the *CIS Vendor* legend on the right-hand side of the graph.

	NKPI01And02	NKPI03	NKPI04	NKPI05And06	NKPI07	NKPI08	NKPI09And10	NKPI13	NKPI16
Totals	14	17	5	3	2	2	20	12	16
⊕ Communicare	9	17	-	2	2	2	20	12	16
⊕ Manual	5	-	5	1	-	-	-	-	-

The table in the *Number of Organisations Failing Rule* tab (above) firstly shows the different CIS' that have transferred data to the Data Portal through the Direct Load process (in the *Totals* section). To see the different versions of each of the CIS' that are being used by Health Services, select ⊕ next to the applicable CIS in the *Totals* section. The table then displays each of the indicators validation issues have been generated for and the number of Health Services that failed data validation rules for that particular indicator, by CIS. To see the comment reason

for the validation issues for a particular indicator, select ⊕ next to the indicator. Then, to see the type of validation issue that has been generated, select ⊕ next to the comment reason.

**Section 3 (RTU Frequency, middle of the screen)** – The graph in this section shows the number of times data assets have been returned to Health services by the AIHW (*Returned to Uploader Count*, bottom axis) and how frequently data assets fitting into the different groupings on this axis have been returned. For example, in the graph below, 28 data assets haven't been returned by the AIHW at all while five data assets have been returned once.
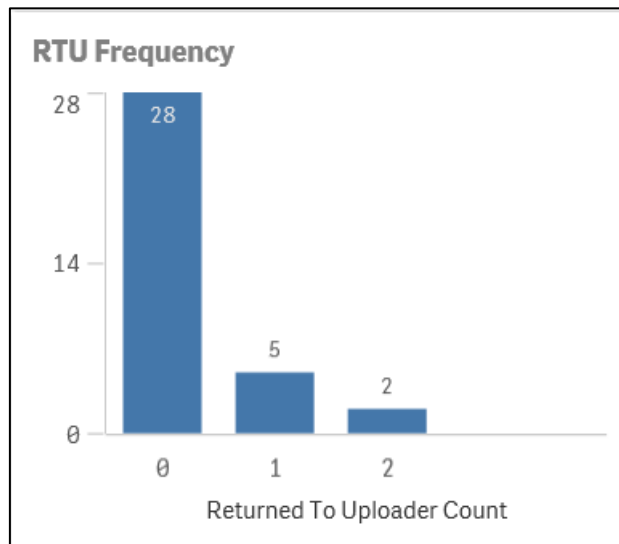
Section 4 (*Total RTU by Folder*) – The graph in this section shows the number of data assets that have been returned to Health services by the AIHW as part of exception reporting, and the number of times these data assets have been returned, broken down by folder (nKPI, OSR and HCP).
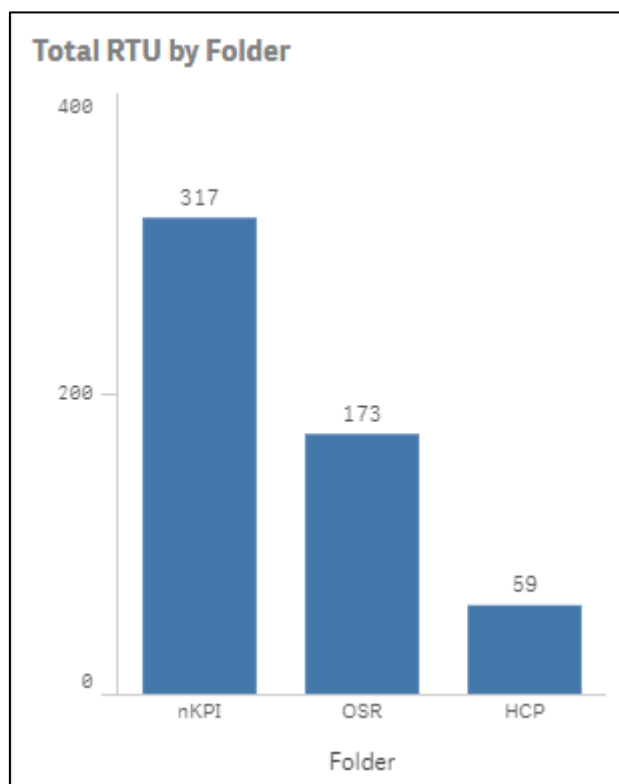
Section 5 (far right-hand side of the screen) – This section shows the total number of Times data assets have been returned to Health Services by the AIHW (*Return to Uploader Count)*. This is a cumulative value so it literally just adds the number of times all data assets for all Health Services have been returned. This section also contains the *Organisations Returned* tile though, which will show the number of Health Services whose data assets have been returned to them by the AIHW for amendment as part of exception reporting. This section also shows the total number of organisations who submitted data assets during the selected reporting round, along with the total number of data assets they submitted.

Section 6 (RTU Organisation Count by State) – the graph in this section of the report shows the number of times data assets have been return to Heallth Services by the AIHW, by state, as part of exception reporting. The CIS will also be indicated by a particular colour, which will be shown in the legend on the righ-hand side of the graph.
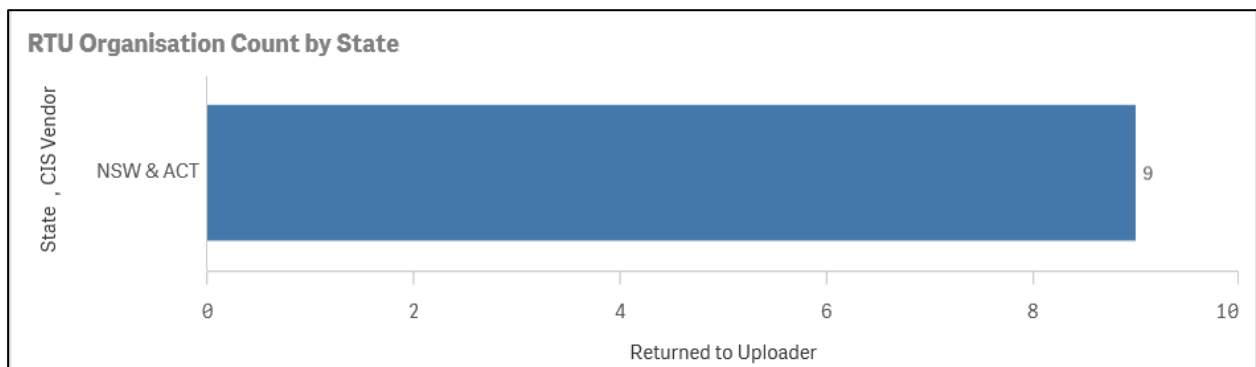
Section 7 (RTU Summary table) – The table in this section lists each of the organisations that have had their data assets returned to them by the AIHW for the selected reporting round, along with their CIS and the number of times their data assets have been returned.

RTU Summary

Organisation Id 🔍	Organisation Name 🔍	Reporting Round 🔍	CIS Vendor 🔍	CIS Version
1264	A1 DISCREET HEARING AIDS PTY LTD	01/03/2018 - 31/03/2018 (HCP, OSR, nKPI) (187)	Manual	Manual
1330	BUPA OPTICAL PTY LTD	01/06/2018 - 07/06/2018 (nKPI) (288)	Manual	Manual
321	TEST Org with ABN 12300000059	14/06/2018 - 29/06/2018 (HCP, OSR, nKPI) (326)	Manual	Manual
1943	Central Australian Aboriginal Congress Aboriginal Corporation	14/06/2018 - 29/06/2018 (HCP, OSR, nKPI) (326)	Manual	Manual
1075	Hanslow Special Health Service	01/07/2018 - 31/07/2018 (HCP, OSR, nKPI) (308)	Manual	Manual
2344	Gingerbread	01/07/2018 - 31/07/2018 (HCP, OSR, nKPI) (308)	Manual	Manual

⚠️ 🔲 can be used to export the data from the *RTU Summary* table to an Excel spreadsheet as/if required.

⚠️ The data in the *RTU Summary* table can be filtered by the values in each of the above columns using 🔍 at the top of each column.

5. To close the report, select ☒ to close the applicable tab in your browser.

IHD Health Care Providers Report

The IHD Health Care Providers Report allows the applicable user(s) to extract all of the Health Care Provider information for a particular reporting round(s) out of the Portal for use as required.

The following procedure is used to run the *IHD Health Care Providers* report in QLIK.

1. Navigate to the Data Portal Home screen.
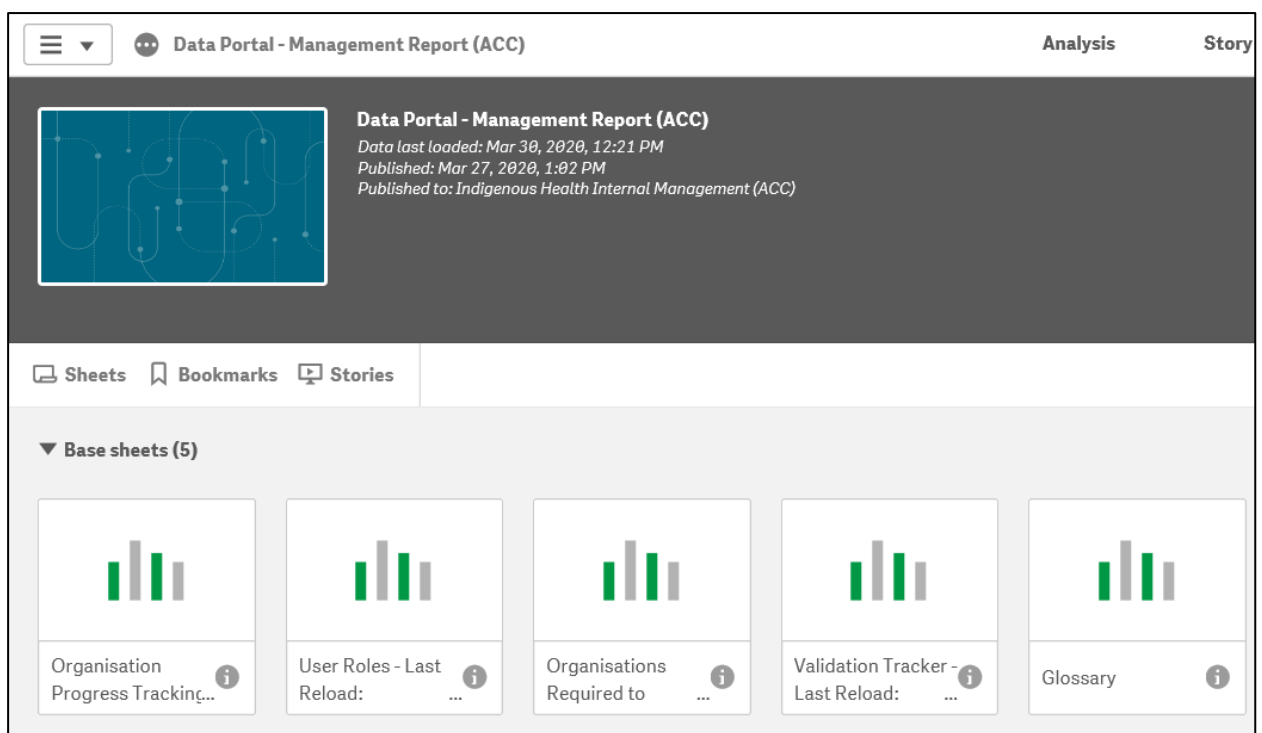
2. To open the QLIK reporting interface, select 📊 Interactive Reports .

The QLIK Sense interface screen (the Hub) will display.
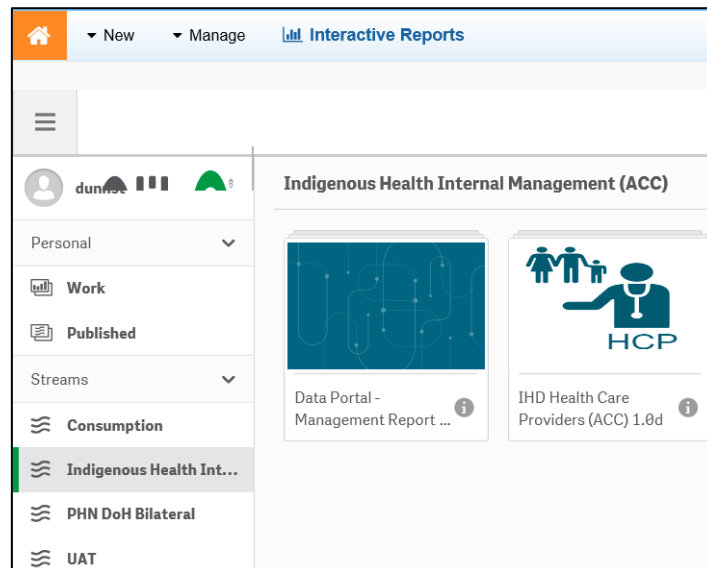
3. To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **IHD Health Care Providers** app on the right-hand side of the screen.

The Health Care Providers screen will display information regarding each organisation and their Health Care Providers (including first name, last name and provider number) across all collection periods.

Collec...	Organisation ID	Organisation Name	Provider Last Name	Provider First Name	Provid... Number	Salaried	Street Address Line 1	Street Address Line 2	City/Suburb	State
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Khan	Malik	255942CW	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Piotrowicz	VMO Agata	256183CB	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Palmqvist	Dr Catherine	274617GL	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Palmqvist	Dr Catherine	274617LJ	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Warren	DR Eloise	275107AB	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Warren	DR Eloise	275107DK	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Ang	VAH Vincent	0289277B	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Konduru	Bhaskar Subramanyam Varma	290564FX	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Datta	VMO Ritu	424448AT	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Anwar	DR Farhana	431798AJ	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Caruana	VAH Marilyn	439562EF	-	-	-	WYONG	New South Wales
31/12/2018	1783	Yerin Aboriginal Health Services Incorporated	Cvetkovic	Dr Risto	497399FY	-	-	-	WYONG	New South Wales

4. To display Health Care Providers information for a particular IHDR reporting round/data collection, select the **Collection** filter field at the top of the screen, select the applicable collection and then select ✔ .

5. To export the provider details out to an Excel spreadsheet, right click anywhere on the table and select **Export > Export data**.

The Export data dialog box will display.

Export complete

Your exported data is ready for download.

Click here to download your data file.
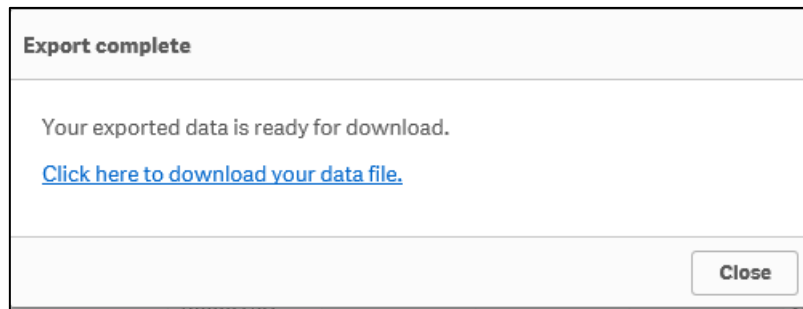
Close

6. To download the spreadsheet, select the **Click here to download your data file** link.

7. In the dialog that displays at the bottom of the screen, **Save** or **Open** the spreadsheet as needed.

To close the report, select ☒ to close the applicable tab in your browser.

Glossary

The Glossary app in the QLIK Indigenous Health Data management reports lists each of the Detailed and Summary status included in the different management reports and a description of what each status means.

⚠️ For the information in this report to display properly, please ensure there are no filters applied in the grey *Filter Bar* at the top of the screen.

The following procedure is used to open the Glossary in QLIK.

1.   Navigate to the Data Portal Home screen.

2.   To open the QLIK reporting interface, select [📊 Interactive Reports].

The QLIK Sense interface screen (the Hub) will display.
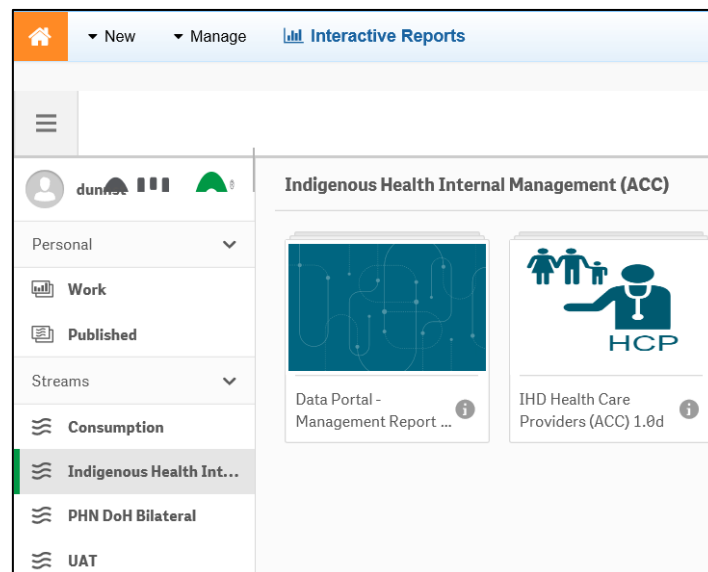
3.   To access the QLIK management reports, select **Indigenous Health Int…** on the left-hand side of the screen and then select the **Data Portal – Management Report** app on the right-hand side of the screen.

The Data Portal – Management Report screen will display.

4.   To open the Glossary, select the *Glossary* sheet.

The Glossary screen will display.

The Glossary screen contains a list of the Detailed and Summary Statuses, along with a description of each.

The data in this table can be filtered by using 🔍 at the top of each column.

⚠ The Glossary screen contains filter fields at the top of the screen, which allows the user to filter by a Detailed or Summary Status as required.

5.   To close the report, select ⊠ to close the applicable tab in your browser.

Work with Report Results

Once you have accessed the required management report in QLIK, there are several actions you can take to manipulate the information displayed in the report. Some of these options are:

- Filtering the report results by particular values.

- Exporting the report results into different formats.

- Creating stories using the report results for use in presentations.

Filter Report Results

Once you open an internal management report in QLIK, you may wish to filter the data in the results by a particular value or values. For example, you may wish to see a list of all of the Health Services in NSW that are required to submit data during a particular IHDR reporting round.

The following procedure is used to filter report results in QLIK management reports.

Access the required management report.

1. Select 🔍 in the column you wish to filter the report results by (for example, NSW in the *Organisation State* column to view only NSW based Health Services).

🔶 You can also filter by selecting the applicable filter field at the top of the screen.

Folder	State	Organisation

The applicable filter dialog box will display.

2. Select the value you wish to filter the report results by.

3. To apply the filter, select ✅.

The report results will display as filtered by the selected value.

🔶 The selected filter value will display in the grey filter bar at the top of the screen and can be removed if required by selecting ❌ next to the value.

The Hover Menu

When you hover your mouse pointer over a table in a management report, a hover menu will appear presenting you with some options regarding what you can do with the data in the selected table.

 Take Snapshot – Allows the user to take a snapshot of the data that can then be used in a story to create a presentation you may wish to give about your data. For more information, see *Work with Stories* later in this guide.

 Full Screen – Allows the user to expand the selected table to full screen view so the results can be viewed and manipulated more easily.

The Shortcut Menu

In addition to the hover menu, the shortcut menu allows you to perform particular functions within the selected report. The shortcut menu is activated by right clicking on the selected table.

 – Will open a list of the data snapshots you have taken in the selected report.

 – Select this option to take a picture of the report results currently on screen. This picture goes into your snapshot library and can then be used as required to develop a story about your data. For more information, see *Work with the Storytelling View* earlier in this guide.

Export > Export as an image – Allows you to export the report results out of QLIK as an image to the desired location.

Export > Export to PDF – Allows you to export the report results out of QLIK as a PDF to the desired location.

Export > Export data – Allows you to export the data contained in the report results out of QLIK and directly into an Excel spreadsheet.

Work with Stories

QLIK stories allow you to share your insights into data with other people. Stories let you combine reporting, presentation, and analysis techniques to create and share for collaboration. To build a story, you take snapshots of your reporting data and them to your story, structured in one or more slides. Your story can be enhanced with various effects so you can emphasise the data you want your audience to focus on.

As you tell the story and get asked questions about the data within the story, you can switch directly to where the snapshot came from in QLIK if needed, and get access to the live, updated data.

Create a Story

Once you have taken the required snapshots of your data using either the hover or shortcut menu as described earlier in this guide, you can start to build your story in QLIK. As part of building your story, you can add different kinds of visual effects and content such as text, images, shapes and effects.

The following procedure is used to create a story in QLIK.

1. From any QLIK management report, select [icon] on the *Menu Bar* at the top of the screen.

The Stories dialog box will display.

2. To create a new story, select either [Create new story] or [Create new story].

The Stories dialog box will update to display the Title and Description fields.
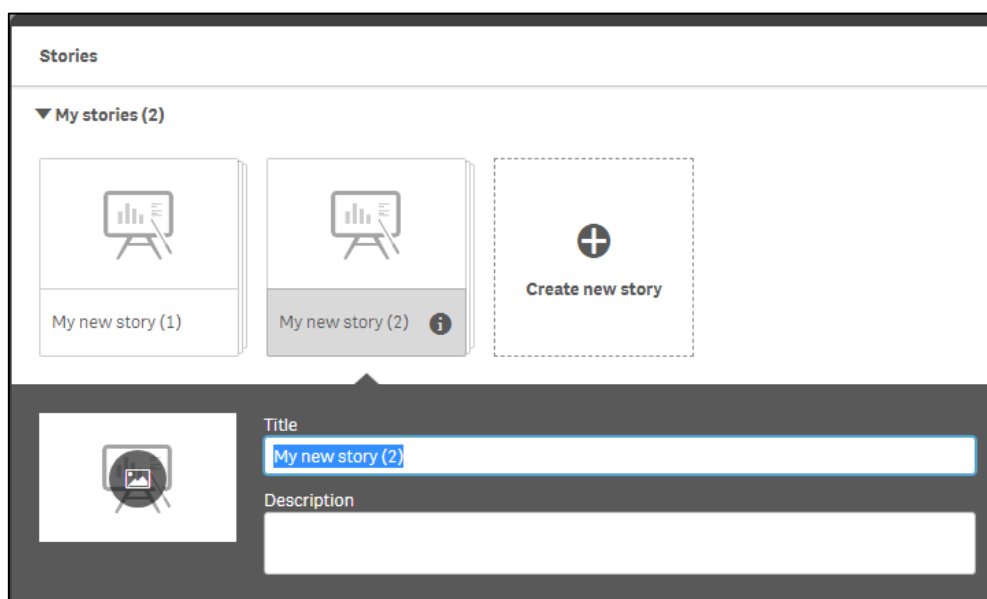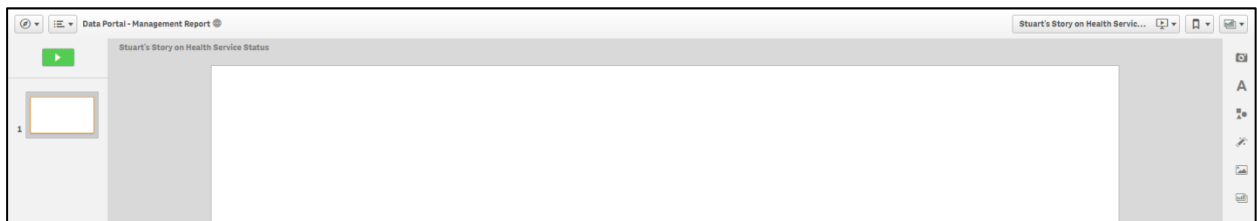

3. Enter a **Title** and **Description** for your new story.

4. Click anywhere outside the text area to save the changes made.

The new story has now been created and the xxxx (your story name) tile will display in the Stories dialog box.
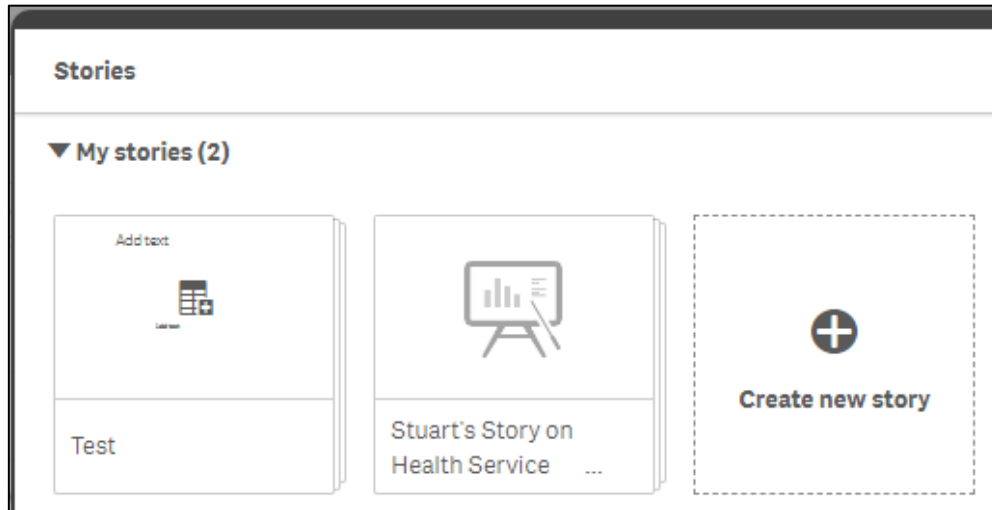
5.   To open your new story, simply select the applicable tile.

Your new story will now display and is ready to be built.

Add New Slides to a Story

Once you have created your story, you can add the required number of slides so you can start building the story and adding different objects to it as needed.

1.   Ensure the xxxx (your story name) screen is displayed.

2.   To add the first new slide to your story, select ⊞ from the bottom left-hand side of the screen.

The new slide has now been added to the story.
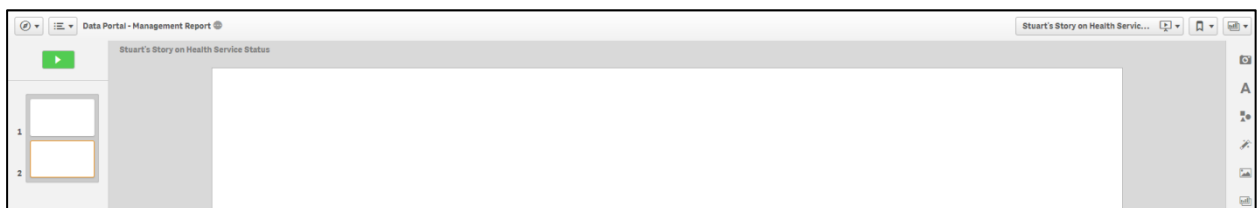
3.   Repeat step **2** for any additional slides to be added to the story.

🛈   To remove a slide from the story, right click on the slide and select **Delete**.

Add a Snapshot to a Slide

Once you have created your story, you can start adding the required content to the story, including any snapshots you have taken that you wish to add.
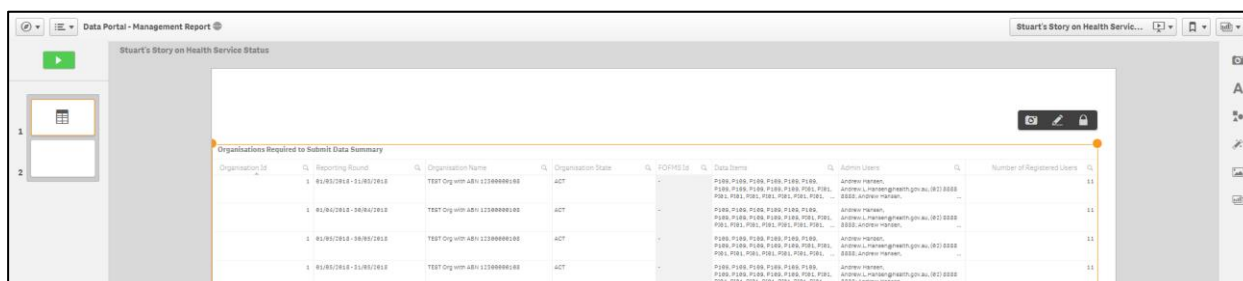
1. Ensure the xxxx (your story name) screen is displayed.

2. Select the slide to add the snapshot to from the story timeline in the left-hand side of the screen.

3. To add a snapshot to your slide, select [camera icon] from the Menu Bar on the right-hand side of the screen.

The Snapshot library dialog box will display.
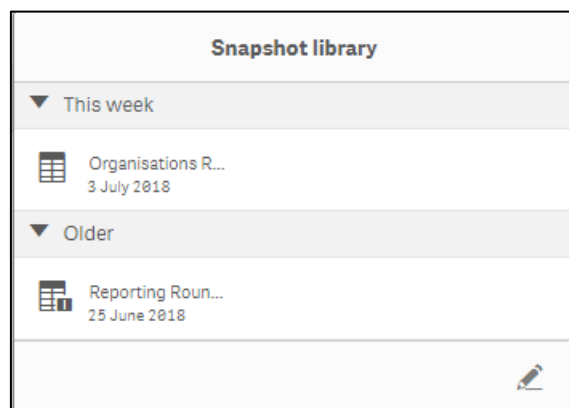
4. To add a particular snapshot to your story, select the snapshot, hold your left (primary) mouse button down and drag the snapshot onto the selected slide.

The xxxx (your story name) screen will update to show the selected snapshot now included in your story.

5. Once the snapshot is added to the applicable slide in your story, you can move the snapshot anywhere on the slide by selecting the snapshot, holding the left (primary) mouse button down and moving the snapshot to the appropriate place on the slide.

6. To increase or decrease the size of the snapshot, simply select one of the four orange circles on the snapshot [orange circle], hold your left (primary) mouse button down and drag the snapshot in or out as needed.

7. Repeat steps **3** to **6** for any additional snapshots you wish to add to your story.

Add a Title and Text to a Slide

If needed, you can add explanatory text and titles to snapshots and other items you have added to your story.

1. Ensure the xxxx (your story name) screen is displayed.

2. Select the slide to add the text to from the story timeline in the left-hand side of the screen.

3. To add text to a slide in your story, select **A** in the Menu Bar on the right-hand side of the screen.
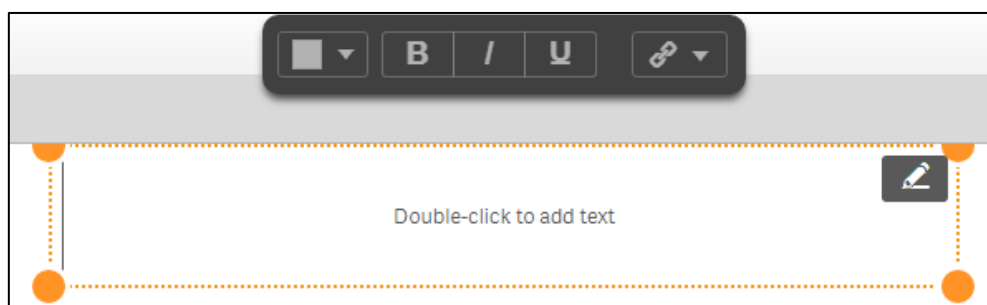
The Text objects dialog box will display.
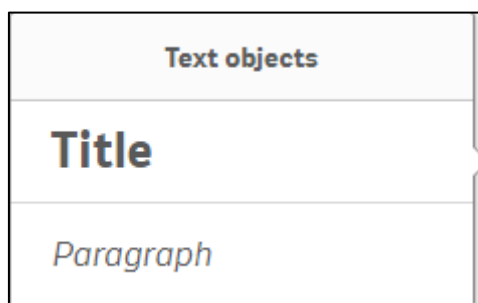
To add a title to the slide:

    i.　Select **Title**, hold your left (primary) mouse button down and drag it onto the slide.

The xxxx (your story name) screen will update to show the Title text box on the slide.
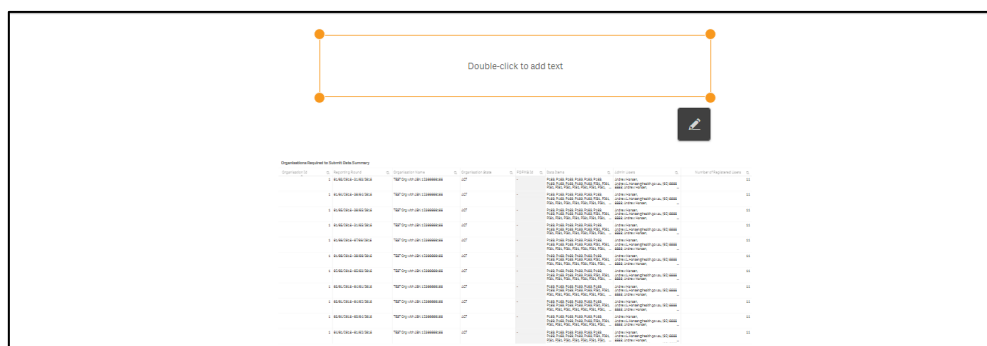
    ii.　Move the **Title** text box to the desired location as/if required by selecting the text box and dragging it to its destination.

    iii.　To add a title to the slide, double click within the text box.

The text box will update to allow the title to be entered.

    iv.　Enter the title for the slide and use the functions in the toolbar that displays above the text box to change the colour of the text, bold, italicise or underline the title as required.

    🔶 To add a url to the title, select 🔗▾ and enter the url in the dialog box that displays.

To add text to the slide:

i. Select **Paragraph**, hold your left (primary) mouse button down and drag it onto the slide.

The xxxx (your story name) screen will update to show the Paragraph text box on the slide.
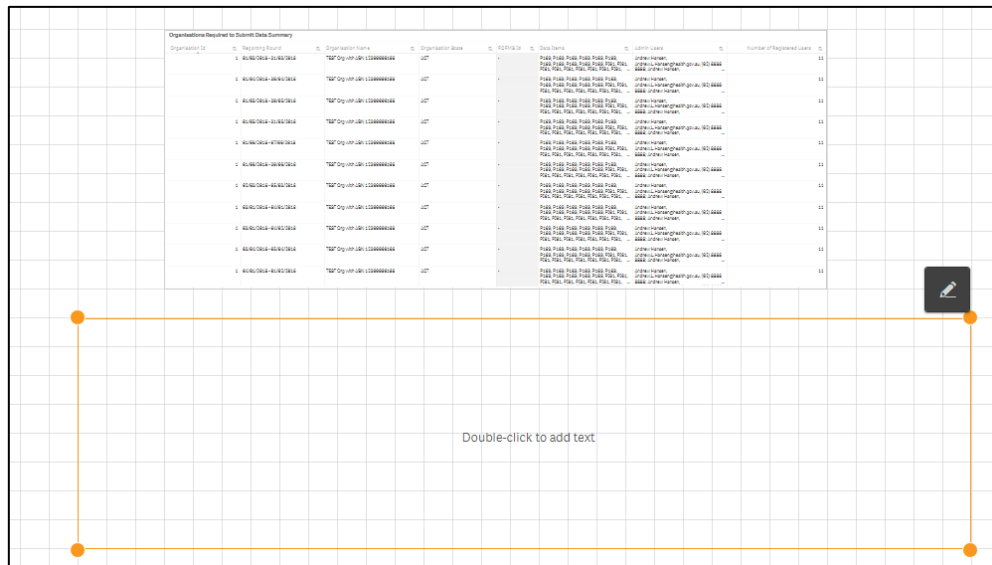

ii. Move the **Paragraph** text box to the desired location as/if required by selecting the text box and dragging it to its destination.

iii. To add text to the slide, double click within the text box.

The text box will update to allow the text to be entered.
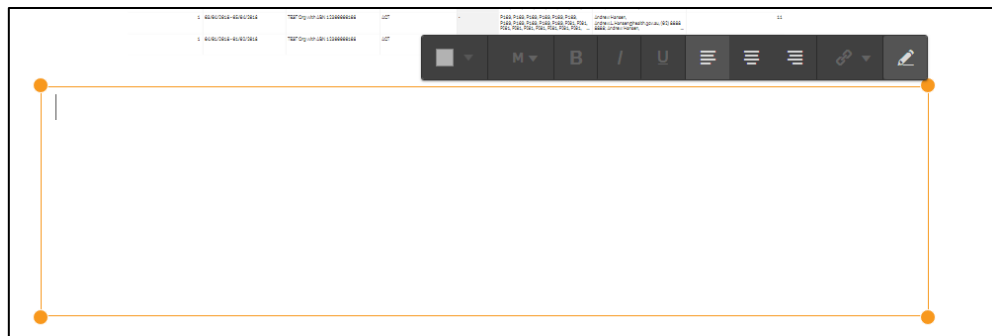
iv. Enter the text for the slide and use the functions in the toolbar that displays above the text box to change the colour and size of the text as required.

v. If needed, you can also bold, italicise or underline the text as well as changing the justification of the text.

To add a url to the text, select [url icon] and enter the url in the dialog box that displays.

Add Shapes to a Slide

1. Ensure the xxxx (your story name) screen is displayed.

2. Select the slide to add the shape to from the story timeline in the left-hand side of the screen.

3. To add a shape to your slide, select [icon] .

The Shapes Library dialog box will display.
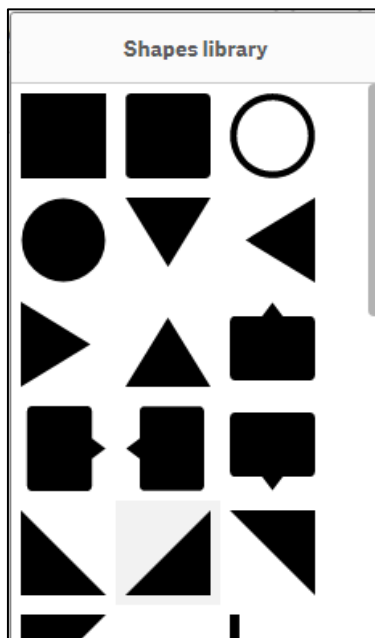
4. Select the shape you would like to add to the slide, hold your left (primary) mouse button down and drag the shape onto the slide.

The xxxx (your story name) screen will update to show the shape added to the selected slide.
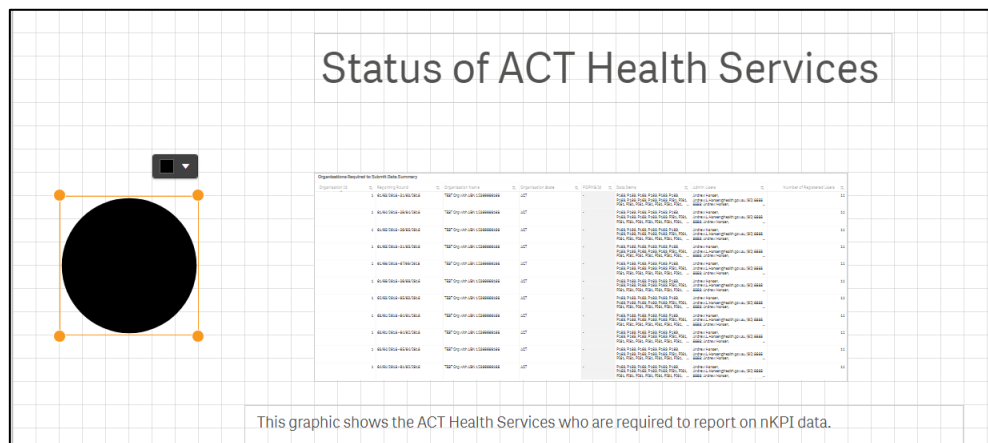
5. Once the shape is added to the applicable slide in your story, you can move it anywhere on the slide by selecting the shape, holding the left (primary) mouse button down and moving the shape to the appropriate place on the slide.

6. To increase or decrease the size of the shape, simply select one of the four orange circles on the shape [icon] , hold your left (primary) mouse button down and drag the shape in or out as needed.

7. To change the colour of the shape on the slide, select [icon] and select the required colour from the list.

8. Repeat steps **3** to **7** for any additional shapes you wish to add to your story.

Add Effects to a Slide

Effects can't be added to the snapshots of the current IHDR management reports available in QLIK as these are just in essence images of a table.

For more information regarding how to use effects, please see the applicable section of the *QLIK Interactive Reports for Health Services User Guide* in the User Support section of the Portal.

Add Media Objects to a Slide

1. Ensure the xxxx (your story name) screen is displayed.

2. Select the slide to add the media object to from the story timeline in the left-hand side of the screen.

3. To add an object to your slide, select 🖼.

The Media library dialog box will display.
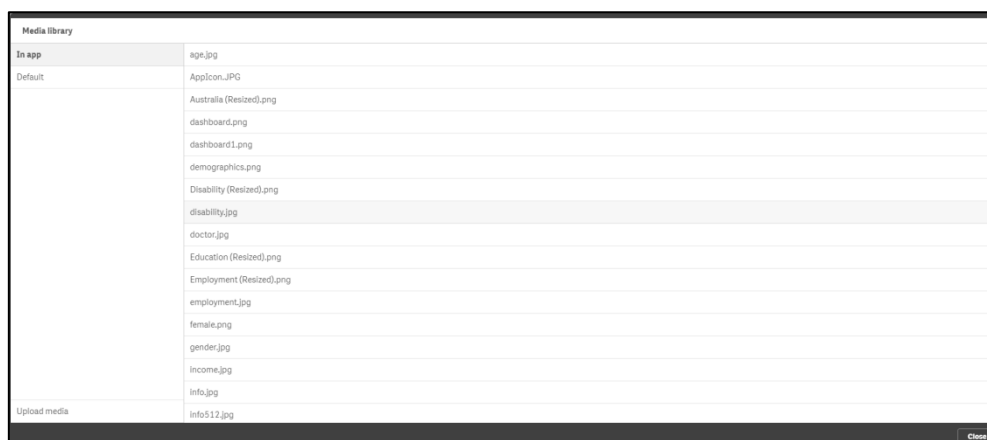
i. To add an object from within the *Data Portal – Management Report* app, select **In app**, then select the required object from the list and select Insert.

ii. To add an object from within QLIK, select **Default**, then select the required object from the list and select Insert.

The xxxx (your story name) screen will update to show the object added to the slide.

4. To move the object within the slide, select the object, hold the left (primary) mouse button down and move the object to the required location.
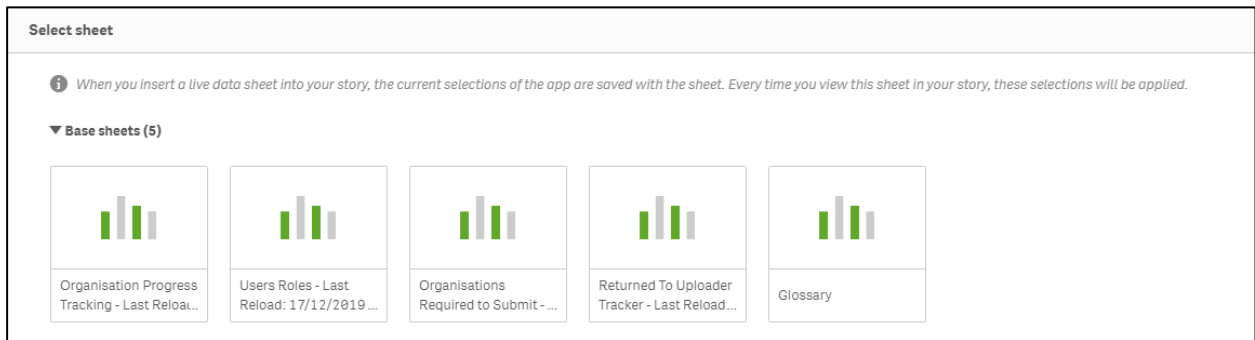
⚠ To remove the object from the slide, right click on the object and select **Delete**.

Add a Sheet Snapshot to a Story

1. Ensure the xxxx (your story name) screen is displayed.

2. Select the slide to add the sheet snapshot to from the story timeline in the left-hand side of the screen.

3. To add a sheet snapshot to your story, select [icon].
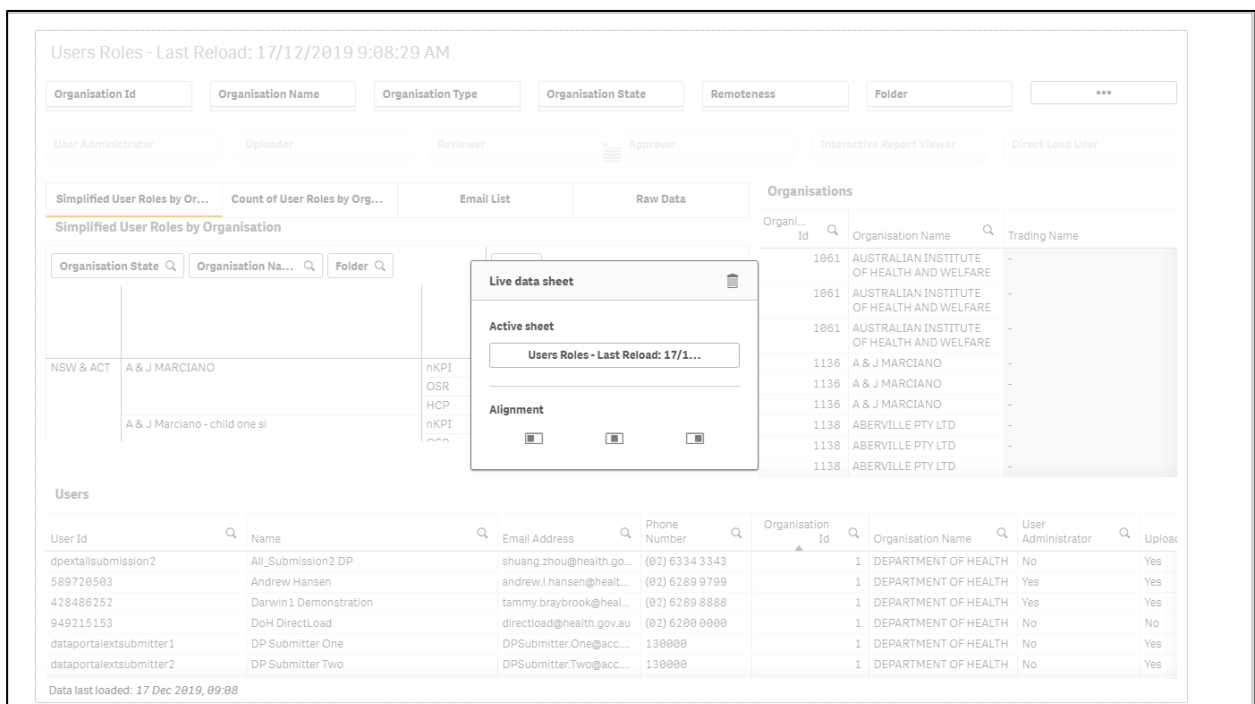
The Select sheet dialog box will display.

4. Select the sheet you wish to add to your story as a snapshot.

[icon] If you currently have filters applied to the selected sheet, these will appear in the story as part of the snapshot.

The selected sheet will now be added as a new slide to your story.

The Live data sheet dialog box displays, allowing you to delete the sheet, select a new sheet or align the sheet on the slide as/if needed.

Work with Items in a Story

Once you have added snapshots, shapes, media objects etc to your story, you can reuse these items by cutting, copying and pasting them elsewhere within your story as required. You can also delete them from the story if needed.

1.   Ensure the xxxx (your story name) screen is displayed.

2.   Select the slide you are working with from the story timeline in the left-hand side of the screen.

3.   Select the object you are working with (snapshot, shape etc).
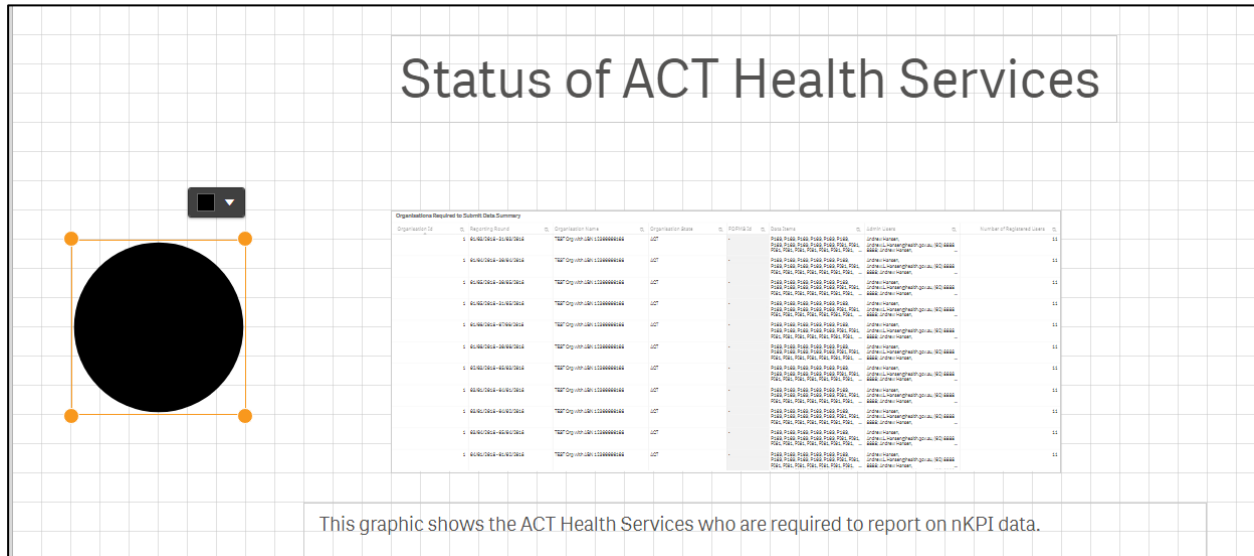
There are several tasks that can now be performed on this selected item using the toolbar at the bottom of the screen:

    i.   To cut the item from the slide, select .

    ii.   To copy the item, select .

    iii.   To paste the item onto the slide, select .

    iv.   To delete the item from the slide, select .

Play Your Story

Once you have created your story and have added all the required slides, objects and text to it, you can play it in "slide view" to ensure it runs as expected prior to making it available to other users.

1. Ensure the xxxx (your story name) screen is displayed.

2. Ensure the first slide in the story is selected in the story timeline on the left-hand side of the screen.

3. To play your story, select [▶] at the top of the story timeline.

Your story will now display in slide view.

4. To move to the next slide in the story, select [···] at the bottom of the screen and select [▶] to move to the next slide in the story.

5. Repeat step **4** for each slide in the story.

6. To close the story once it is finished playing, select [⊗] in the top right-hand corner of the screen.

Duplicate a Story

You can duplicate any story in QLIK. This saves you time by allowing you to reuse content and modify the duplicate to better fit your needs. The duplicated story contains the same content as the original and is linked to the same snapshots. The duplicated story, however, will not be updated if the original story is updated.

1. Ensure the xxxx (your story name) screen is displayed.

2. Select [≔ ▾] in the top left hand corner of the screen and select **Duplicate story** from the list that displays.

The selected story has now been duplicated and the new story will inherit the original story's name with a (1) after it. The new story will now display in the xxxx (your story name) screen and can be worked on as required.

Delete a Story

If the story is no longer required, it can easily be deleted from the Story screen.

1. Ensure the xxxx (your story name) screen is displayed.

2. Select [≔ ▾] in the top left hand corner of the screen and select **Delete story** from the list that displays.

The Delete story? dialog box will display.

3. To delete the story, select [**Delete**].

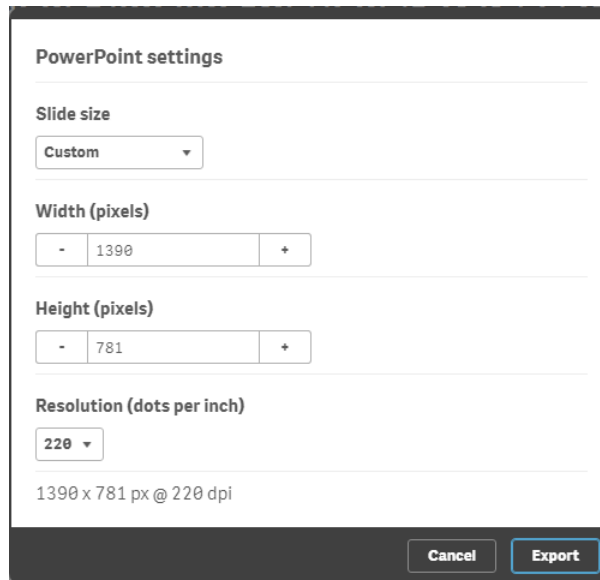The story has now been deleted.

Export a Story to PowerPoint

Once you have developed a story in QLIK on your Indigenous Health Reporting data, you may wish to export the story from QLIK to PowerPoint so you can easily deliver presentations to different audiences in places where you may not have access to QLIK.
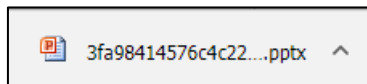
1. Ensure the xxxx (your story name) screen is displayed.

2. Select ▤▾ in the top left hand corner of the screen and select **Export story to PowerPoint** from the list that displays.

The PowerPoint settings dialog box will display.

3. To export your story to PowerPoint, select **Export**.

4. To download the content so it can be saved, select **Click here to download your PowerPoint presentation**.

A pop up will display in the bottom left-hand corner of the screen.

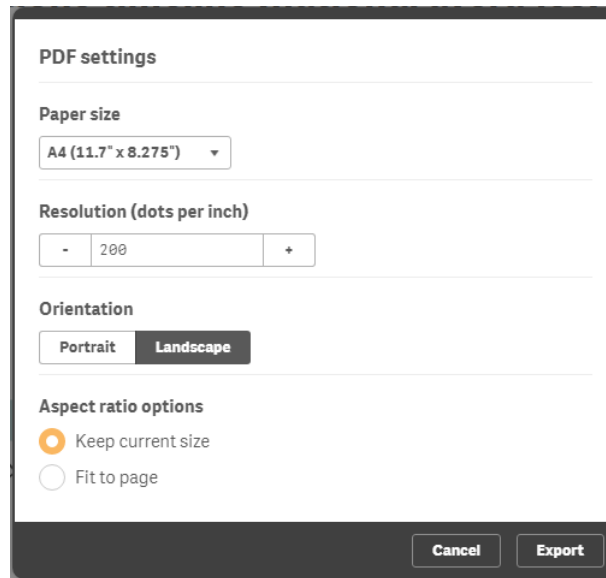5. To continue, select ⌃ in the pop up and select **Open**.

The presentation will now be opened in PowerPoint and can be saved to your desktop or another suitable location as needed.

Export a Story to PDF

In addition to being able to export your QLIK story as a PowerPoint presentation, you can export it as a PDF document for later use if needed.

1.   Ensure the xxxx (your story name) screen is displayed.

2.   Select [≡▾] in the top right hand corner of the screen and select **Export story to PDF** from the list that displays.

The PDF settings dialog box will display.

3.   To export your story as a PDF document, select [Export].

4.   To download the content so it can be saved, select **Click here to download your PDF file**.

A pop up will display in the bottom left-hand corner of the screen.
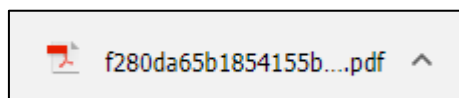
5.   To continue, select ∧ in the pop up and select **Open**.

The PDF document will now be opened and can be saved to your desktop or another suitable location as needed.