



When your DSS Funding Agreement Manager (FAM) returns your *Activity Work Plan (AWP)* to you for amendment, you will receive an email notification informing you your *AWP* is ready for you to review and update as required.

To amend your *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 your *Reporting Dashboard* open.



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

Your *AWP* form will open.



Any sections of your form containing DSS FAM comments will contain a on the corresponding tab. The *Notifications Tray* will display as open for each of these sections in the top right-hand corner of the form, so you can see the detail of the comments the FAM has made.

4. For each section of your form with data validation flags, review the comment made by your FAM in the applicable **Notifications Tray**.
5. If text needs to be updated to address the comment made by your FAM, make the

changes in the applicable cell(s) as needed.

When you add text to a cell in your form at this stage of the process, it will look the same as the previous text you have entered, so please add some detail regarding the changes you have made in the response you have to make to the FAM's comment.

Once you have made the required text changes, you will need to respond to the comment your FAM left.

6. To do this, select next to the applicable FAM comment in the **Notifications Tray**.
7. In the **Respond to Comment** window, select in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made.

9. To save your response, select . Your response has now been added to the FAM's comment and the on the section should now have been replaced by

10. Repeat **steps 4 to 9** for any other comments your DSS FAM has left in the form.
11. To exit the 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. To commence the process of sending your updated *AWP* back to your FAM, select .
13. In the Change Data Asset Status dialog box, select the in the **Action** field and select the action required.



The available actions are:

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

 If you can approve the report yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the *AWP* and submit it directly to your FAM for processing again.

14. In the **Comment** field, enter any comments regarding the action being performed on the report.
15. One of the following buttons can now be selected when submitting the *AWP*, depending on the action you have selected:
 - a. To send the report to the *Submission Reviewer* for review again, select . See the *Review an Indigenous Health Data Asset Submission as Part of Exception Reporting QRG* for the next step in the process.
 - b. To send the report back to your CEO or their representative for approval, select . See the *Approve an Indigenous Health Data Asset Submission as Part of Exception Reporting QRG* for the next step in the process.

The *AWP* has now been amended and either sent back to your health service's *Submission Reviewer* for further review or sent straight on to the CEO or their representative for approval.

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