# Submit an OSR Data Asset (Manual Submission) Screencast – Accessible Version

Introduction

Welcome to the *Submit an OSR Data Asset (Manual Submission)* screencast.

This screencast will show you how to manually submit an OSR data asset in the Health Data Portal (the Data Portal) if you are required to submit your data as part of an Indigenous health data reporting round.By the end of this screencast, you should know how to submit a manually created OSR data asset to someone within your health service for review.

Manual Submission Overview

At the commencement of an Indigenous health data reporting round, health services required to report on their OSR data will be notified via email that the reporting round has commenced. Those health services whose Clinical Information Systems will not automatically transfer data to the Health Data Portal will need to manually create a data asset in the Data Portal to add their OSR data to. Submit an OSR Data Asset (Manual Submission)

1. From the Data Portal home screen, in the **Reporting Dashboard**, hover your mouse pointer in the right-hand side of the OSR section and select the **Start Submission** button (plus sign).

The blank OSR form displays, which will be broken down into sections, with each section accessible as a tab on the left-hand side of the form.

The first tab that displays on the OSR form is the *Organisation Profile* tab. The information entered here will allow greater accuracy in reporting and analysis. The tab contains seven different sections that need to be completed.

**Note:** If you are unsure of what is required in a particular area of the OSR form, you can select the **i** button next to the area title to display detailed help text, providing you with information designed to assist you with the completion of the applicable section of the form, including definitions and examples.

* The *Physical Location* section displays your organisation’s address. If this information is incorrect, select the **Update Address** button and email the correct details to the Department of Health and Aged Care.
* The *Accreditation* section is used to identify the number of organisations that have achieved the appropriate accreditations. Enter your organisation’s accreditation information as applicable.
* The *Reporting* section is used to nominate your organisation’s contact for OSR reporting. This information may be used by the Department of Health and Aged Care and/or the AIHW if they need to contact your health service.
* The *Smoke Free Workplace* section allows you to provide information regarding your organisation’s smoke free workplace status.
* The *Incorporation/Registration Status* section is used to record your health service’s incorporation status and who the service is incorporated with. To complete the section, select **Yes** or **No** here as required. You are also asked to specify whether your service is not-for-profit and, if so, how many fee-paying members you have.
1. Enter the required information into each of the sections and select **Save** at the bottom of the form.
2. Select the **Governance** tab.

The *Governance* tab allows you to confirm your health service’s governance model and enter information regarding your service’s governing committee/Board if it has one.

1. Firstly, if the governance model listed here for your service is incorrect, select the **Update Governance Model** button and email to the Department of Health and Aged Care with the correct governance model for your organisation.
2. If your service has a *Governing Committee/Board*, select the **Yes** option, and then answer the subsequent questions that display.
3. If your service doesn’t have a *Governing Committee/Board,* select the **No** option, and move on to the next tab of the OSR form.
4. If you selected **Yes**, the **Do you know any further details about the Committee or Board?** question will display.
5. If you know information about your Board, select **Yes** to display further questions about your Board.
6. If you don’t know information about your Board, select the **No** option and move on to the next tab in the OSR form.

A list of questions about your service’s Board will now display, including questions about the names of your Board members, how many of your Board members are ATSI people, and whether any of your Board members have received training recently.

1. Once you have answered the questions, save the *Governance* information by selecting the **Save** button at the bottom of the form.
2. To continue, select the **Clinic Information** tab.

The *Clinic Information* section of the OSR form will display the clinic sites currently on record for you in the Health Data Portal. If any of your sites are missing, or there is incorrect information displayed for any of them, select the **Update Clinic sites** button and enter the correct information into the email that displays. Then select **Send** to send the email to the Health Data Portal team so they can update the details in the Data Portal.

1. For your first clinic listed, answer either **Yes** or **No** to the **Do you offer 24 hour emergency care at this clinic?** question.

The **What days of the week are services available at this clinic?** section will populate based on your answers to the previous question.

1. If you answered **Yes**, all the **Day** check boxes will be selected, the **Opening Times** will be **00:00** and the **Closing Times** will be **23:59**.
2. If you answered **No**, the **Monday** to **Friday** check boxes will selected, the **Opening Times** will be **09:00** and the **Closing Times** will be **17:00**.
3. Next you will need to enter details regarding the different **Catchment Areas** serviced by each of your clinics.
4. Now select the check box(es) that relates to the functions and services provided at the clinic.

In addition to the information about your days of operation etc, you will also be asked to enter your client numbers by site.

Your total client numbers for the entire health service will display first in the blue shaded box, and the numbers contained within are pulled directly from the *Client Numbers* tab further down the OSR form.

Below this section, you will then see a similar section for each service delivery site your service has. You now need to enter your client numbers for each delivery site and ensure they add up to the total in the blue shaded section.

**Note:** If you only have one clinic site, the **Client Numbers** section will not display here.

1. Once you have completed the clinic information, select the **Save** button at the bottom of the form.
2. Select the **Episodes of care** tab.

The *Episodes of care* tab is where you enter your service’s episodes of care data. An episode of care is a contact between a client and your service. All contacts with a client on one day are considered one episode of care.

1. Enter your service’s *Episodes of care* for *Male*, *Female* and *Gender not recorded* clients of each status, as applicable.
2. Select an option regarding whether your figures are only estimates. If they are only estimates enter a basis for the estimate.

**Note:** Only whole numbers are accepted on the *Episodes of care* tab. Entering decimals will lead to a data flag appearing, that will then need to be addressed. Also, for any cells you don’t have values for, select the *Populate empty cells with zeros* option under the *Options Menu* to enter zeros into any empty cells.

1. Select the **Save** button and then select the *Client Contacts* tab.

In any tab on the OSR form, if you leave a cell blank and then save your changes, an unresolved validation flag will display in the *Notifications Tray*at the top of the tab.To address the unresolved validation flag, you will need to either amend the value(s) in the applicable cell(s) or use the **Respond** button in the *Notifications Tray* to respond to the flag, explaining why the value(s) in the cell(s) is correct.**Note:** If you are unsure which cell(s) the validation flag relates to, select the *Eye* button to highlight the applicable cell(s).

The *Client Contacts* tab is where you enter your service’s client contacts data. This is the number of contacts clients have had with your health service’s health workers during the previous twelve months.

1. Enter your client contact data for your different worker types, including *General health workers*, *Medical specialists*, *Social & Emotional Well Being staff* and *Allied health professionals*.

**Note:** Only whole numbers are accepted in the cells on the *Client contacts* tab. Entering decimals will lead to a data validation issue appearing, that will then need to be addressed. Also, for any cells you don’t have values for, select the *Populate empty cells with zeros option* under the *Options Menu* to enter zeros into any empty fields.

1. Once you have completed the **Client Contacts** tab, select the **Save** button and then select the **Client Numbers** tab.

The *Client Numbers* tab is where you enter how many individual clients (by age group) received healthcare at your health service during the previous twelve months.

1. Enter your client numbers for *Male*, *Female* and *Gender not recorded* clients of each status.
2. Select an option regarding whether your figures are estimates. If they are only estimates record a basis for the estimate.

**Note:** Only whole numbers are accepted in the cells on the *Client contacts* tab. Entering decimals will lead to a data validation issue appearing, that will then need to be addressed. Also, for any cells you don’t have values for, select the *Populate empty cells with zeros* option under the *Options Menu* to enter zeros into any empty fields.

1. Once you have completed the **Client Numbers** tab, select the **Save** button and then select the **Paid FTE Positions** tab.

The *Paid FTE Positions* tab is where you record the number of paid Full Time Equivalent (FTE) positions for your health service.

**Note:** If you have downloaded your Workforce Profile spreadsheet from last year’s OSR data asset and entered in the FTE values for this collection period, you can upload the values from the spreadsheet using the *Options Menu*and select *Upload Workforce Profile*. The values from the spreadsheet will now be populated into the *Paid FTE Positions* and *Unpaid FTE Positions* tabs.

1. If you need assistance calculating the FTE for a position, select the **FTE Calculator (pencil and paper)** in the corner of the applicable cell.
2. In the **FTE Calculator**, enter the number of hours per day the selected position works.

**Note:** If needed, you can change *Hours* to *Days*, *Weeks* etc using the down arrow in the second and third fields.

The FTE for the position will now display in green in the FTE Calculator.

1. To apply the FTE values to the selected cell, select the **Apply** button.

The calculated FTE for the position will display in the applicable cell.

1. To close the FTE Calculator, select the **Close** (**x**) button.
2. Continue entering the number of FTE positions for paid workers, for your health service.

**Note:** For any cells you don’t have values for, select the ***Populate empty cells with* zeros** option to enter zeros into any empty fields.

1. Once you have finished entering your *Paid FTE* values, select **Save** at the bottom of the form and then select the **Unpaid FTE Positions** tab.
2. Enter your *Unpaid FTE* positions values using the same method used for the **Paid FTE Positions** tab.
3. Once you have finished entering your *Paid FTE* values, select **Save** at the bottom of the form and then select the **Vacant Positions** tab.
4. In the **Vacant Positions**tab, specify whether your health service has any vacant positions.

**If the answer is no:**

* 1. Select **No**.

**If the answer is yes:**

1. Select **Yes** and then select the **Add** **Row** button
2. In the **Role / function** cell in the window that displays that displays, select the type of position your health service has a vacancy for.
3. Enter the details of the vacant position for the selected position type, including the specific position title, the number of FTE (using the FTE Calculator if needed) and the number of weeks the position has been vacant for.

**Note:** Only enter one FTE per row. If you have more than one vacancy for a particular position, enter 1 in the first row and then add a second row and repeat the process.

1. Once the **Vacant Position**s tab has been completed, select the **Save** button at the bottom of the form and select the **Close** button to close the OSR form.

**Note:** If you wish to print off your completed OSR form, you can do so by selecting the **Summary View** option from the **Options Menu** and then printing the form.

1. On the Data Portal Home screen, before submitting the data asset through the submission workflow, you will need to answer either **Yes** or **No** to the data sharing consent questions listed under **Data Sharing** in the **Reporting Dashboard**.
2. Select the **Draft Submission** link for the OSR data asset in the **Reporting Dashboard**.
3. To submit the data asset for review, select the down arrow in the **Action** field in the **Change Data Asset Status** dialog box and select **Request Review**.

Selecting *Request Review* will send the data asset to someone within your health service for review, prior to it being submitted for approval.

**Note:** If you wish to send the data asset directly for approval, select *Request Approval.*

1. You can choose to write a comment in the **Comment** field if needed.
2. To send the data asset on for review, select the **Request Review** button.

The data asset has now been manually created and submitted to the internal *Submission Reviewer* for review. An automated email will be sent to all users within your health service with the *Submission Reviewer* role, notifying them the data asset has been submitted to them for action.