



Australian Government

**Department of Health
and Aged Care**

**THE IAHP PHC
ACTIVITY WORK PLAN
IN THE HEALTH DATA
PORTAL**

27 MARCH 2023

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Print or PDF your IAHP PHC AWP form

About This Guide

The *IAHP PHC Activity Work Plan in the Health Data Portal* user guide has been developed to assist health service users with performing their required tasks when submitting their *IAHP PHC Activity Work Plan (AWP)* within the Health Data Portal (the Data Portal) each June as part of the reporting process.

This user guide contains step-by-step instructions and other important information for health service users involved in the submission of the *IAHP PHC AWP* through the Data Portal.

Health service users will perform the following functions when submitting their IAHP PHC AWP through the Data Portal:

- Create the IAHP PHC AWP, attach supporting documents, and send it on to the next stage of the submission process
- Review the IAHP PHC AWP
- Amend the IAHP PHC AWP
- Approve the IAHP PHC AWP
- Amend the IAHP PHC AWP as part of exception reporting
- Participate in Interim Processing for the IAHP PHC AWP if needed
- Print and/or PDF the IAHP PHC AWP form

Version History

This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.

Version Number	Date	Change
1.0	27 March 2024	Original version

Introduction to the IAHP PHC AWP

The IAHP PHC Activity Work Plan (AWP) is submitted by health services each June through the Data Portal.

The IAHP PHC AWP form contains the following sections that need to be completed by health services when submitting the form::

- **Reporting Contact** – the person within your service who will be the primary contact for you *IAHP PHC AWP*, should anyone outside of your service need to contact you about it.
- **IAHP PHC Grant Information** – Your service’s grant information will display here and can be reviewed as needed.
- **Key Health Concerns** – Select your key health needs and enter information regarding how you are going to address each need. You can also upload your service’s *Health Needs Assessment* if you have one.
- **Areas of Focus & Challenges** – Select your key areas of focus and challenges and how they will be addressed.
- **IAHP PHC FM Additional Funding** – If your service has received additional funding as part of the implementation of the PHC funding model, detail how you plan on allocating that funding during the year.
- **Staffing information** – Upload your organisational chart or staffing profile as appropriate.
- **PHC Service Delivery** – Select your service’s key Primary Health Care service delivery objectives and detail how you will achieve these objectives and by when.
- **Supporting PHC Delivery** - Select your service’s key objectives when it comes to supporting PHC service delivery and detail how you will achieve these objectives and by when.
- **Governance, Leadership & Culture** - Select your service’s key objectives and challenges around governance, leadership, and culture and detail how you will achieve these objectives and meet these challenges and by when.
- **Risk Management Plan** – If your Risk Management Plan is published online, enter the details of the website it can be found on. If you have a Risk Management Plan, you can upload it here. Otherwise, detail the risks your service is facing, the impact each risk will have if it happens and how you will prevent or manage the risks.

Introduction to the IAHP PHC AWP form

There are several different tasks available within the IAHP PHC AWP form in the Data Portal that can be used to help you submit your information as quickly and as accurately as possible.

1. Cancel and go back to overview






- Allows you to quickly navigate away from the form and back to the Data Portal home screen.

2. The Tabs List

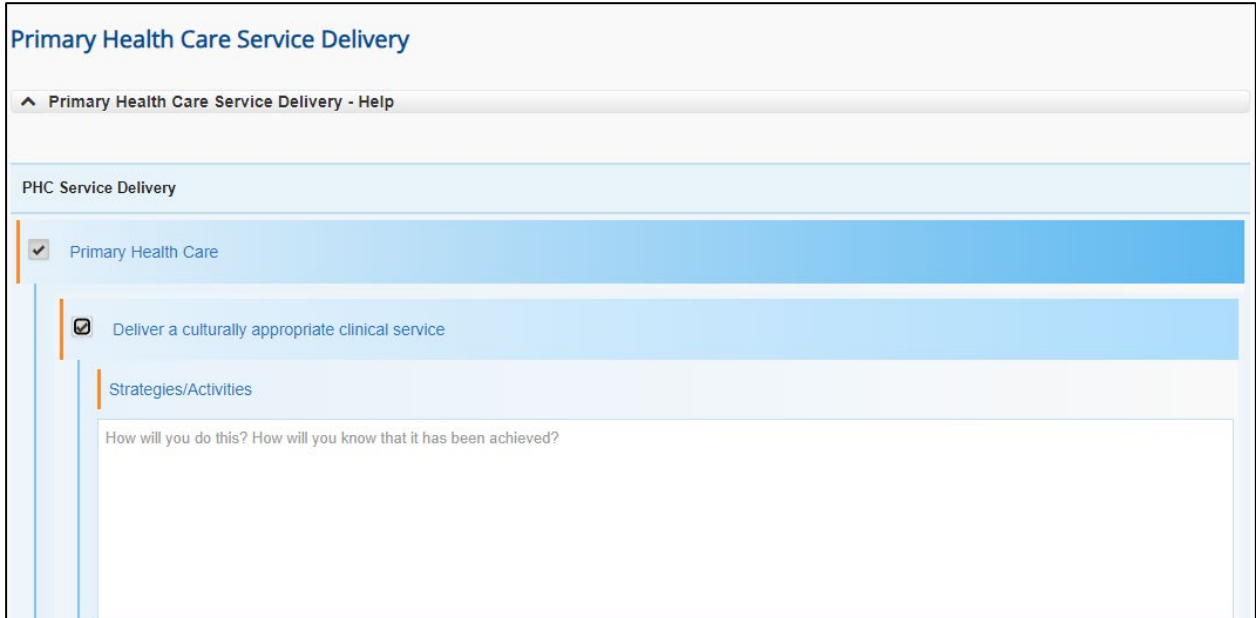
- REPORTING CONTACT
- IAHP PHC GRANT INFORMATION
- KEY HEALTH CONCERNS
- AREAS OF FOCUS & CHALLENGES
- IAHP PHC FM- ADDITIONAL FUNDING

Allows you to move through the different sections of the form by selecting the tab/section you wish to view/work on from the left-hand side of the form.

A  will display on any tabs containing data validation flags that need to be addressed due to cells on the tab not being completed.

This section can be hidden if needed by selecting  at the bottom of the tabs. The section can then be reopened when needed by selecting , now at the top of the form.


3. Main Form Window




This section of the form contains the data entry cells for the tab that has been selected on the left-hand side of the form. This is where all data is entered in the form.

4. Open notifications - Some comments require action buttons



If there are any data validation flags that need to be addressed in a particular section of the AWP form,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.



If there are any comments that have been added to the section by a user,  will display in the blue *Submission Data* bar in the top right-hand corner of the form.

To view a validation flag or user entered comment in the *Notifications Tray*, simply select the applicable button.

5. The Options Menu






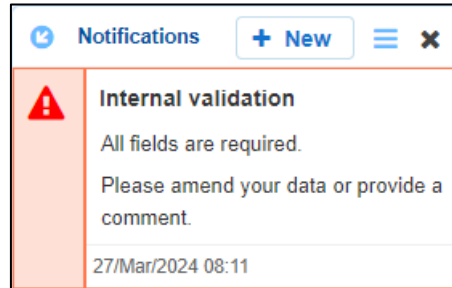
The *Options Menu* groups together additional functions that can be completed from within the form. The functions available through the *Options Menu* in the AWP form are:







-  **Summary View** - Displays all sections of the form in the one view so the whole form can be printed if needed.
-  **Populate empty cells with zeros** - Adds zeros to any empty cells in the selected section of the form. Numbers aren't really used in the IAHP PHC AWP so this function wouldn't be used very often.

6. The Notifications Tray

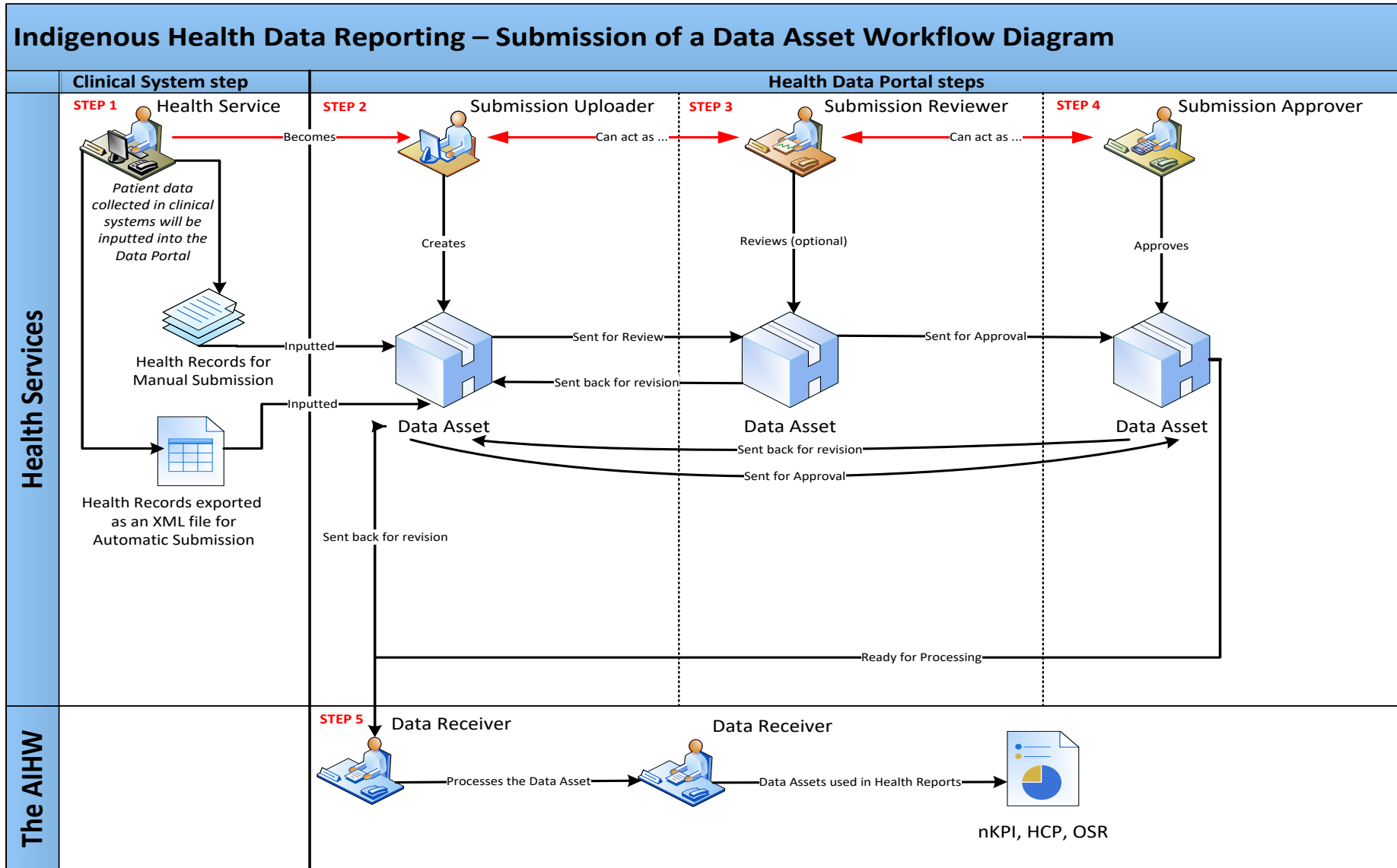
All data validation flags and user generated comments in the AWP form are displayed in a *Notifications Tray*.

 To open the *Notifications Tray* if it doesn't display by default in the form, select either  or .



- To dock the tray at the bottom of the section or undock it so you can move it around the form, select .
- To add a new comment, select .
- To search for a particular validation flag/user comment, or to show completed comments in the tray, select .
- To close the tray, select .
- To respond to a validation flag/user comment, hover your mouse pointer to the right of the title so the available buttons display, and then select .
- To view any highlighted cells accompanying the flag/comment, select .


The IAHP PHC AWP Health Data Portal Submission Workflow



Submit your IAHP PHC Activity Work Plan (AWP)

Each June, all IAHP-funded health services will need to submit their IAHP PHC Activity Work Plan (AWP) through the Data Portal.

The IAHP PHC AWP in the Data Portal will behave like a manual submission, needing to be created by the health service and then populated. The IAHP PHC Performance Report that services submit through the Data Portal each September then reports progress against the health service's IAHP PHC AWP.

 The IAHP PHC AWP Data Portal reporting round runs from *1 June* to *31 July* each year.

The following procedure is used to submit your IAHP PHC AWP through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Activity Work Plan tile will display on your *Reporting Dashboard*.





The screenshot displays the 'Reporting Dashboard' in a 'TRAINING ENVIRONMENT'. The dashboard lists several reporting rounds:

- OSR | 4 April 2023 Reporting Round**: Due in 16 Days, Not Started. A red '+' icon is visible on the right.
- nKPI | No Upcoming Reporting Round**
- HCP | No Upcoming Reporting Round**
- Performance Report | No Upcoming Reporting Round**
- Activity Work Plan | 3 April 2023 Reporting Round**: Due in 16 Days, Not Started. This tile is highlighted with a red border, and a red '+' icon is visible on the right.

On the right side, details for the OSR and Activity Work Plan Reporting Round are shown:

- OSR Reporting Round**: Status: Open, Start Date: 04/Apr/2023, End Date: 30/Apr/2023
- Activity Work Plan Reporting Ro...**: Status: Open, Start Date: 03/Apr/2023, End Date: 30/Apr/2023

2. To commence the submission of your IAHP PHC AWP, select  in the right of the **Activity Work Plan** reporting round text on the **Reporting Dashboard**.

 The IAHP PHC AWP form can also be created by selecting *New > Asset for Submission* on the menu bar.

The IAHP PHC AWP form will display, broken down by tabs on the left-hand side of the form, and the *Reporting Contact – Contact Information* section will display by default.

The screenshot shows a web application interface for the IAHP PHC Activity Work Plan. The top navigation bar includes a home icon, a dropdown menu with 'New', 'Manage', and 'Reports', and a 'Reporting Dashboard' button. The main header area displays 'INDIGENOUS HEALTH - ACTIVITY...' with a date range '09/FEB/2023 TO 30/JUN/2023' and 'Baringa Aboriginal Health Service Activity Work Plan - Baringa Aboriginal Health Service - 202303...'. Below this is a blue bar labeled 'Submission Data'. The main content area is titled 'Contact Information' and contains a 'Reporting Contact' section with a question: 'Who is your organisation's contact for Activity Work Plan reporting?' followed by a 'Select Value' dropdown menu. Below this are input fields for 'First Name', 'Last Name', 'Email Address', 'Phone', 'Mobile', and 'Current User Status'. A vertical sidebar on the left lists various sections: 'REPORTING CONTACT', 'IAHP PHC GRANT INFORMATION', 'KEY HEALTH CONCERNS', 'AREAS OF FOCUS & CHALLENGES', 'IAHP PHC FM- ADDITIONAL FUNDING', 'STAFFING INFORMATION', 'PHC SERVICE DELIVERY', 'SUPPORTING PHC DELIVERY', 'GOVERNANCE, LEADERSHIP & CULTURE', and 'RISK MANAGEMENT PLAN'.

The reporting contact for your service is the person who will be contacted by your DSS Funding Agreement Manager (FAM) if any part of your submission needs further discussion.



To view help text for the *Reporting Contact - Contact Information* section, select

- To record your reporting contact, select and then select the person within your service who will be your reporting contact.

The details of the selected person will now display in the cells on the form.

- To save the selection, select **Save** at the bottom of the form.
- To continue completing your AWP, select the **IAHP PHC Grant Information** tab on the left-hand side of the form.

The IAHP PHC AWP form will update to display the *IAHP PHC Grant Information* section.

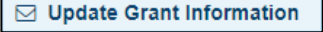
The screenshot shows the 'Submission Data' page for 'Baringa Aboriginal Health Service' with the title 'Activity Work Plan - Baringa Aboriginal Health Service - 202303...'. The 'Grant Information' section is active, displaying a table with the following data:

IAHP PHC GRANT INFORMATION	Grant Agreement ID	123-grant-agreement-id
	Program Schedule ID	123-program-schedule-id
KEY HEALTH CONCERNS	Activity ID	123-activity-id
AREAS OF FOCUS & CHALLENGES	Program / Activity Name	test-activity-program-name
	Organisation (Party ID)	123-org-id

Below the table, a note states: 'Please check that this information is correct. If any change is required, please email the Health Data Portal team.' An 'Update Grant Information' button is visible.

Your health service's grant information will pre-populate here.



If any of the grant information listed here is incorrect, select , enter the correct information in the email that displays and then send the email. The Data Portal team will then use this information to update your grant information in GPS.

6. To continue, select the **Key Health Concerns** tab on the left-hand side of the form.

The IAHP PHC AWP form will update to display the *Key Health Concerns – Key Health Needs* section.

The screenshot shows the 'Submission Data' page with the 'Key Health Concerns' tab selected. The 'Key Health Needs' section is active, displaying instructions: 'Provide information about the main health conditions/needs affecting the population/s serviced by your organisation and how you are proposing to address them. You might like to identify if any health needs are specific to a particular clinic.' Below this, it says: 'Select one or more health need categories below and add your explanatory text. You can also create additional categories by clicking the **Add Health Need** button.'

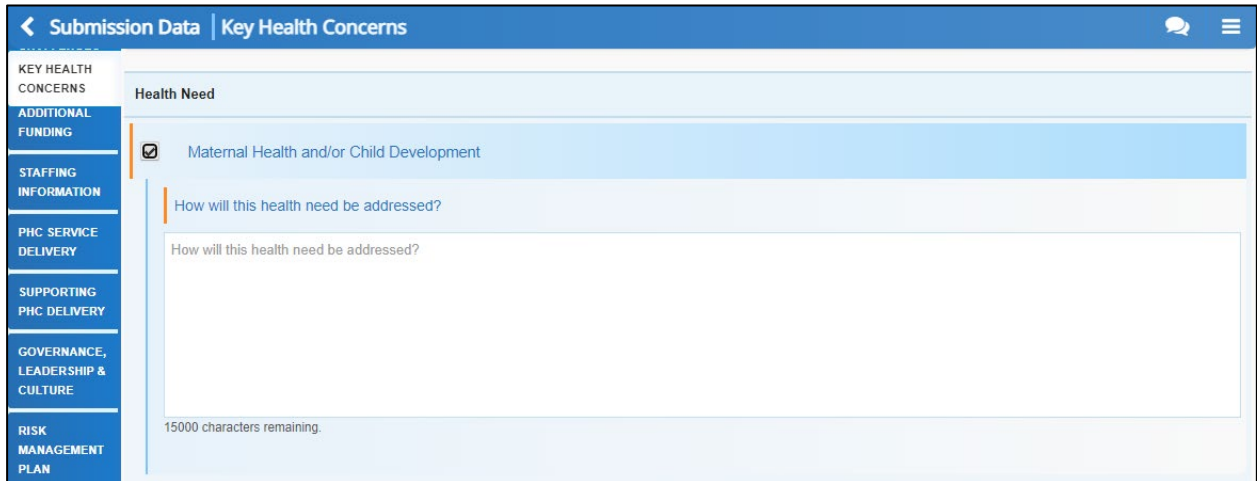
The 'Health Need' section lists the following categories with checkboxes:

- Maternal Health and/or Child Development
- Aged Care
- Allied Health
- Chronic Disease
- Comorbidities

The *Key Health Concerns - Key Health Needs* section of the AWP is used to enter information regarding the key health needs affecting your service's clients, and how you are going to address these needs.

7. Select the check box for the first key health need that applies to your health service.

The form will update to display a cell allowing you to specify how the selected health need will be addressed.



The screenshot shows a web interface for 'Submission Data | Key Health Concerns'. On the left is a navigation menu with categories: KEY HEALTH CONCERNS, ADDITIONAL FUNDING, STAFFING INFORMATION, PHC SERVICE DELIVERY, SUPPORTING PHC DELIVERY, GOVERNANCE, LEADERSHIP & CULTURE, and RISK MANAGEMENT PLAN. The main content area is titled 'Health Need' and shows a selected item: 'Maternal Health and/or Child Development' with a checked checkbox. Below this is a text input field with the placeholder 'How will this health need be addressed?' and a character count of '15000 characters remaining'.

8. Enter information regarding how you will address the selected health need in the **How will the health need be addressed?** cell.

9. Repeat steps 7 and 8 for all health needs impacting your service.



If you need to add information regarding a key health need that isn't listed in the form, select **+ Add Health Need** and then enter in the name of the need and how it will be addressed. Repeat this process for all your additional health needs that aren't listed in the form.

10. If you have an existing Health Needs Assessment you would like to upload to the IAHP PHC AWP form, select **Upload Health Needs Assessment**.

11. In the window that displays, select **+ Choose File(s)**.

12. In the **Open** dialog box that displays, navigate to your Health Needs Assessment, select it, and then select **Open**.

Your *Health Needs Assessment* has now been uploaded in the *Files* area of the *Key Health Concerns – Key Health Needs* section of your IAHP PHC AWP.

13. To save your information, select **Save** at the bottom of the form.

14. To continue, select the **Areas of Focus & Challenges** tab.

The IAHP PHC AWP form will update to display the *Areas of Focus & Challenges* section.

The *Areas of Focus & Challenges* section is broken down into two sub-sections: *Area of Focus* and *Challenge*.

15. Select the check box for the first area of focus for your health service for the year ahead.

The form will update to display a cell allowing you to specify how the area of focus will be addressed.

16. Enter information regarding how you will address the selected focus area in the **How will the area of focus be addressed?** cell.

17. Repeat steps 15 and 16 for all health needs impacting your service.



If you need to add information regarding an area of focus that isn't listed in the form, select **+ Add Area of Focus** and then enter in the name of the focus area and how it will be addressed. Repeat this process for all your additional areas of focus that aren't listed in the form.

18. Once you have entered the required information for your areas of focus, select the check box for the first challenge facing your health service for the year ahead.

The form will update to display a cell allowing you to specify how the challenge will be addressed.

19. Enter information regarding how you will address the selected challenge in the **How will the challenge be addressed?** cell.

20. Repeat steps 18 and 19 for all challenges facing your service.



If you need to add information regarding a challenge that isn't listed in the form, select **+ Add Challenge** and then enter in the name of the challenge and how it will be addressed. Repeat this process for all your additional challenges that aren't listed in the form.

21. To save your information, select **Save** at the bottom of the form.

22. To continue, select the **IAHP PHC FM-Additional Funding** tab.

The AWP form will update to display the *IAHP PHC FM - Additional Funding* section.

The screenshot shows the 'IAHP PHC FM-Additional Funding' section of the form. The left sidebar contains navigation tabs: CONTRACT, IAHP PHC GRANT INFORMATION, KEY HEALTH CONCERNS, AREAS OF FOCUS & CHALLENGES, IAHP PHC FM-ADDITIONAL FUNDING (selected), STAFFING INFORMATION, PHC SERVICE DELIVERY, SUPPORTING PHC DELIVERY, GOVERNANCE, LEADERSHIP & CULTURE, and RISK MANAGEMENT PLAN. The main content area has a blue header with a back arrow, 'Submission Data', and 'IAHP PHC FM-Additional Funding'. Below the header, there is a text box explaining the funding model and a question: 'Did you receive additional funding because of the implementation of the PHC Funding Model?' with radio button options for 'Yes', 'No', and 'Not Applicable'.

23. Answer **Yes**, **No** or **Not Applicable** to the additional funding question.

If you have answered *Yes* to receiving additional funding, the screen will update to display a list of *Additional Funding* check boxes.

The screenshot shows the 'IAHP PHC FM-Additional Funding' section of the form after selecting 'Yes'. The left sidebar is the same as in the previous screenshot. The main content area has a blue header with a back arrow, 'Submission Data', and 'IAHP PHC FM-Additional Funding'. Below the header, there is a section titled 'Additional Funding' with a list of categories, each with a checkbox: 'Upgrades, Repairs and Maintenance', 'Increase Staff Salaries', 'Additional Staff / Staff Retention', 'Increased Operation Costs', 'Locum GPs and Locum RNs', 'Staff Training', and 'Equipment/IT Upgrades'.

24. Select the check box for the first way in which the additional funding will be spent.

The AWP form will update to display a cell allowing you to specify how the funding will be spent.

25. Enter information regarding how you will spend the funding in the **How will the additional funding need be addressed?** cell.

26. Repeat steps 24 and 25 for all ways your service’s additional funding will be spent.



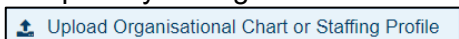
If you need to add information regarding a way your additional funding will be spent that isn’t listed in the form, select **+ Add Additional Funding** and then enter in the name of the additional funding need and how it will be addressed. Repeat this process for all your additional needs that aren’t listed in the form.

27. To save your additional funding information, select **Save** at the bottom of the form.

28. To continue, select the **Staffing Information** tab.

The AWP form will update to display the *Staffing Information* section.

29. To upload your organisational chart or staffing profile, select





If possible, please upload an orgainsational chart or staffing profuile that is only relevant to your IAHP funding. If not, just upload what you have.

30. In the window that displays, select .

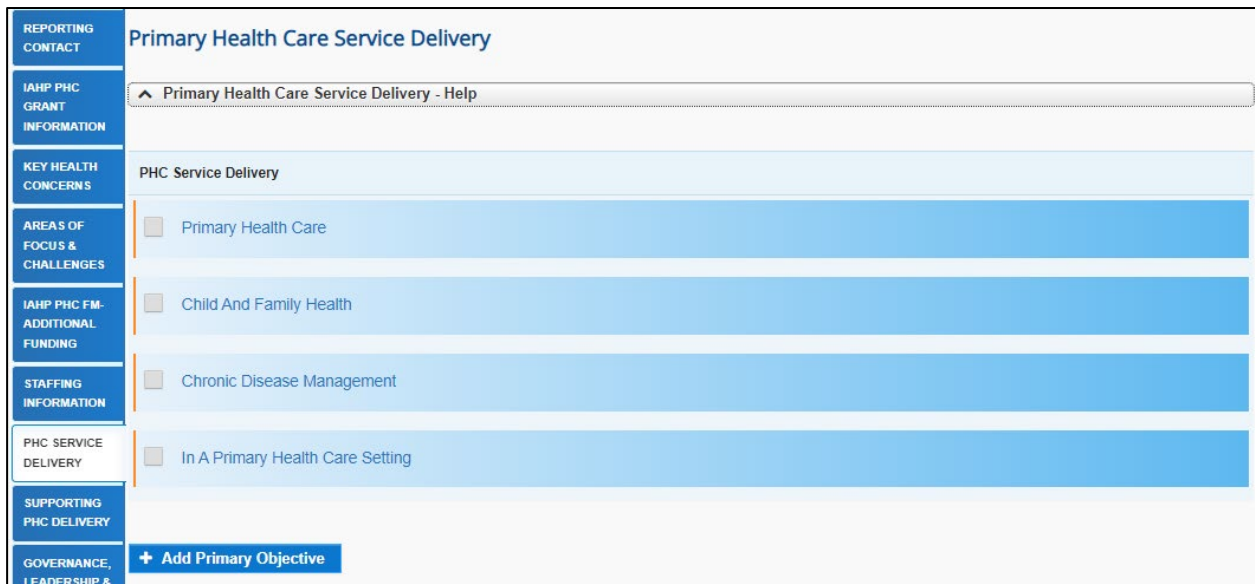
31. In the **Open** dialog box that displays, navigate to the document you wish to upload, select it, and then select **Open**.


The selected document will be uploaded to the *Staffing Information* tab, in the *Files* section.

32. To save your information, select  at the bottom of the form.

33. To continue, select the **PHC Service Delivery** tab.

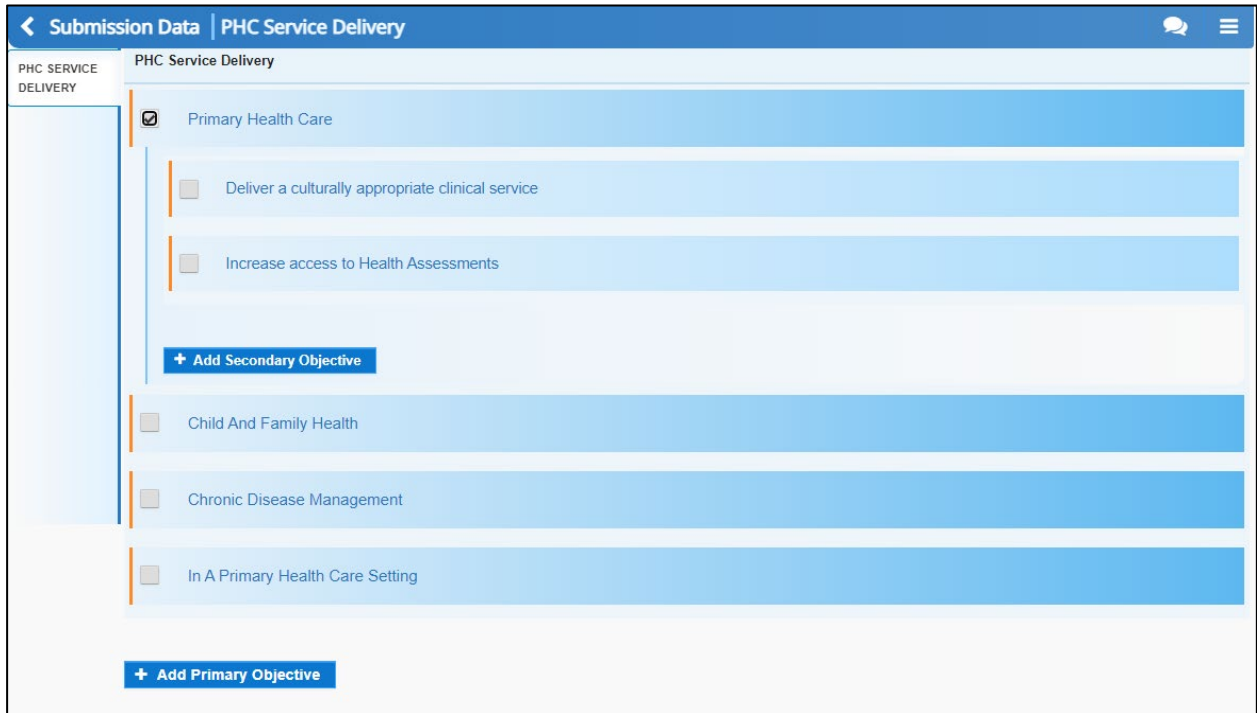
The IAHP PHC AWP form will update to display the *PHC Service Delivery* section.



To collapse/expand the *PHC Service Delivery* help text at the top of the section, select  as needed.

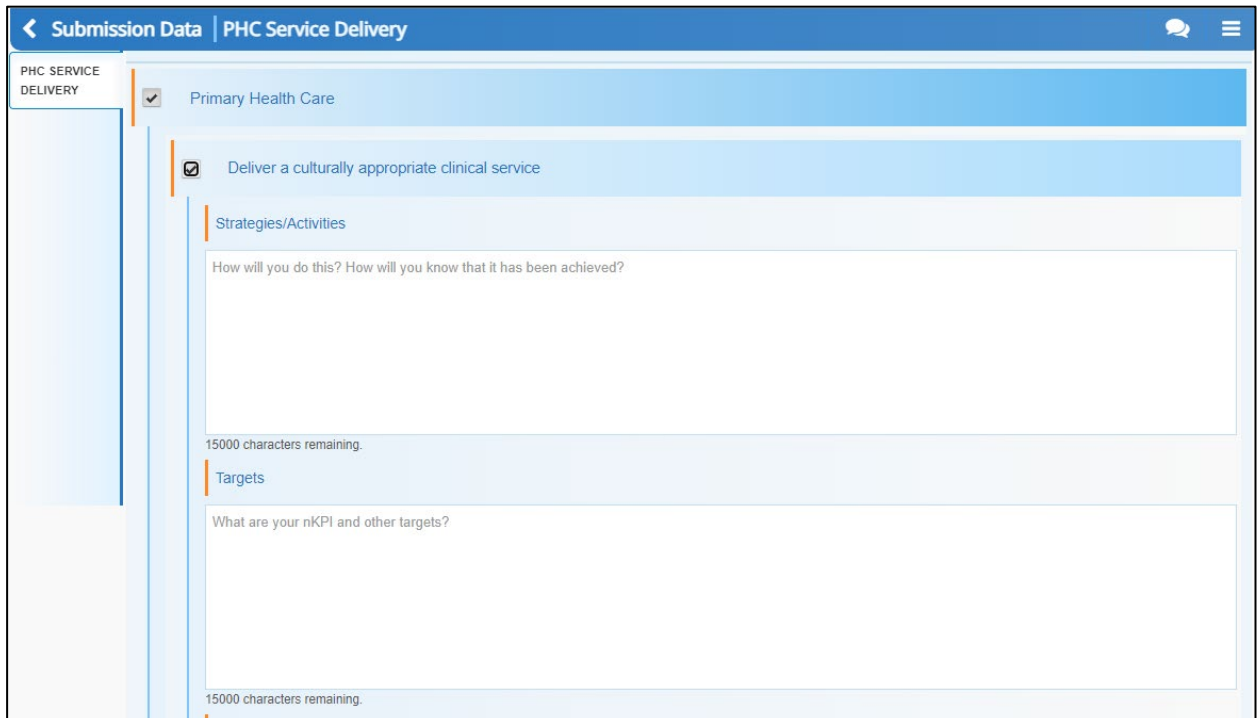
34. Select the check box for the first *PHC Service Delivery* primary objective for your health service for the year ahead.

The *PHC Service Delivery* section will update to display the secondary objectives for the selected primary objective.



35. Select the check box for the first secondary objective for your health service for the year ahead.

The *PHC Service Delivery* section updates to display the cells for the selected secondary objective.



36. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.

37. In the **Targets** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.



Don't just enter the targets here that you have previously specified in your nKPI form, submitted during the January nKPI reporting round. Instead, enter some words around what other targets you would like to achieve as part of your PHC service delivery.

38. For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.

39. In the **Stakeholder/Community** cell, enter information regarding any partnerships you have formed to help you achieve the objective.

40. Repeat steps **34** to **39** for all other applicable primary and secondary objectives.



If you need to add any objectives that aren't in the form, select **+ Add Primary Objective** or **+ Add Secondary Objective** and then enter in the details for the objective as needed.

41. To save your information, select **Save** at the bottom of the form.

42. To continue, select the **Supporting PHC Delivery** tab.

The IAHP PHC AWP form will update to display the *Supporting PHC Delivery* section.

43. Select the check box for the first *Supporting PHC Delivery* primary objective for your health service for the year ahead.

The *Supporting PHC Delivery* section will update to display the secondary objectives for the selected primary objective.

The screenshot shows the 'Supporting PHC Delivery' section of the IAHP PHC Activity Work Plan form. The left sidebar lists various categories, with 'PHC SERVICE DELIVERY' selected. The main area displays a list of secondary objectives under the heading 'Supporting PHC Delivery'. The objectives are: 'Health Promotion' (unchecked), 'Specialist and Allied Health' (checked), 'Provide culturally accessible best practice Specialist health care' (unchecked), 'Provide access to culturally appropriate allied health services' (unchecked), 'Continuous Quality Improvement' (unchecked), and 'Patient Transport Services' (unchecked). An 'Add Secondary Objective' button is located below the first two objectives.

44. Select the check box for the first secondary objective for your health service for the year ahead.

The *Supporting PHC Delivery* section updates to display the cells for the selected secondary objective.

The screenshot shows the 'Supporting PHC Delivery' section of the IAHP PHC Activity Work Plan form, updated to show the input fields for the selected secondary objective. The left sidebar shows 'PHC SERVICE DELIVERY' selected. The main area displays the 'Specialist and Allied Health' objective (checked) and the sub-objective 'Provide culturally accessible best practice Specialist health care' (checked). Below the sub-objective, there are two input fields: 'Strategies/Activities' and 'Targets'. The 'Strategies/Activities' field contains the text 'How will you do this? How will you know that it has been achieved?' and the 'Targets' field contains 'What are your nKPI and other targets?'. A character count '15000 characters remaining.' is visible above the 'Targets' field.

45. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.

46. In the **Targets** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.



Don't just enter the targets here that you have previously specified in your nKPI form, submitted during the nKPI January reporting round. Instead, enter some words around what other targets you would like to achieve as part of supporting PHC service delivery.

47. For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.

48. In the **Stakeholder/Community** cell, enter information regarding any partnerships you have formed to help you achieve the objective.

49. Repeat steps 43 to 48 for all other applicable primary and secondary objectives.



If you need to add any objectives that aren't in the form, select **+ Add Primary Objective** or **+ Add Secondary Objective** and then enter in the details for the objective as needed.

50. To save your information, select **Save** at the bottom of the form.

51. To continue, select the **Governance, Leadership & Culture** tab.




The IAHP PHC AWP form will update to display the *Governance, Leadership & Culture* section.

This section of the form is used for services to record how they plan to demonstrate leadership within the community and nurture a positive culture.

52. Select the check box for the first *Governance, Leadership and Culture* objective for your health service.

The **Governance, Leadership & Culture** section updates to display the cells for the selected objective.

The screenshot shows a web interface for submitting a work plan. At the top, there's a navigation bar with 'Submission Data' and 'Governance, Leadership & Culture' tabs. The main content area is titled 'TRAINING ENVIRONMENT'. On the left, a sidebar lists 'GOVERNANCE, LEADERSHIP & CULTURE' with a checked box next to 'Good Organisational Governance'. The main form area has two sections: 'Strategies/Activities' and 'Outcome'. Each section has a text input field with a 15000 character limit. The 'Strategies/Activities' section asks 'How will you do this?' and the 'Outcome' section asks 'How will you know that it has been achieved?'.

53. In the **Strategies/Activities** cell, enter information explaining how you will deliver on the selected objective and how you will know if you have achieved the objective.
 54. In the **Outcome** cell, enter some details regarding how you are going to measure your progress in relation to the selected objective.
 55. For the **Is there a timeframe for completion, or is this initiative ongoing?** question, either select the **Timeframe** option and, on the calendar that displays, select the date that you plan on meeting the objective or, select the **Ongoing** option to indicate there is currently no end date for achieving the objective.
 56. Repeat steps **52** to **55** for all other applicable primary and secondary objectives.
-  If you need to add any objectives that aren't in the form, select  and enter the required information.
57. Repeat this process for the objectives in the **Challenges** sub-section, ensuring you complete at least one objective.
 58. To save your information, select  at the bottom of the form.
 59. To continue, select the **Risk Management Plan** tab.

The IAHP PHC AWP form will update to display the *Risk Management Plan* section.

REPORTING CONTACT **Risk Management Plan**

IAHP PHC GRANT INFORMATION **^ Risk Management Plan - Help**

KEY HEALTH CONCERNS Is your Risk Management Plan published on your website?
 Yes No

AREAS OF FOCUS & CHALLENGES

IAHP PHC FM- ADDITIONAL FUNDING

STAFFING INFORMATION

PHC SERVICE DELIVERY

SUPPORTING PHC DELIVERY

GOVERNANCE, LEADERSHIP & CULTURE

RISK MANAGEMENT PLAN

In the *Risk Management Plan* section, if you have a Risk Management Plan you can either provide a link to it here or upload it to the form. If you don't have a Risk Management Plan, you can enter the information directly into this section.



To collapse/expand the *Risk Management Plan* help text at the top of the section, select



as needed.

60. Answer either **Yes** or **No** to the **Is your Risk Management Plan published on your website?** question.

If you answered Yes:


- i. Enter your website address into the **Website address of Risk Management Plan** cell.

If you answered No:

The *Do you have a Risk Management Plan to Upload?* question will display.

- i. If you have a Risk Management Plan, select **Yes** and then select



- a. In the window that displays, select .
- b. In the Open dialog box that displays, navigate to your Risk Management Plan, select it, and then select **Open**.

Your *Risk Management Plan* has now been added to the *Risk Management Plan* tab of your AWP.


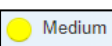

- ii. If you don't have an existing Risk Management Plan, select **No**.

The *Risk Management Plan* section will update to display a series of check boxes.

- iii. Select the check box corresponding to the first risk you need to develop a management plan for.



A group of additional cells will display.

- iv. In the **Risk Impact** cell, detail the impacts if the selected risk becomes an issue.
- v. Then detail the controls that you have put in place, in the **Risk Controls** cell.
- vi. In the **Risk Rating – Likelihood** section, select either **Rare**, **Unlikely**, **Possible**, **Likely**, or **Almost Certain**.
- vii. In the **Risk Rating – Consequence** section, select either **Insignificant**, **Minor**, **Moderate**, **Major**, or **Catastrophic**.

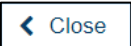
The Current Risk Rating will then display based on the options you have selected. The possible ratings are  Low,  Medium or  High.

 To see how the risk ratings are calculated, select .

- viii. In the **Acceptance of Risks** section, answer either **Yes** or **No**.
- ix. In the **Proposed Treatment Strategies** cell, outline the strategies you will use to manage this risk.
- x. Repeat steps **ii** to **ix** for any other risks to be included in your management plan.

 If you need to add any risks that aren't in the form, select  and enter the required information.



61. To save your information, select  at the bottom of the form.


62. To close out of the IAHP PHC AWP form, select  at the bottom of the form. The Data Portal home screen will display with the *Reporting Dashboard* open.


63. Before progressing your AWP through the submission workflow, answer either **Yes** or **No** to the data sharing consent question(s) that display under **Data Sharing** in the **Reporting Dashboard**, regarding whether you are happy to share your finalised, processed AWP data with NACCHO and/or your state sector support organisation.




If your health service is in the ACT, only the NACCHO question will display here.

64. If you have other documents you would like to attach to your *IAHP PHC AWP* before submitting it to your DSS FAM for processing, you can do this by selecting , selecting **Open Data Asset**, and then selecting  on the Data Asset Details screen.

65. Now scroll to the bottom of the screen and select .

66. In the window that displays, select , navigate to the file/document you would like to upload and then double-click on the required document/file to upload it..

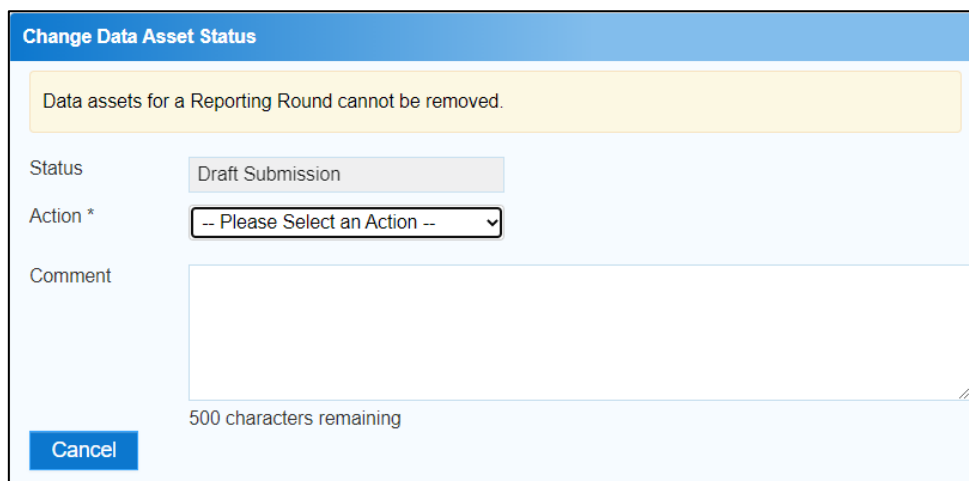
67. Back on the Data Asset Details screen, select  at the bottom of the screen.


68. Repeat steps 64 to 67 for any other documents to be attached to your AWP.

69. To return to your **Reporting Dashboard**, select .

70. To progress your AWP to the next stage of the submission workflow, select  **Draft Submission** in the **Reporting Dashboard**.

The Change Data Asset Status dialog box will display.



71. In the **Action** field, select  and select the required action from the list that displays.

The available actions are:

- **Request Review** – Select this action to send the AWP to someone within your health service for review prior to it being submitted to your CEO or their representative for approval.
- **Request Approval** – Select this action to send the AWP to your CEO or their representative for approval.
- **Request Interim Processing** – Select this action to progress the AWP to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*. This option will only appear if you have the *Submission Reviewer* role.



If you have the access to approve IAHP PHC AWP submissions, you will see the *Approve for Submission* option in the *Action* list. This allows you to approve the AWP and submit it directly to your DSS FAM for processing.

72. In the **Comment** field, enter any messages you might have for your DSS FAM regarding your AWP if needed.



Any user with access to view the IAHP PHC AWP will be able to view any comments entered here.

73. One of the following options can now be selected when submitting the AWP, depending on the action that has been selected in the **Action** field:

- i. To submit the AWP for internal review, select . For the next step in the process, see [Review an IAHP PHC AWP](#).
- ii. To submit the AWP to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IAHP PHC AWP](#).
- iii. To send the AWP to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IAHP PHC AWP](#).



To save the AWP as a draft without sending it on to the next stage of the submission process, select at the bottom of the screen.

Your IAHP PHC AWP has now been manually created and submitted to either your *Submission Reviewer* for review or your 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 IAHP PHC AWP has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can now action the AWP as required.

Retrieve an IAHP PHC AWP

If a health service *Submission Uploader* has submitted an IAHP PHC AWP for either review or approval in error, they can recall the AWP so the required amendments can be made before resubmitting it for review.

The following procedure is used to retrieve an AWP sent in error through the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

Performance Report | 29 February 2024 Reporting Round +

Due in 126 Days Not Started

Activity Work Plan | 13 December 2023 Reporting Round

Due in 70 Days Submission Ready For Review | Unresolved Comments Exist

Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Activity Work Plan | 30 April 2024 Reporting Round

Opens in 34 Days

1. In the **Reporting Dashboard**, to retrieve your AWP, select the Activity Work Plan status link (Submission Ready For Review or Submission Ready For Approval).
2. In the Change Data Asset Status dialog box, in the **Action** field, select and select *Revision Required*.
3. To continue, select Revision Required.

Your IAHP PHC AWP has now been retrieved from the next step of the submission workflow process and can be amended as required prior to being resubmitted for review or approval.

Review an IAHP PHC AWP

When an IAHP PHC AWP has been submitted for review by the health service *Submission Uploader*, it can be reviewed in the Data Portal by anyone within that health service with the *Submission Reviewer* role.



Even though any user in the health service with the *Submission Reviewer* role can review the AWP, only one user can make changes at a time.

The following procedure is used to review an IAHP PHC AWP in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your IAHP PHC AWP.

Performance Report | 29 February 2024 Reporting Round +

Due in 126 Days Not Started

Activity Work Plan | 13 December 2023 Reporting Round

Due in 70 Days Submission Ready For Review | Unresolved Comments Exist

Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Activity Work Plan | 30 April 2024 Reporting Round



Opens in 34 Days






To be eligible for review, the AWP's status will need to be *Submission Ready for Review*.



2. To review the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .


The IAHP PHC AWP form will display.

Any sections that still have cells to be completed will contain a  on the applicable tab for easy identification. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Uploader*, will contain a .


3. Review the data in each section as required and enter information into any cells that need to be completed, saving as you go.


 If the *Notifications Tray* doesn't display by default, select  or  in the top right-hand corner of the form.



 To add a new internal comment for the *Submission Uploader* or *Approver* that you may not wish your DSS FAM to see, select  in the *Notifications Tray*.

4. To exit the AWP form, scroll to the bottom of the form and select .

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

5. Before progressing the AWP through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

6. Once the IAHP PHC AWP has been reviewed and updated as required, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the AWP to your CEO or their representative for approval.
 - **Approve for Submission** – Your CEO or their nominated representative can select this action if they are approving the AWP as well as reviewing it.
 - **Request Interim Processing** – Select this action to progress the AWP to your DSS FAM for review prior to it going to your CEO or their representative for final approval. This process is known as *Interim Processing*.
 - **Revision Required** – Select this action to return the AWP to the *Submission Uploader(s)* within your health service for amendment.
7. In the **Comment** field, enter any comments regarding the action being performed on the AWP.



Any user with access to view the AWP will be able to view any comments entered here.

8. One of the following options can now be selected when submitting the IAHP PHC AWP, depending on the action that has been selected in the **Action** field:
- i. To send the AWP to your CEO or their representative for approval, select . For the next step in the process, see [Approve an IAHP PHC AWP](#).
 - ii. To approve the AWP and send it directly to your DSS FAM for processing, select . For the next step in the process, see [Process an IAHP PHC AWP](#).
 - iii. To send the AWP to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IAHP PHC AWP](#).
 - iv. To send the AWP back to your *Submission Uploader* for amendment, select . For the next step in the process, see [Amend an IAHP PHC AWP](#).

Your IAHP PHC AWP has now been reviewed and either sent to your CEO or their representative for approval or sent back to your *Submission Uploader* for revision as required.

Amend an IAHP PHC AWP

There may be times when your IAHP PHC AWP is returned to the *Submission Uploader* for amendment by the representative in your health service the AWP has been sent to for review or approval in the Data Portal.

When it is returned for amendment, the AWP will have a status of *Submission Revision Required*.

The following procedure is used to amend an IAHP PHC AWP in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.



Performance Report | 29 February 2024 Reporting Round +

Due in 126 Days Not Started


Activity Work Plan | 13 December 2023 Reporting Round

Due in 70 Days Submission Revision Required | Unresolved Comments Exist



Data Sharing


Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No


2. To amend the AWP that has been returned by the *Submission Reviewer* or *Submission Approver*, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select  .

The IAHP PHC AWP form will display.

Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Submission Reviewer or Approver*, will contain a .



3. Review the data in each tab as required, focussing on any comments made by the *Submission Reviewer or Submission Approver* asking you to amend data values.
4. If required, update the value(s) in the required cell(s) based on the *Submission Reviewer/Submission Approver's* comments, saving as you go.
5. To exit the AWP form, scroll to the bottom of the form and select .

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

6. Before progressing the AWP through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

7. Once the AWP has been reviewed and updated as required, select  **Submission Revision Required** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

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



If you have access to approve the AWP, 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 DSS FAM for processing.

8. In the **Comment** field, enter any comments regarding the action being performed on the AWP, if needed.



Any user with access to view the AWP will be able to view any comments entered here.

9. One of the following options can now be selected when submitting the AWP, depending on the action that has been selected in the **Action** field:

- To send the AWP to your *Submission Reviewer* for review again, select

[Request Review](#)

. For the next step in the process, see [Review an IAHP PHC AWP](#).

- To send the AWP to your CEO or their representative for approval, select

[Request Approval](#)

. For the next step in the process, see [Approve an IAHP PHC AWP](#).

The AWP has now been amended and either sent back to your *Submission Reviewer* for review or sent straight on to your 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 (*Reviewer* or *Approver*) notifying them the AWP has been submitted to them for action. One of the *Submission Reviewers* or *Submission Approvers* within the health service can now action the AWP again as required.

Approve an IAHP PHC AWP

Your IAHP PHC AWP can be approved by anyone within your health service with the *Submission Approver* role in the Data Portal. Traditionally, the task of approval in a health service will be reserved for your CEO or their representative. In smaller health services, the person approving the AWP may also be the person who has reviewed and/or submitted the AWP.

The following procedure is used to approve an IAHP PHC AWP submission in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

The screenshot shows a 'TRAINING ENVIRONMENT' header. Below it, there are two main sections:

- Performance Report | 29 February 2024 Reporting Round**: Includes a status bar with 'Due in 125 Days' and 'Not Started'.
- Activity Work Plan | 13 December 2023 Reporting Round**: Includes a status bar with 'Due in 69 Days', 'Submission Ready For Approval', and 'Unresolved Comments Exist'.

Under the Activity Work Plan section, there is a 'Data Sharing' section with two questions:

- Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? (Yes selected)
- Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? (Yes selected)

2. To approve the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .

The IAHP PHC AWP form will display, with each section on the form being displayed as a separate tab on the left-hand side of the form.



The screenshot shows the 'Submission Data' form for 'Yorke and Northern Local Health Network Incorporated'. The form is titled 'Activity Work Plan - Yorke and Northern Local Health Network ...' and is in a 'TRAINING ENVIRONMENT'.

The left-hand side of the form has a navigation menu with the following sections:


- REPORTING CONTACT
- IAHP PHC GRANT INFORMATION
- KEY HEALTH CONCERNS
- AREAS OF FOCUS & CHALLENGES
- IAHP PHC FM- ADDITIONAL FUNDING
- STAFFING INFORMATION
- PHC SERVICE DELIVERY
- SUPPORTING PHC DELIVERY
- GOVERNANCE,

The main content area shows 'Contact Information' for the 'Reporting Contact'. The question is 'Who is your organisation's contact for Activity Work Plan reporting?' and the answer is 'Stuart Dunn'. Other fields include:


- First Name: Stuart
- Last Name: Dunn
- Email Address: Stuart.Dunn@health.gov.au
- Phone: (empty)
- Mobile: (empty)
- Current User Status: Active

Any sections of the form that still have cells to be completed will display a  on the applicable tab on the left-hand side of the form. Any sections with data validation flags that have been addressed through the addition of a response by the *Uploader* or *Reviewer*, will display a .

3. Review the data in the form as required and make any changes if needed, saving as you go.



4. To exit the AWP form, scroll to the bottom of the form and select .

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

5. Before progressing the AWP through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

6. Once the AWP has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the AWP for processing by your DSS FAM.
- **Revision Required** – Select this action if the AWP needs to be returned to your *Submission Uploader* for amendment.

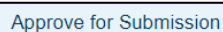
7. In the **Comment** field, enter any comments regarding the action being performed on the AWP.



Any user with access to view the AWP will be able to view any comments entered here.

8. One of the following options can now be selected when submitting the AWP, depending on the action that has been selected in the **Action** field:

i. To approve the AWP and send it to your DSS FAM for processing, select



. For the next step in the process, see [Process an IAHP PHC AWP](#).

ii. To send the AWP back to your *Submission Uploader* for amendment, select



. For the next step in the process, see [Amend an IAHP PHC AWP](#).

The IAHP PHC AWP has now been approved and sent to your DSS FAM for processing in the Data Portal.

Process an IAHP PHC AWP (DSS FAM)

Once your IAHP PHC AWP has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing in the Data Portal in their role as the external *Data Receiver*.

The first step of processing the AWP in the Data Portal is for your DSS FAM to review the AWP form to ensure the information contained within is complete and correct.

Once your FAM has reviewed the AWP form and is comfortable with the content, it can be processed as complete in the Data Portal ready to be used in any reports and publications produced by DSS and Health and Aged Care as required.

Step 1 – Review the IAHP PHC AWP (DSS FAM)

Once your DSS FAM has received your approved AWP, they will need to review the AWP form in the Data Portal to ensure it is ready to go to the next stage of the process. For the AWP to be processed by your DSS FAM, it will need to have the status of *Submission Approved*.

Once your DSS FAM has reviewed the AWP in the Data Portal and actioned it as ready to be processed, the AWP's status will change to *Ready for Processing*.

All *Submission Uploaders* from your health service will then receive an email informing them the status of the AWP has been changed to *Ready for Processing*. This tells you your DSS FAM has taken the AWP from their backlog and is now working on it.

Step 2 – Process the IAHP PHC AWP (DSS FAM)

Once your AWP has the status of *Ready for Processing* in the Data Portal, your DSS FAM will process it. Once your FAM has processed your AWP in the Data Portal, its status will change to *Processed* and the processing of the AWP is now complete.

The information within the AWP form can now be used by DSS and Health and Aged Care in any reports and publications that need to be produced.

Exception Reporting

Once your IAHP PHC AWP has been approved by your CEO or their representative, it will be sent to your DSS FAM for processing. To action the AWP in the Data Portal, your DSS FAM needs to have the *Data Receiver* role.

If, upon review of the AWP, your FAM feels amendments are needed, they will initiate the exception reporting process to add comments to your AWP describing what amendments are required and will send the AWP back to you for amendment.



If the information in the AWP is correct and no changes are needed, your DSS FAM can process the AWP as complete to finish the submission process. For more information, see [Process an IAHP PHC AWP \(DSS\)](#) earlier in this guide.

The *first* step in initiating the exception reporting process is for your FAM to update the status of the AWP to *Ready for Processing* in the Data Portal, so guiding comments can be added to the relevant sections of the AWP form to assist you when you amend the form.

The *second* step of the process is for the FAM to go into the AWP form and add the required comments to the applicable sections, so your *Submission Uploader(s)* can easily see the changes they need to make in the form before the AWP can be processed as complete by the FAM.

Once your FAM has reviewed the form and made any comments against the applicable sections, they will send it back to your health service. One of the *Submission Uploaders* in your health service should then amend the AWP as needed and send it back through the Data Portal submission workflow process as required.

Step 1 – Set the IAHP PHC AWP’s status to *Ready for Processing* (DSS FAM)

Once it has been confirmed by DSS that there is information in the AWP that will need to be amended by the health service, your DSS FAM will need to change the status of the AWP to *Ready for Processing* so they can add explanatory comments for the health service to the relevant sections of the form.

Step 2 – Add Comments to the Form and return it to the Health Service for amendment (DSS FAM)

Once an AWP has the status of *Ready for Processing*, your DSS FAM can add comments to any information they feel needs to be amended and can then return it to your health service’s *Submission Uploaders* for amendment.

Once this is done, the AWP’s status will change to *Submission Returned to Uploader* and one of your health service’s *Submission Uploaders* now need to address the comments your DSS FAM has made in the form before sending the AWP back through the submission approval process.



Even though your DSS FAM has sent the AWP back to you, they will still be able to access the AWP in “read only” mode so they can provide you with support in amending any information within the AWP as required.

Step 3 – Amend the IAHP PHC AWP as Part of the Exception Reporting Process

There may be times when an approved AWP is returned to you for amendment by your FAM due to issues they have identified with elements of the information in the form.

When your AWP is returned, all *Submission Uploaders* in your health service will receive an email detailing the comments the FAM has made regarding the information in your AWP form that needs to be amended.

A *Submission Uploader* within your health service will then need to amend the information in the form, directly addressing the comments made by your FAM.



When your AWP is returned to you by your DSS FAM, it will have the status of *Submission Returned to Uploader*.

The following procedure is used to amend an IAHP PHC AWP as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

Activity Work Plan | 13 December 2023 Reporting Round

Due in 14 Days | Submission Returned to Uploader


Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

TIS PR | 15 November 2023 Reporting Round

Closed 88 Days ago | Ready for Processing

2. To amend the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .


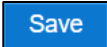
The AWP form will display and the *Notifications Tray* for each tab will display any comments your DSS FAM has made about the information entered into the form.



If the *Notifications Tray* doesn't display by default, select or in the top right-hand corner of the screen.



3. Navigate to the first section of the form with a displaying and review the first comment that has been made by your DSS FAM regarding your AWP information.
4. If you are unsure which cell in the section the comment refers to, select and the cell will be highlighted for you.
5. If it is clear to you what amendment your FAM needs you to make, update the information in the applicable cells as needed, ensuring the updates are addressing your FAM's comment.



Once you have made the required text amendments, you will also need to respond to your DSS FAM's comment in the *Notifications Tray*.

6. To do this, select next to the applicable comment in the *Notifications Tray*. The *Notifications* window will display.

7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your FAM to find.
9. To save your response, select .
10. Repeat steps 3 to 9 for any other changes that need to be made to the information in this section of the form in response to the comments made by your FAM.


Your responses have now been added to the FAM's comments and the  for the section should now have been replaced by .


11. To save the text changes you have made to the section, select  at the bottom of the AWP form.
12. Repeat this process for all sections of the form displaying a .



 If you have made the required amendments to your information and would like to add an explanatory comment for your DSS FAM, select  at the top of the *Notifications Tray*, select a *Reason* and add your comment in the *Additional Information* field.

The comments have now been added and can be viewed by anyone accessing the AWP in the future.

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


13. Before progressing the AWP through the submission workflow, select  next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.


14. Once the AWP has been reviewed and updated as required, select  **Submission Returned to Uploader** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

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


 If you can approve the AWP, you will see the *Approve for Submission* option in the action list. This allows them to approve the AWP and submit it directly to DSS for processing again.

15. In the **Comment** field, enter any comments regarding the action being performed on the AWP, if needed.

 Any user with access to view the AWP will be able to view any comments entered here.

16. One of the following options can now be selected when submitting the AWP, depending on the action that was selected in the **Action** field:

- i. To send the AWP to your *Submission Reviewer* for review again, select



. For the next step in the process, see [Step 4 - Review an IAHP PHC AWP as Part of Exception Reporting](#).

- ii. To send the AWP back to your CEO or their representative for approval, select

[Request Approval](#)

. For the next step in the process, see [Step 5 - Approve an IAHP PHC AWP as Part of Exception Reporting](#).

The AWP has now been amended and either sent on to your *Submission Reviewer* for further review or sent straight on to your CEO or their representative for approval again.

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 for action.

Step 4 – Review the IAHP PHC AWP as Part of the Exception Reporting process (Health Service)

If your DSS FAM has identified issues with any of the information you have entered into the AWP form, they will add comments to the form and send it back to your health service for amendment. Once the *Submission Uploader* in your health service has addressed the comments made, they may send the amended AWP on to the *Submission Reviewer* to be reviewed again prior to being sent again for internal approval.

The following procedure is used to review an IAHP PHC AWP in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

Activity Work Plan | 13 December 2023 Reporting Round

Due in 14 Days | Submission Ready For Review


Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

TIS PR | 15 November 2023 Reporting Round

Closed 88 Days ago | Ready for Processing

2. To review the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .

The IAHP PHC AWP form will display.

The screenshot shows a web application interface for reporting. At the top, there's a navigation bar with 'New', 'Reporting Dashboard', and 'TRAINING ENVIRONMENT'. Below this, the page title is 'INDIGENOUS HEALTH - ACTIVITY... 05/MAY/2023 TO 31/MAY/2023' and the subtitle is 'Yorke and Northern Local Health Network Incorporated Activity Work Plan - Yorke and Northern Local Health Network ...'. The main content area is titled 'Submission Data' and contains a 'Contact Information' form. The form has a sidebar with various sections: 'REPORTING CONTACT', 'IAHP PHC GRANT INFORMATION', 'KEY HEALTH CONCERNS', 'AREAS OF FOCUS & CHALLENGES', 'IAHP PHC FM- ADDITIONAL FUNDING', 'STAFFING INFORMATION', 'PHC SERVICE DELIVERY', and 'SUPPORTING PHC DELIVERY'. The 'Contact Information' section includes fields for 'Reporting Contact' (Stuart Dunn), 'First Name' (Stuart), 'Last Name' (Dunn), 'Email Address' (Stuart.Dunn@health.gov.au), 'Phone', 'Mobile', and 'Current User Status' (Active).

3. Review the information in the form and any accompanying comments as required.

Each of the comments added to a section of the form can be read to see the changes that were requested by your DSS FAM, and the subsequent updates made by your *Submission Uploader* in response.

4. Update any information if needed, including addressing DSS FAM comments if needed.

5. To add a comment for your colleagues explaining any change you have made to the data, select at the top of the **Notifications Tray**.

The Add Comment dialog box will display.

The screenshot shows a dialog box titled 'Add Comment'. It contains an information icon and a message: 'Click on cells in the form to link them to the comment. Click the cell again to un-link it'. Below this is a 'Reason: *' field with a dropdown menu showing '-- Please Select a Reason --'. There is also an 'Additional Information:' text area. At the bottom, there is a 'Cancel' button, a 'Private Conversation' checkbox, and a 'Save' button. A character count '4000 characters remaining' is visible below the text area.




6. If needed, select the cell(s) to be linked to the comment you are adding.

7. Select in the **Reason** field and select the reason the comment is being added from the drop-down list.

8. Enter an explanatory comment in the **Additional Information** field.


9. To make the comment private so the external *Data Receivers* can't see it, select the **Private Conversation** check box.

10. To save the response, select .

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.


The comment(s) has been added and can be viewed by anyone accessing the AWP in the Data Portal.

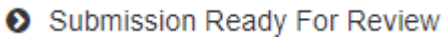

11. To save your changes, select  at the bottom of the form.

12. To exit the AWP form, scroll to the bottom of the form and select .

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

13. Before progressing the AWP through the submission workflow, select ► next to the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the **Data Sharing Consent** questions that display, if the questions haven't already been answered.


 If your health service is in the ACT only the NACCHO question will display here.

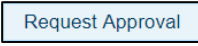

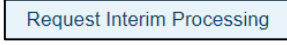
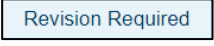
14. Once the AWP has been reviewed and updated as required, select  in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the AWP to your CEO or their representative again for re-approval.
- **Approve for Submission** – Your CEO or nominated representative can select this action if they are approving the AWP as well as reviewing it.
- **Request Interim Processing** – Select this action to progress the AWP 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.
- **Revision Required** – Select this action to return the AWP to the *Submission Uploader* again for further amendment.

15. In the **Comment** field, enter any comments regarding the action being performed on the AWP.

 Any user with access to view the AWP will be able to view any comments entered here.

16. One of the following options can now be selected when submitting the AWP, depending on the action that has been selected in the **Action** field:
- i. To send the AWP back to your CEO or their representative for approval, select . For the next step in the process, see [Step 5 - Approve an IAHP PHC AWP as Part of Exception Reporting](#).
 - ii. To approve the AWP and send it back to your DSS FAM for processing again, select . For the next step in the process, see [Process an IAHP PHC AWP](#).
 - iii. To send the AWP to your DSS FAM for initial review prior to sending it to your CEO or their representative for approval, select . For the next step in the process, see [Interim Processing of an IAHP PHC AWP](#).
 - iv. To send the AWP back to the *Submission Uploader* for further amendment, select . For the next step in the process, see [Step 3 - Amend an IAHP PHC AWP as Part of Exception Reporting](#).

The AWP has now been reviewed and either sent for approval again or sent back to the *Submission Uploader* for further revision.

Step 5 – Approve the IAHP PHC AWP as Part of the Exception Reporting process

Once your AWP has been returned to your health service by your DSS FAM due to issues with the information that has been entered, one of your *Submission Uploaders* will need to make the required changes to the data and then send the AWP back through the internal review and approval process prior to the amended AWP being sent back to the DSS FAM for processing.

The following procedure is used to approve an IAHP PHC AWP in the Data Portal as part of the exception reporting process.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

Activity Work Plan | 5 May 2023 Reporting Round


Due in 4 Days | Submission Ready For Approval

Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health Council of South Australia (AHCSA) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

TIS PR | No Upcoming Reporting Round

2. To approve the AWP, hover your mouse pointer to the right of the AWP reporting round test in the **Reporting Dashboard** and select .

The IAHP PHC AWP form will display

Activity Work Plan - Yorke and Northern Local Health Network ...

Submission Data

Contact Information

Reporting Contact

Who is your organisation's contact for Activity Work Plan reporting?

First Name:


Last Name:

Email Address:

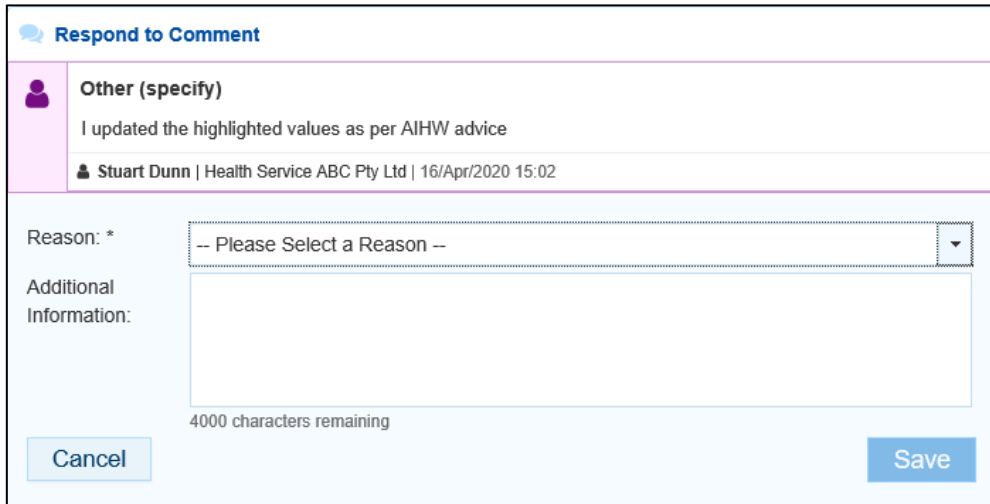
Phone:



Mobile:




Current User Status:

3. Review the information in the form as required.
4. To respond to a particular comment made by the *Submission Uploader* or *Submission Reviewer*, select  next to the comment in the **Notifications Tray**.



The Respond to Comment dialog box will display.



5. Select  in the **Reason** field and select the reason the comment is being added from the drop-down list.
6. Enter an explanatory comment in the **Additional Information** field.
7. To save the response, select .

 Your comment can be edited by selecting  and selecting *Edit Comment* or deleted by selecting  and selecting *Delete Comment*.



The comment(s) has been added and can be viewed by anyone accessing the AWP.

8. To save any changes, select  at the bottom of the form.
9. To exit the AWP form, scroll to the bottom and select .

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

10. Before progressing the AWP through the submission workflow, select the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the **Data Sharing Consent** questions that display, if the questions haven't already been answered.

 If your health service is in the ACT only the NACCHO question will display here.

11. Once the AWP has been reviewed and updated as required, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the AWP for processing by your DSS FAM.
 - **Revision Required** – Select this action if the AWP needs to be returned to your *Submission Uploader* again for further amendment.
12. In the **Comment** field, enter any comments regarding the action being performed on the AWP.



Any user with access to view the AWP will be able to view any comments entered here.

13. One of the following options can now be selected when submitting the AWP, depending on the action that has been selected in the **Action** field:

- i. To approve the AWP and send it to your DSS FAM for processing, select

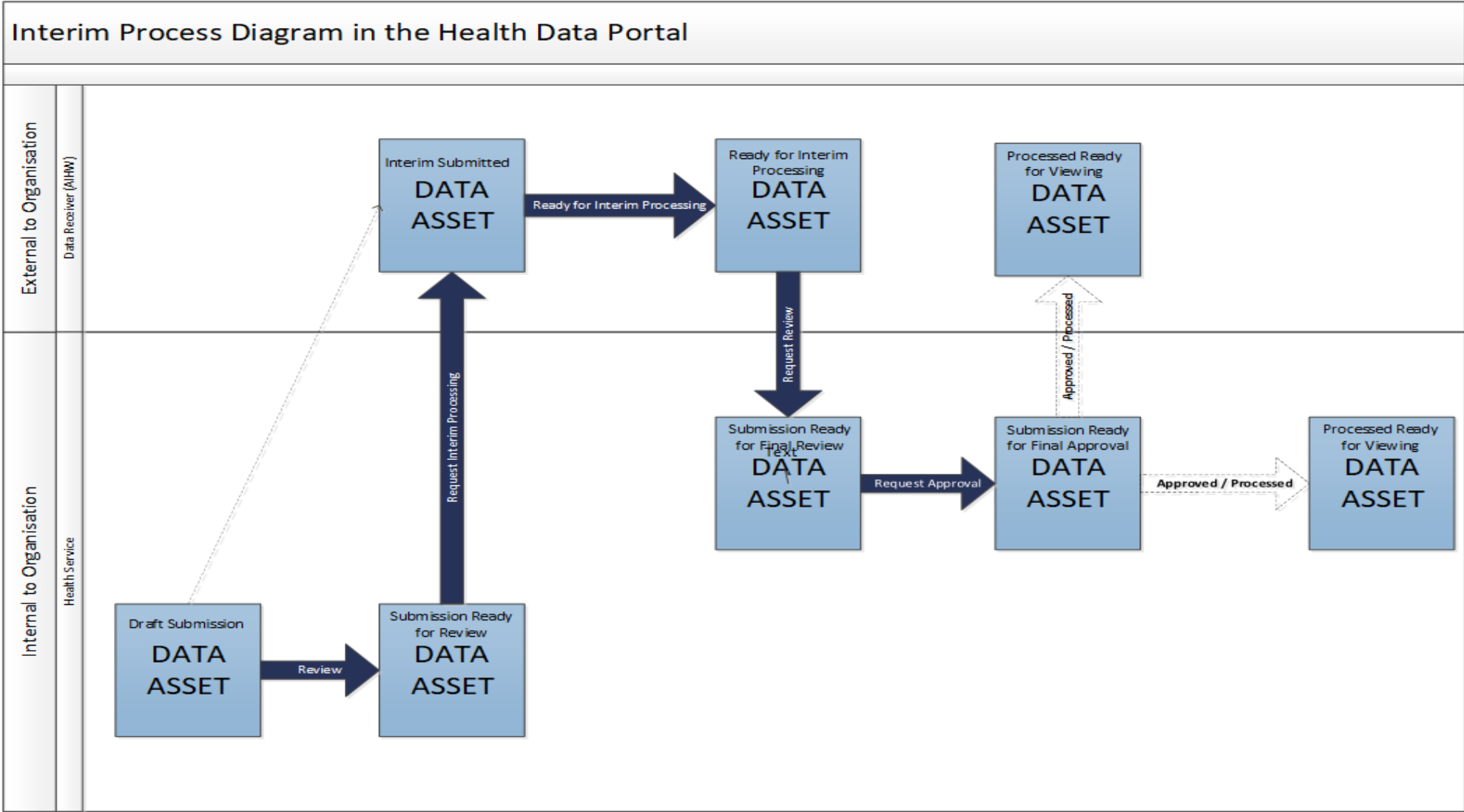
. For the next step in the process, see [Process an IAHP PHC AWP](#).

- ii. To send the AWP back to the *Submission Uploader* for further amendment, select

. For the next step in the process, see [Step 3 - Amend the IAHP PHC AWP as part of the Exception Reporting Process](#).

The IAHP PHC AWP has now been approved and sent back to your DSS FAM for processing. For more information, see [Process an IAHP PHC AWP](#).

The IAHP PHC AWP Interim Processing Workflow



Interim Processing of an IAHP PHC AWP

Interim Processing of an IAHP PHC AWP will be available to health services during a reporting round, to allow them to send their AWP on to their DSS FAM for review and processing prior to it going to the health service's CEO, or their representative, for formal approval.

Doing this avoids the situation of a CEO approving the AWP only to have your DSS FAM send it back to you again for amendment, so it needs to be approved again. Some health service CEOs may prefer to be the last person to see the AWP and give formal approval once all other parties have reviewed and approved the AWP as required. In these cases, *Interim Processing* will be the most suitable process for the health service to follow.



To send the AWP for interim processing, the health service user must have the role of *Submission Reviewer* in the Data Portal. The *Submission Uploader* can't initiate interim processing.

Step 1 - Initiate Interim Processing

When a *Submission Uploader* within your health service creates an AWP and sends it to your *Submission Reviewer* for review, the *Submission Reviewer* can choose to send it to DSS for review and approval prior to it going to your CEO or their representative for approval. This is known as *Interim Processing*.



This section of the user guide shows the process of initiating interim processing with the AWP at the status of *Submission Ready for Review*. Please note though that interim processing can also be initiated when the AWP is at the status of *Draft Submission* if the user has the *Submission Reviewer* role. This means the user doesn't have to set the AWP to *Submission Ready for Review* before instigating interim processing.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.



The Reporting Dashboard will display details for your Activity Work Plan.

The screenshot shows the Reporting Dashboard interface. At the top, there's a navigation bar with 'New', 'Manage', and 'Reports' menus, and a 'Reporting Dashboard' button. A 'TRAINING ENVIRONMENT' banner is visible. The main content area is titled 'Reporting Dashboard' and contains two reporting round cards. The first card is for the 'OSR | 1 May 2022 Reporting Round', showing 'Due in 27 Days', 'Draft Submission', and 'Unresolved Comments Exist'. Below it is a 'Data Sharing' link. The second card is for the 'nKPI | 1 May 2022 Reporting Round', showing 'Due in 13 Days', 'Submission Ready For Review', and 'Unresolved Comments Exist'. Below it is a 'Data Sharing' section with two consent questions, each with 'Yes' and 'No' radio buttons. On the right side, there's a sidebar with details for three reporting rounds: OSR, nKPI, and HCP, each with 'Status: Open', 'Start Date', and 'End Date'.

2. Before progressing the AWP through the submission workflow, select the **Data Sharing** link (if the section doesn't open by default) and answer either **Yes** or **No** to the data sharing consent questions that display, if the questions haven't already been answered.



If your health service is in the ACT only the NACCHO question will display here.

3. To initiate interim processing, select  **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Interim Processing*.
4. In the **Comment** field, enter any comments for the DSS FAM, if needed.



Any user with access to view the AWP will be able to view any comments entered here.

5. To send the AWP to your DSS FAM for interim processing, select .

The status of the AWP has now been set to *Interim Submitted* and your DSS FAM can now review the AWP as required to assess its suitability before it goes to the health service CEO, or their representative for approval.

Step 2 – Review the IAHP PHC AWP (DSS FAM)

Once your *Submission Reviewer* has requested interim processing of an AWP, the AWP's status will be set to *Interim Submitted* and it will be sent to your DSS FAM for review.

Your DSS FAM will now go into the AWP and set it to the status of *Ready for Interim Processing* to inform your health service that the AWP has been removed from their backlog and is now being worked on.

Step 3 – Process the IAHP PHC AWP (DSS FAM)

When the IAHP PHC AWP has progressed to the status of *Ready for Interim Processing*, it can be reviewed by your DSS FAM and sent back to your health service for your final review and approval.



If any issues are identified with the information as part of the DSS FAM's review, the FAM will add comments to the form and send it back to your health service's *Submission Uploaders* for amendment as per the normal exception reporting process. For more information, see [Exception Reporting](#) earlier in this guide.

Step 4 – Conduct a Final Review of the IAHP PHC AWP


If your DSS FAM has reviewed the AWP and is happy with it, they will send it on to your health service’s *Submission Reviewer* for final review prior to approval. The AWP’s status will be set to *Submission Ready for Final Review*.

The following procedure is used to conduct a final review on an IAHP PHC AWP sent for Interim Processing in the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.


The Reporting Dashboard will display details for your Activity Work Plan.

The screenshot shows the 'Reporting Dashboard' for an 'Activity Work Plan | 13 December 2023 Reporting Round'. The status is 'Submission Ready for Final Review'. Under the 'Data Sharing' section, there are two consent questions, each with 'Yes' and 'No' radio buttons. The first question asks about sharing data with the Aboriginal Health and Medical Research Council of NSW (AH&MRC), and the second asks about sharing data with the National Aboriginal Community Controlled Health Organisation (NACCHO). Below this, there is a section for a 'TIS PR | 15 November 2023 Reporting Round' with a status of 'Ready for Processing'.



2. To conduct a final review of the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .


The AWP form will display and the information in the form can be reviewed for accuracy.

The screenshot shows the 'Submission Data' form for 'Contact Information'. The form is for 'ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED' and 'Activity Work Plan - ALBURY WODONGA ABORIGINAL HEALTH ...'. The 'Reporting Contact' is 'Stuart Dunn'. The form includes the following fields: First Name (Stuart), Last Name (Dunn), Email Address (stuart.dunn@health.gov.au), Phone ((02) 6289 7494), Mobile ((0402) 088 755), and Current User Status (Active). A sidebar on the left contains navigation links for 'IAHP PHC GRANT INFORMATION', 'KEY HEALTH CONCERNS', 'AREAS OF FOCUS & CHALLENGES', 'IAHP PHC FM- ADDITIONAL FUNDING', 'STAFFING INFORMATION', and 'PHC SERVICE DELIVERY'.


3. Once the content of the AWP form has been reviewed, select  at the bottom of the form.

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

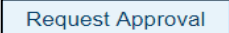
- To action the form, select  **Submission Ready for Final Review** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Request Approval*.

 If changes need to be made to any of the information in the AWP, select *Revision Required* to send the AWP back to the *Submission Uploader* for amendment.

- In the **Comment** field, enter any comments regarding the action being performed on the AWP.

 Any user with access to view the AWP will be able to view any comments entered here.

- To send the AWP on to your CEO or their representative for approval, select



The AWP has been sent to your CEO or their representative within the health service for final approval.

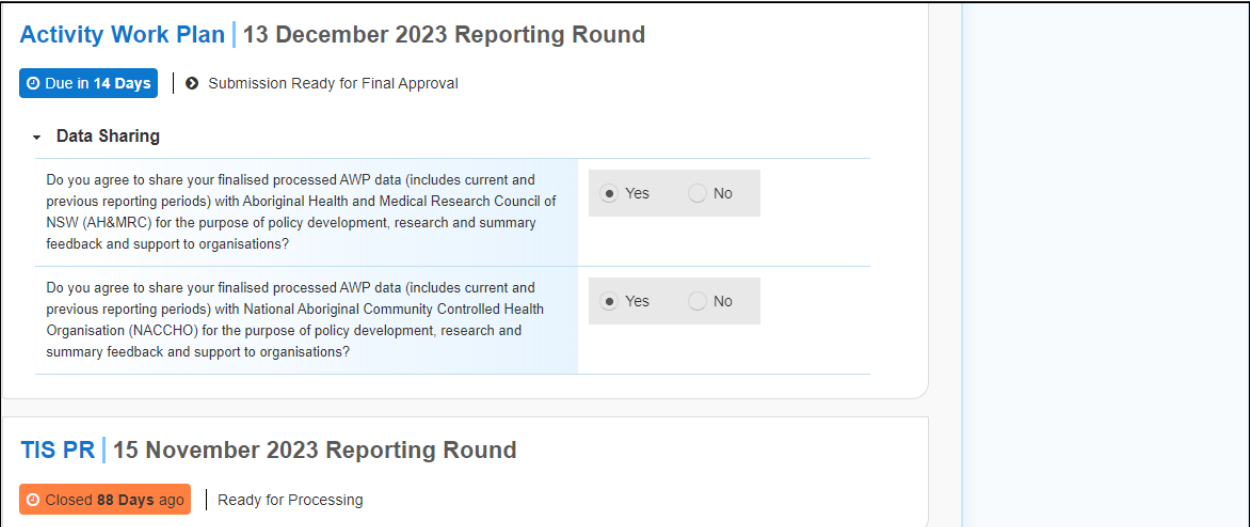
Step 5 – Approve the IAHP PHC AWP

When the AWP has the status of *Submission Ready for Final Approval*, the *Submission Approver* (usually your CEO or their representative) approves it and progresses it on to the status of *Processed*.



The following procedure is used to approve an AWP as part of Interim Processing in the Data Portal.

- Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.



Activity Work Plan | 13 December 2023 Reporting Round


 Due in 14 Days |  Submission Ready for Final Approval


▼ Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

TIS PR | 15 November 2023 Reporting Round

 Closed 88 Days ago | Ready for Processing


- To approve the AWP, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .



The AWP form will display and the information in the form can be reviewed for accuracy.

The screenshot shows a web application interface for the 'Activity Work Plan - ALBURY WODONGA ABORIGINAL HEALTH ...'. The main content area is titled 'Contact Information' and contains the following fields:

- Reporting Contact:** A dropdown menu with 'Stuart Dunn' selected.
- First Name:** Text input field containing 'Stuart'.
- Last Name:** Text input field containing 'Dunn'.
- Email Address:** Text input field containing 'stuart.dunn@health.gov.au'.
- Phone:** Text input field containing '(02) 6289 7494'.
- Mobile:** Text input field containing '(0402) 088 755'.
- Current User Status:** Text input field containing 'Active'.

A 'Close' button is located at the bottom right of the form.

3. Once the content of the AWP form has been reviewed, select  at the bottom of the form.

4. To approve the AWP, select  **Submission Ready For Approval** in the **Reporting Dashboard** and, in the Change Data Asset Status dialog box, in the **Action** field, select  and select *Approve for Submission*.

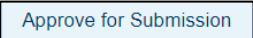


If changes need to be made to any of the information in the AWP, select *Revision Required* to send the AWP back to the *Submission Uploader* for amendment.

5. In the **Comment** field, enter any comments regarding the action being performed on the AWP.



Any user with access to view the AWP will be able to view any comments entered here.

6. To approve the AWP, select .

The AWP has been progressed to the status of *Processed* and Interim Processing is now complete.

Work with Comments in your IAHP PHC AWP form

As part of the AWP submission workflow process in the Data Portal, it is important for your health service and your DSS FAM to be able to engage in a “conversation” regarding the information that has been entered in the AWP.

There may be times, for example, when your health service needs to explain to your FAM why particular information has been included in the AWP, or not included as the case may be. The FAM may then need to respond if further explanation is needed from your health service.


There may also be times when the participating users from your health service need to have an internal, private “conversation” in the Data Portal regarding your data, separate to those conversations held with your DSS FAM in response to a data validation issue.

To ensure the different scenarios above can occur, the concept of “threaded comments” has been introduced in the Data Portal. This allows conversations to occur in the Data Portal both between your health service and your DSS FAM and internally within your health service. It also allows for these conversations to be marked as complete by the relevant parties once a conversation has come to its conclusion.


Respond to DSS FAM comments in your form


When your DSS FAM has added comments to your IAHP PHC AWP form asking you to make amendments, not only will you need to make the amendments that have been asked for, but you will need to respond to your DSS FAM comments explaining what you have done.

The following procedure is used to respond to your DSS FAM’s comments in your AWP form.

1. Ensure your AWP form is displayed.
2. Open the first section of the form your DSS FAM has added a comment to. The section will be marked with a .
3. Navigate to the **Notifications Tray** containing the DSS FAM comment(s) you need to respond to.



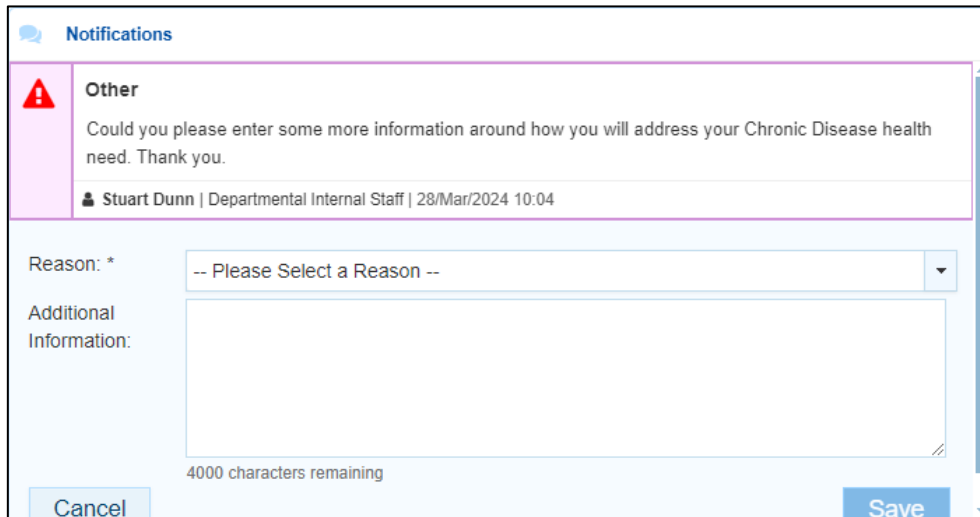
If the *Notifications Tray* doesn’t display by default, select  in the top right-hand corner of the form.


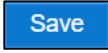
4. If needed, select  next to the comment to confirm the cell your DSS FAM’s comment refers to.
5. Make the required amendments in the applicable cell, as instructed by your DSS FAM in their comment .

Once you have made the required amendments to the AWP, you need to respond to your DSS FAM’s comment, explaining what you have done.

6. To add your response, in the **Notifications Tray**, select  next to the applicable DSS FAM comment.

The Notifications window will display.



7. In the Notifications window, select  in the **Reason** field and select **Other (specify)**.
8. In the **Additional Information** field, enter text explaining the amendments you have made. If needed, you can add instructions here on where the changes have been made if you think the text you have added/changed may be difficult for your FAM to find.
9. To save your response, select .

You can now submit your AWP through the Data Portal submission workflow and both the reviewers and approvers within your health service, and your DSS FAM, will be able to view your comment and respond to it if needed.



Add a new “internal comment” for use within your Health Service

As part of the submission of an AWP in the Data Portal, you may wish to add a comment to a particular section of your form that you only wish to share with other users within your health service. For example, you may wish as the *Submission Reviewer* to ask a question about some of the information in the form, or you may want to provide an explanation about why some of the information has been entered to your CEO, so they understand the context around the information before considering whether to approve your AWP.

In these instances, you would not want your FAM to see these comments, as they were purely for use within your health service.

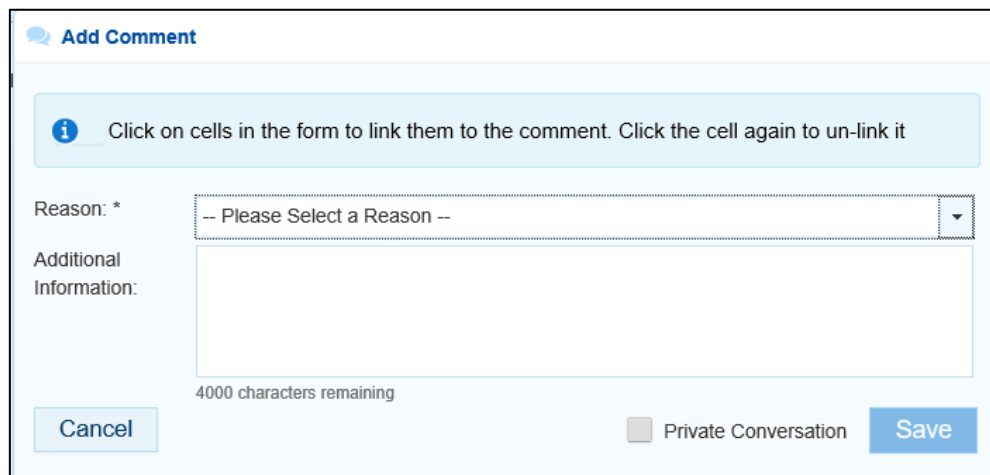
The following procedure is used to commence a private conversation in your AWP form by adding an “internal comment”.



1. Ensure the AWP form is displayed.
2. Open the section you wish to add a new “internal comment” to.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To add your “internal comment”, select  at the top of the **Notifications Tray**.

The Add Comment dialog box will display.



5. Select  in the **Reason** field that displays and select **Other (specify)**.
6. Select the cell or cells your comment relates to. This provides additional context for your colleagues reading your comment. For more information, see [Link a Comment to Particular Cells](#).
7. Enter an explanatory comment in the **Additional Information** field.
8. To mark the comment as private so the *Data Receiver* can't see it, select the **Private Conversation** check box.
9. To save the comment, select .



Your new comment can now be viewed by anyone within your health service with access to the AWP, but not external your DSS FAM.

Mark an Internal Comment as Complete

If a private conversation has been conducted in your AWP using the “internal comment” functionality, someone within your health service (*Submission Uploader, Reviewer or Approver*) can mark this conversation as complete prior to the AWP being sent to your DSS FAM for processing if they would like to remove the comment from the AWP.

The following procedure is used to mark a private conversation as complete in the Data Portal.

1. Ensure the AWP form is displayed.
2. Open the tab you wish to mark a comment/conversation as complete for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.

4. To mark a conversation as complete, select  next to the applicable comment/conversation in the **Notifications Tray**.

The Mark as Complete dialog box will display.

Mark as Complete

Technical issue with CIS/extraction process has changed results
Total babies born value was incorrect so this has been amended

Stuart Dunn | Health Service ABC Pty Ltd | 16/Apr/2020 16:35 | Private Conversation

Additional Information:

4000 characters remaining

Cancel Private Conversation Save

5. In the **Additional Information** field, you can enter an explanation regarding why you are marking the conversation as complete, if you choose.



6. To save the comment, select **Save**.

The conversation will now disappear.

Link a Comment to Particular Cells

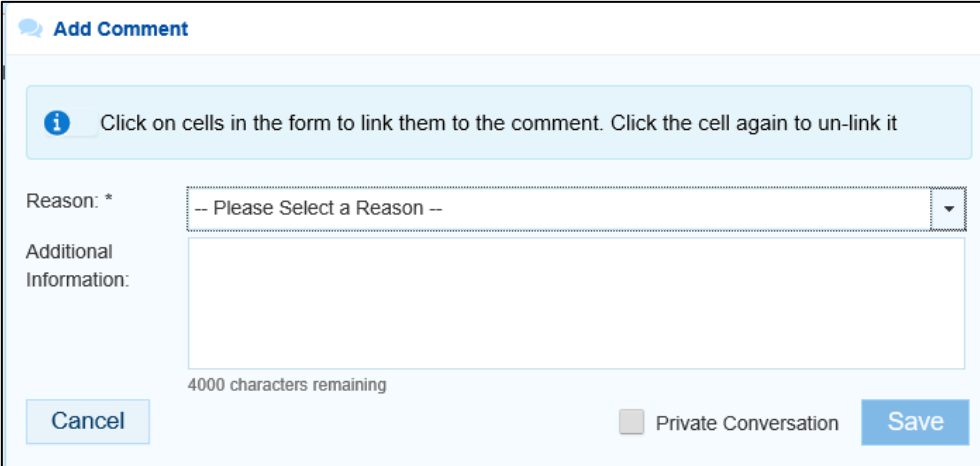
If there is a particular cell you would like to draw another user's attention to, you can add a comment to the applicable tab in your form and link a particular cell or cells to that comment. For example, you may wish to clarify with your DSS FAM what information is required in a particular cell.

1. Ensure the form is displayed.
2. Open the tab you wish to add a new comment to with linked cells.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


4. To add your comment, select  at the top of the **Notifications Tray**.


The Add Comment dialog box will display and the message "Click on cells above to link them to the comment. Click on the cell again to un-link it" will display.




5. Select the cell(s) to be linked to the comment you are adding.

The selected cell(s) will now be highlighted in red.

6. Select  in the **Reason** field that displays and select **Other (specify)**.
7. Enter an explanatory comment in the **Additional Information** field.

 To mark the conversation as private so your DSS FAM can't see it, if needed, select the **Private Conversation** check box.

8. To save the comment, select .



Once the AWP is submitted to your DSS FAM for processing, they will be able to see the cells you have linked to the comment by selecting .


View Completed Comments and Conversations

When a comment or conversation is marked as complete in the AWP form, it disappears. If required though, you can view those completed comments/conversations and undo the completion action if you wish to bring them back into view permanently.

The following procedure is used to view a completed comment/conversation in an AWP form in the Data Portal.


1. Ensure the AWP form is open.
2. Open the tab you wish to view completed comments for.
3. Navigate to the **Notifications Tray**.

 If the *Notifications Tray* doesn't display by default, select  in the top right-hand corner of the form.


4. To view all "completed" comments, select  in the **Notifications Tray** and select **Show Completed Comments**.

Any comments that have previously been marked as complete will now be visible, in the *Notifications Tray*, in green.

The comment/conversation can now be read as needed.

5. If the comment/conversation needs to be made permanently visible again, in the **Notifications Tray**, select .

The selected comment/conversation has now been returned to view in the *Notifications Tray*.

 Only those comments you have previously been able to see will be returned when you select *Show completed comments* in the *Notifications Tray*. For example, if your DSS FAM has not previously been involved a particular conversation conducted by your health service, they will not be able to retrieve these "completed" comments.

Print or PDF your IAHP PHC AWP form

There may be times when you need to print or PDF your Activity Work Plan form from within the Data Portal. For example, your CEO may need to approve your AWP but does not have access to the Data Portal to be able to do so online. As an alternative, you may choose to print out the form or PDF it and email it, so your CEO can review it in hard copy.

The following procedure is used to print/PDF your IAHP PHC AWP form from the Data Portal.

1. Ensure you have logged in to the Data Portal and the Data Portal home screen is displayed with the **Reporting Dashboard** open.

The Reporting Dashboard will display details for your Activity Work Plan.

Activity Work Plan | 13 December 2023 Reporting Round

Due in 14 Days | Submission Ready for Final Review


Data Sharing

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with Aboriginal Health and Medical Research Council of NSW (AH&MRC) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

Do you agree to share your finalised processed AWP data (includes current and previous reporting periods) with National Aboriginal Community Controlled Health Organisation (NACCHO) for the purpose of policy development, research and summary feedback and support to organisations? Yes No

TIS PR | 15 November 2023 Reporting Round

Closed 88 Days ago | Ready for Processing

2. To print your AWP form, hover your mouse pointer to the right of the Activity Work Plan reporting round text in the **Reporting Dashboard** and select .

The AWP form will display.

Submission Data

REPORTING CONTACT **Contact Information**

IAHP PHC GRANT INFORMATION **Reporting Contact**

Who is your organisation's contact for Activity Work Plan reporting? Stuart Dunn

KEY HEALTH CONCERNS First Name: Stuart



Last Name: Dunn

AREAS OF FOCUS & CHALLENGES Email Address: stuart.dunn@health.gov.au

Phone: (02) 6289 7494


Mobile: (0402) 088 755

IAHP PHC FM- ADDITIONAL FUNDING Current User Status: Active


3. To print the data for an individual tab, select the tab from the left-hand side of the form and then select .
4. To print the entire form at once or more easily print multiple sections, select  in the top right-hand corner of the form and then select **Summary View**.


The *Summary View* contains all sections of the form with the first section of the form defaulting as open, in read-only mode. If there are any comments in the form, these will now display in the *Notifications Tray* on the right-hand side of the form.

The screenshot shows the 'Summary' view of the form. The 'Key Health Concerns' section is expanded, revealing the 'Key Health Needs' section. Below this, there are two health need categories: 'Maternal Health and/or Child Development' and 'Aged Care'. On the right side, a notifications tray is open, displaying two messages from Stuart Dunn, one dated 28/Mar/2024 10:04 and another dated 28/Mar/2024 12:30.

- To expand all the sections at once so the whole form can be printed or saved as a PDF, select  at the top of the form and select **Expand all tabs**.



If needed, you can expand and collapse individual sections by selecting  next to the applicable section.


- Once all the required sections have been expanded, to print or PDF the entire form, select .

The Print dialog box will display, showing a preview of the form, with any comments now showing in the section of the form they relate to.

The print dialog box is shown with a preview of the form on the left. The form preview shows the 'Health Need' section with several categories checked: 'Maternal Health and/or Child Development', 'Aged Care', 'Allied Health', 'Chronic Disease', 'Comorbidities', 'Dental', 'Drug and Alcohol', 'Eye/Ear Health', and 'Food Security in Remote'. The 'How will this health need be addressed?' section is also visible. On the right, the print settings are: 'Print' (32 sheets of paper), 'Destination' (Follow Me Konica), 'Pages' (All), 'Copies' (1), 'Layout' (Portrait), and 'Colour' (Black and white). There is a 'More settings' dropdown at the bottom.

- To continue, select the printer you wish to use.



If you wish to save the form rather than print it, so you can share it with colleagues or file it, select  in the Print dialog box, select Save as PDF and then save the form in the desired location.

8. To print the form, select .

The selected elements of the form will now be printed at the selected printer.



Please note the form will be long when printed in its entirety. It may be worth printing individual sections where possible.