

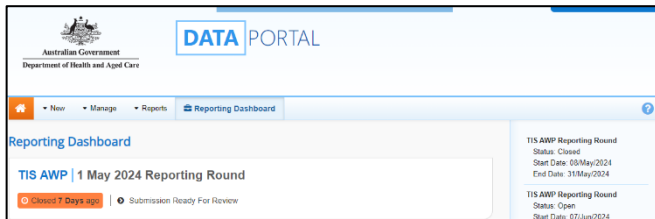


Initiate Interim Processing (Health Service)

To start interim processing of your TIS AWP in the Data Portal:

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

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



To be eligible for interim processing, your TIS AWP's status will need to be at either *Draft Submission* or *Submission Ready for Review*, if you have the *Submission Reviewer* role.

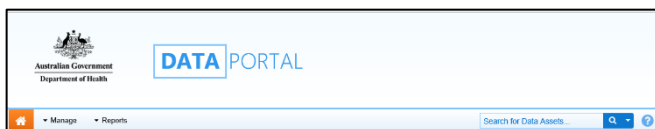
3. To start interim processing, select **Submission Ready For Review** in the **Reporting Dashboard** and, in the Change Data Asset Status window, in the **Action** field, select and select **Request Interim Processing**.
4. In the **Comment** field, enter any comments you wish to add for your DSS FAM.
5. To send your TIS AWP to your DSS FAM for interim processing, select .

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

Review the TIS AWP (DSS FAM)

To review the health service's TIS AWP:

1. Ensure the Data Portal home screen is displayed.



2. From the Data Portal home screen, search for the TIS AWP to be reviewed.

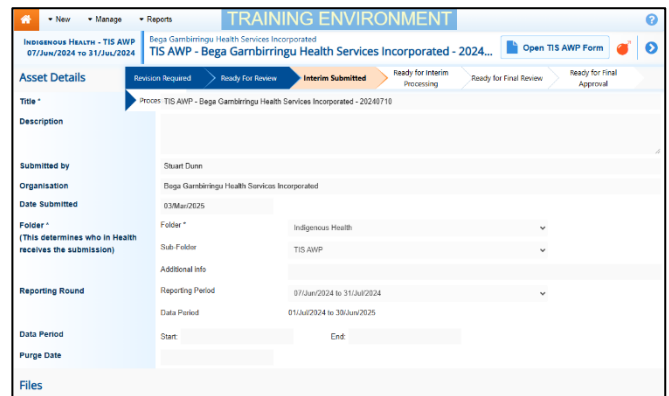
For more information on how to search for a submission, see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.



The TIS AWP will have the status of *Interim Submitted*.

3. Select the TIS AWP to be reviewed.

The Data Asset Details screen will display.



4. Review the details of the TIS AWP as needed.
5. To review the contents of the TIS AWP form, select at the top of the screen.
6. Once finished, select at the bottom of the TIS AWP form to exit the form and return to the Data Asset Details screen.
7. To action the service's TIS AWP, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset Status window, in the **Action** field, select and select *Ready for Interim Processing*.



If the health service has asked you to return the submission as it has been submitted in error, select *Return to Uploader*.

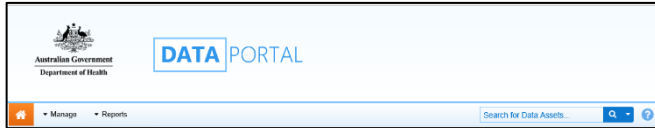
8. In the **Comment** field, enter any comments about the action being performed on the TIS AWP.
9. To prepare the submission for processing, select .



Process the TIS AWP (DSS FAM)

To complete interim processing on the TIS AWP in the Data Portal:

1. Ensure the Data Portal home screen is displayed.

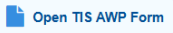



2. From the Data Portal home screen, search for the applicable TIS AWP with the status of *Ready for Interim Processing*.



For more information on how to search for a submission, see the [Get Started in the Health Data Portal \(Indigenous Health\)](#) QRG.

3. Select the TIS AWP to be processed.

The Data Asset Details screen will display.

4. Review the details of the TIS AWP as needed.
5. To review the contents of the service's AWP form, select  at the top of the screen.

6. Once finished, select  at the bottom of the TIS AWP form to exit the form and return to the Data Asset Details screen.

7. To action the submission, select either  or the workflow progress bar at the top of the screen and, in the Change Data Asset Status window, in the **Action** field, select  and select *Request Review* to send the submission back to the health service's *Submission Reviewer*, who will review the TIS AWP and move it to the next stage of the process. This action will progress the submission to the status of *Submission Ready for Final Review*.

8. In the **Comment** field, enter any comments about the action being performed on the TIS AWP.


9. To send the TIS AWP on to the health service's *Submission Reviewer*, select




Conduct a Final Review of your TIS AWP (Health Service)

To conduct a final review of your TIS AWP in the Data Portal:


1. Ensure the Data Portal home screen is displayed, and the **Reporting Dashboard** is open.



 The submission will have the status of *Submission Ready for Final Review*.


2. To open the Data Asset Details screen for the AWP, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the Reporting Dashboard, select  and then select **Open Data Asset**.

3. Review the details of the TIS AWP as needed.


4. To review the contents of your TIS AWP form, select .

5. Once finished, select  at the bottom of the TIS AWP form to exit the form and return to the Data Portal home screen.

6. To action your TIS AWP from the **Reporting Dashboard**, select  *Submission Ready for Final Review* and, in the Change Data Asset Status window, in the **Action** field, select  and select *Request Approval*.

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

7. To send your TIS AWP on to the CEO or their representative for approval, select

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Your TIS AWP has now been sent to your CEO or their representative for final approval.


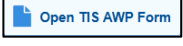






Approve your TIS AWP (Health Service)

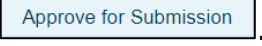
To approve the TIS AWP that has been through interim processing in the Data Portal:

1. Ensure the Date Portal home screen is displayed.

 The submission will have the status of *Submission Ready for Final Approval*.

2. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the **TIS AWP** reporting round text in the Reporting Dashboard, select  and then select **Open Data Asset**.
3. Review the details of the TIS AWP as needed.
4. To review the contents of the TIS AWP form, select .
5. Once finished, select  at the bottom of the TIS AWP form to exit the form and return to the Data Portal home screen.
6. To action the TIS AWP for submission from the **Reporting Dashboard**, select  **Submission Ready for Final Approval** and, in the Change Data Asset Status window, in the **Action** field, select  and select *Approve for Submission*.

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

7. In the **Comment** field, enter any comments about the action being performed on your TIS AWP.
8. To approve your TIS AWP, select .

Your TIS AWP has been progressed to the status of *Processed* and the submission process is now complete.