



**Step 1 – Prepare the TIS Activity Work Plan for Review**

Once a health service has completed their TIS Activity Work Plan (AWP) in the Data Portal and submitted it to you for review, you will receive an email notifying you of this.

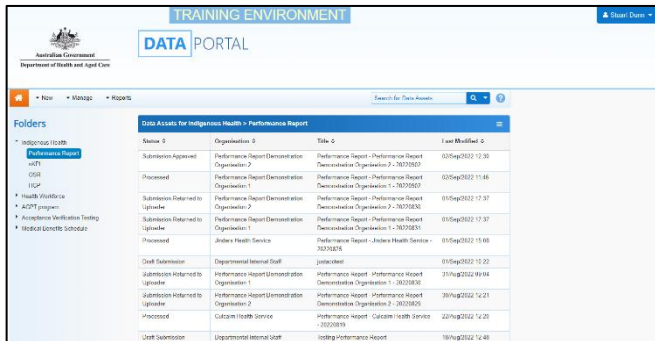
When you are ready to review the TIS AWP in the Data Portal, you will need to set its status to *Ready for Processing* so you can review its content and add any comments to the form as/if needed.

All DSS FAMs working with TIS AWP's will receive an email notification when a TIS AWP is submitted by a health service. If you do not wish to receive these emails, you may need to create an email rule to facilitate this.

To review a 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.



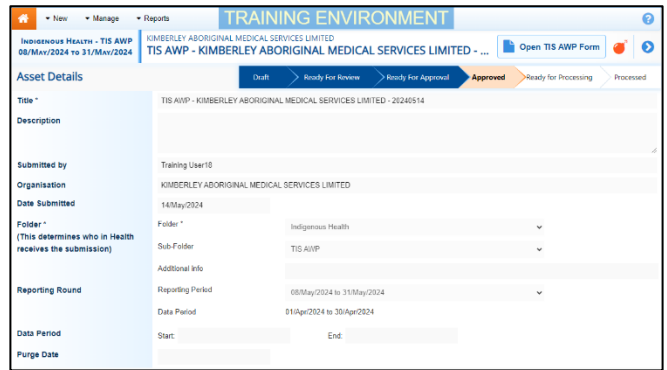
3. From the Data Portal home screen, search for the TIS AWP you need to review.

The TIS AWP will have the status of *Submission Approved*.

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

4. In the **Data Assets for Indigenous Health** table, select the TIS AWP to be reviewed.

The Data Asset Details screen will display.



You now need to move the TIS AWP to *Ready for Processing* so you can review its content and progress it as needed.

5. To do this, select either or the workflow progress bar at the top of the screen.

The Change Data Asset Status window will display.

6. In the **Action** field, select and select *Ready for Processing*.

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

7. To set the TIS AWP to *Ready for Processing*, select

The TIS AWP's status will change to *Ready for Processing*, and it is now ready to be reviewed and acted on as needed.

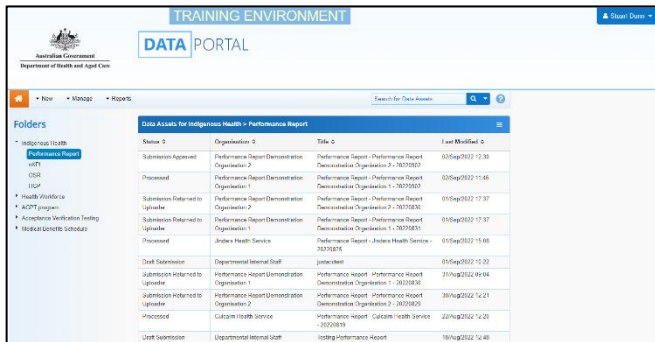


## Step 2 – Review and action the TIS AWP

Once the TIS AWP has been set to *Ready for Processing*, you can start reviewing its content to determine whether it can be processed as complete or requires amendment.

To review a TIS AWP in the Data Portal:

1. Ensure the Data Portal home screen is displayed.

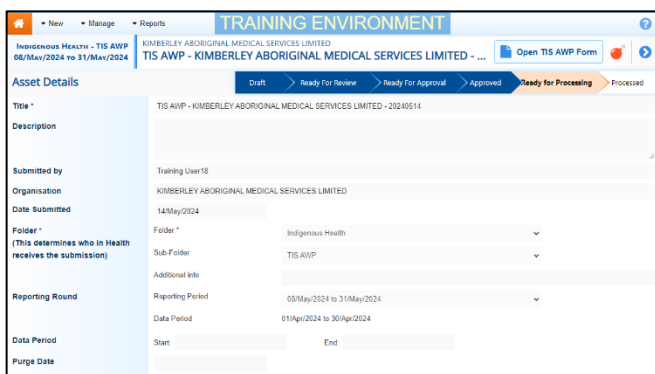


2. From the Data Portal home screen, search for the TIS AWP to be reviewed. The report's status will be *Ready for Processing*.

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

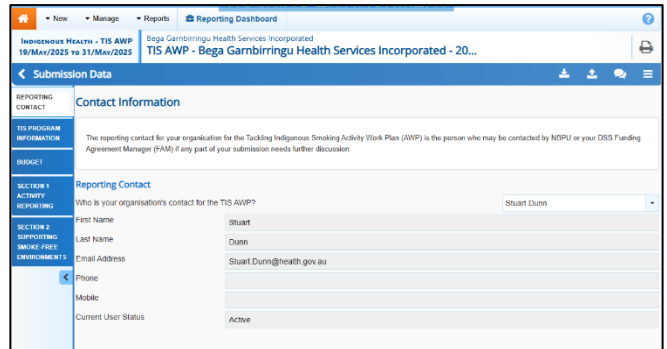
3. Select the TIS AWP to be reviewed.

The Data Asset Details screen will display.



4. To review the contents of the service's TIS AWP, select at the top of the screen.

The health service's completed TIS AWP form will display, broken into tabs on the left-hand side of the screen.



You can now work through each of the sections of the form, by selecting the tab you wish to open, assessing the content as you go.

5. If you would like the health service to enter more information in a particular section, or you have questions about the content they have entered, you can add a comment by selecting .
6. In the **Notifications Tray** that displays, select .
7. In the Add Comment window, select in the **Reason** field and select **Other**.
8. In the **Additional Information**, enter your message for the health service, specifying what it is you need them to do in this section of the form.
9. To save your comment, select .


If you wish to delete your comment or make changes, select and select either *Edit Comment* or *Delete Comment*.


If one of the tabs on the form has a on it, it means the health service has either added a comment to the section or responded to a data validation flag that has displayed because a field was left blank in the form.

10. In the **Notifications Tray**, review the comment and:
  - a. To respond to the comment, providing instructions to the health service regarding what changes they need to make, select , select **Other** in the **Reason** field and then add your instructions for the health service in the




**Additional Information** field and **Save** the comment.

- b. To accept the comment and mark it as "complete," hover your mouse pointer to the right of the comment title, select , select **Completed, all data accepted** in the **Reason** field and **Save** the comment.


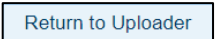
11. To exit the form and return to the Data Asset Details screen, select  at the bottom of the form.

The Data Asset Details screen will display.

12. Once the TIS AWP has been reviewed as needed, select either  or the workflow progress bar at the top of the screen.


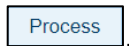
The Change Data Asset Status window will display.

**If you have added comments or responses to the TIS AWP and need to return it to the health service:**

- a. In the **Action** field, select  and select *Return to Uploader*.
- b. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.
- c. To return the TIS AWP to the health service, select .

The TIS AWP's status will change to *Submission Returned to Uploader* and it has now been returned to the health service for their amendment.

**If you are happy with the TIS AWP and are ready to process it as complete:**

- d. In the **Action** field, select  and select *Process*.
- e. In the **Comment** field, enter any comments regarding the action being performed on the TIS AWP.
- f. To process the TIS AWP as complete, select .

The TIS AWP's status will change to *Processed* and the processing of the TIS AWP is now complete.