



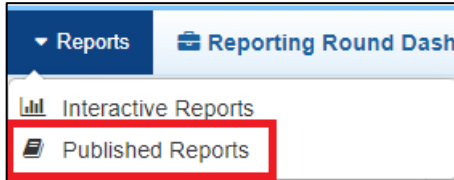
Once a reporting round is complete, each health service will be able to access their *National KPI Summary Presentaion*, *National KPI Health Service Results Over Time Presentation* and *National KPI Executive Summary Presentation* for that reporting round directly through the Health Data Portal. Once a health service user accesses their presentations, they can save/print/share them as needed.



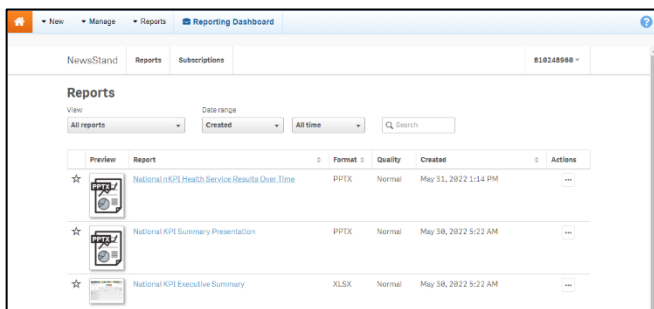
To be able to access your nKPI published reports, you need to have been assigned the *Published Report Viewer* role by your health service's *User Administrator*. If you don't have the *Reports > Published* reports option available, please contact your *User Administrator* so they can assign you the role. Please note as well that you will only have access to the reports that are published AFTER you have been given access, you will not be able to see previous reports.

To access your published nKPI reports through the Data Portal:

1. From the Data Portal home screen, select **Reports > Published Reports**.



The QLIK NewsStand will display, showing your published reports for the most recent reporting round.



You will only ever see your reports for the most recently completed reporting round, you won't see a list of historical reports. This means you should download and save each report as it becomes available so you have ongoing access to each report.

The National KPI Summary presentation

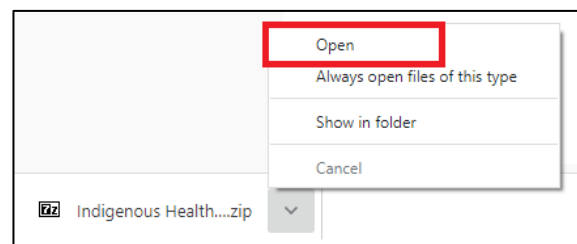
The *National KPI Summary Presentation* is a PowerPoint presentation containing each of the graphs from your summary sheets in the *QLIK Health Service nKPI Report* for the most recent reporting round.

To download your *National KPI Summary Presentation*:

1. Select the report name link in the **Report** column.

A Download window will display in the bottom left-hand corner of the screen and the .zip file containing your *National KPI Summary Presentation* will begin to download.

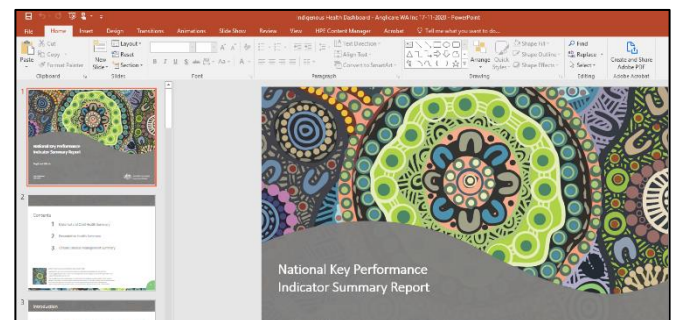
2. Once the download has completed, select the arrow in the Download window and select **Open** (as shown here).



The .zip file containing your presentation will open.

3. Now double-click on the PowerPoint presentation contained within the .zip file to open it.

The PowerPoint presentation containing your *nKPI Summary Report* will open.



4. You can now view/save/print the presentation as needed.
5. To exit the presentation, simply close PowerPoint.



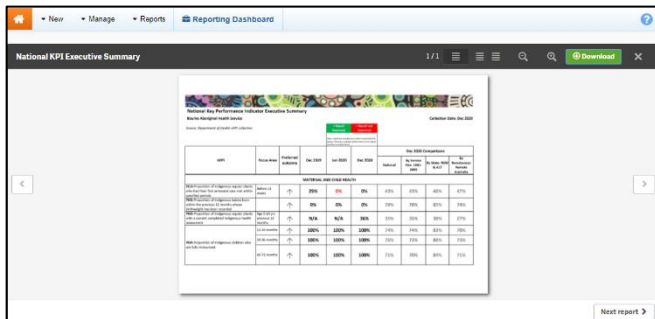
The National KPI Executive Summary

Your *National KPI Executive Summary* is a Microsoft Excel spreadsheet containing your health service's results, for each indicator, for the current collection period and the previous two periods. It also contains the results for the comparison groups contained within the *QLIK Health Service nKPI Report nKPI Summary* sheets.

To download your *National KPI Executive Summary*:

1. Select the **National KPI Executive Summary** link in the **Report** column.

A Download window will display.



2. To download your Executive Summary, select **Download**.

A Download window will display in the bottom left-hand corner of the screen and your *nKPI Executive Summary* will begin to download.

3. Once the download has completed, select the arrow in the Download window and select **Open**.

The *nKPI Executive Summary* spreadsheet will display.

nKPI	Focus Area	Preferred outcome	Dec 2019	Jun 2020	Dec 2020	Dec 2020 Comparisons			
						National	By Service Size: <= 500	By State: Vic & Tas	By Remoteness: Outer-Regional Australia
MATERNAL AND CHILD HEALTH									
PI33-Proportion of Indigenous regular clients who had their first antenatal care visit within specified periods	Before 13 weeks	↑	0%	-	0%	43%	44%	39%	41%
PI01-Proportion of Indigenous babies born within the previous 12 months whose birthweight has been recorded		↑	100%	100%	33%	78%	86%	89%	75%
PI03-Proportion of Indigenous regular clients with a recorded birthweight	Age 0-14 yrs	↑	N/A	N/A	63%	35%	34%	26%	26%

You can now view/save/print the report as needed.

4. To exit the report, simply close Microsoft Excel.

The National KPI Health Service Results Over Time presentation

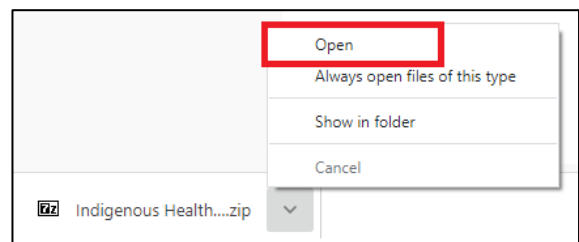
The *National KPI Health Services Results Over Time* report is a PowerPoint presentation containing each of the graphs from your detailed individual indicator sheets in the *QLIK Health Service nKPI Report*, from the most recently completed collection period, back to December 2014.

To download your *National KPI Health Service Results over Time Presentation*:

1. Select the **National KPI Health Service Results Over Time** link in the **Report** column.

A Download window will display in the bottom left-hand corner of the screen and the .zip file containing your *National KPI Health Service Results Over Time Presentation* will begin to download.

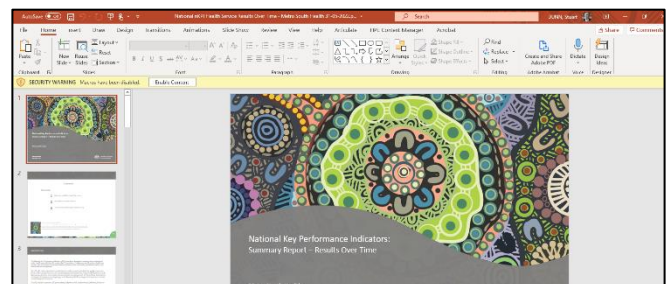
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The .zip file containing your presentation will open.

3. Now double-click on the PowerPoint presentation contained within the .zip file to open it.

The PowerPoint presentation containing your *National KPI Health Service Results Over Time* report will open.



4. You can now view/save/print the presentation as needed.

5. To exit the presentation, simply close PowerPoint.