



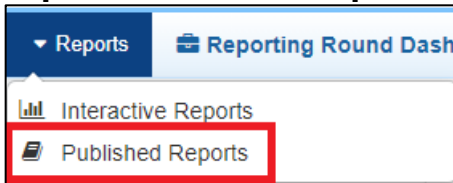
Once an IHDR reporting round is complete, each health service will be able to access their *nKPI Summary Report* and *nKPI Executive Summary Report* for that reporting round directly through the Health Data Portal. Once a health service user accesses their reports, they can save/print/share them as needed.



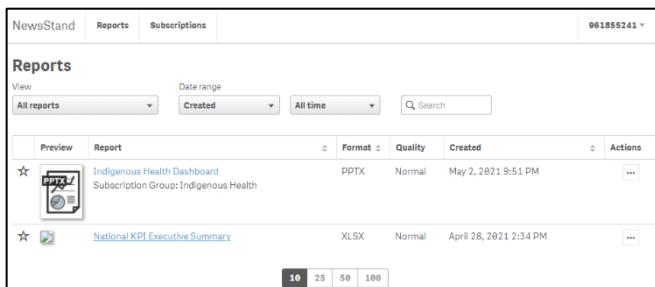
To be able to access your nKPI published reports, you need to have been assigned the *Published Report Viewer* role by your health service's *User Administrator*. If you don't have the *Reports > Published* reports option available, please contact your *User Administrator* so they can assign you the 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 nKPI Summary Report

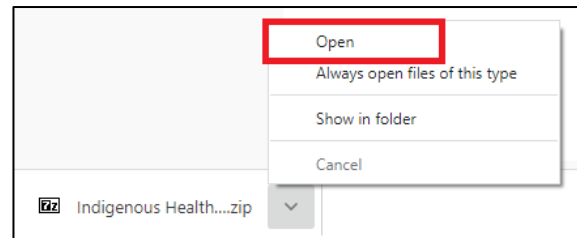
The *nKPI Summary Report* is a PowerPoint presentation containing each of the graphs from the summary sheets in your QLIK Interactive Reports, for the most recent reporting round.

To download your nKPI Summary Report:

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 nKPI Summary Report will begin to download.

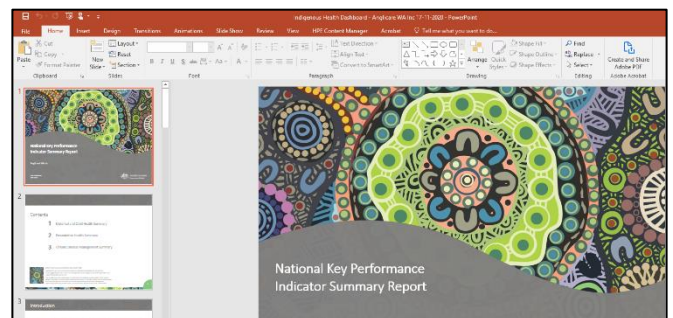
2. Once the download has completed, select the arrow in the Download window and select **Open** (as shown here).



The .zip file containing your report will open.

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

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



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



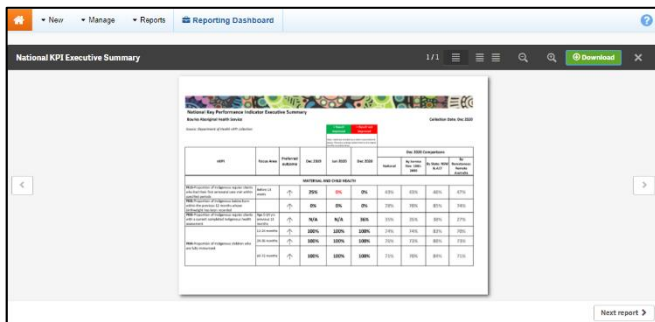
## The nKPI Executive Summary

Your *nKPI Executive Summary* is an 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 interactive report summary sheets.

To download your *nKPI 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 will display.

nKPI	Focus Area	Preferred outcome	Results			Dec 2020 Comparisons			
			Dec 2019	Jun 2020	Dec 2020	National	By Service Size: <= 500	By State, Vic & Tas	By Remoteness: Outer Regional Australia
<b>MATERNAL AND CHILD HEALTH</b>									
P13-Proportion of indigenous regular clients who had their first antenatal care visit within specified periods	Before 13 weeks	↑	0%	-	0%	43%	44%	39%	41%
P93-Proportion of indigenous babies born within the previous 12 months whose birthweight has been recorded	Age 0-14 yrs	↑	100%	100%	33%	78%	86%	89%	75%
P93-Proportion of indigenous regular clients who had their first antenatal care visit within specified periods	Age 0-14 yrs	↑	N/A	N/A	63%	36%	36%	36%	36%

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

4. To exit the report, simply close Excel.