

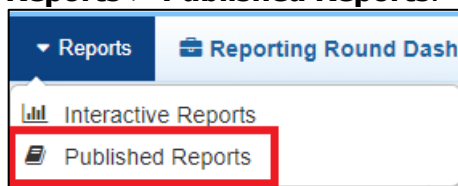


Once a reporting round is complete, you will be able to access your updated nKPI and OSR published reports directly through the Health Data Portal. Once you access your reports, you can save/print/share them as needed.

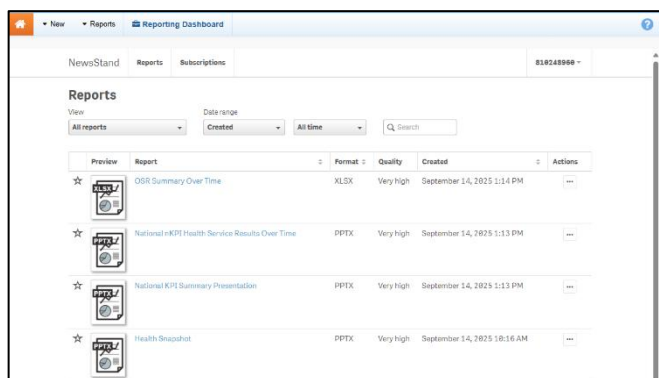
⚠ To access your published reports, you need to have been assigned the *Published Report Viewer* role by your health service's *User Administrator*. If you don't have the *Reports > Published* reports option available, please contact your *User Administrator* so they can assign you the role. Please note 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 and OSR 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 see your reports for the most recently completed reporting round, you won't see a list of historical reports (*except for the National nKPI Summary Presentation*). This means you should download and save each report as it becomes available, so you have ongoing access to each report.

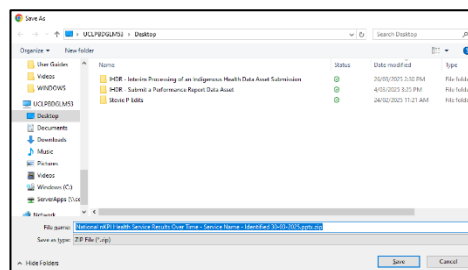
The National KPI Health Service Results Over Time report

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 & OSR Report*, from the most recently completed collection period, back to December 2014.

To download your *National KPI Health Service Results over Time* report from the NewsStand:

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

The Save As window will display.

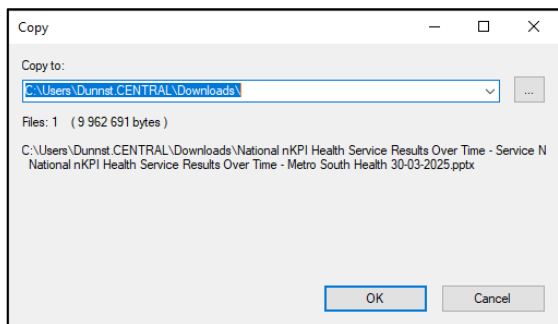



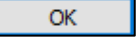
⚠ Your local download process may be different to what is shown here, so please just follow your process as required.

2. Navigate to where you would like to save the report zip file.
3. To save the report, select **Save**.
4. Now navigate to where you have saved the report and open the zip file by double-clicking on it.
5. In the zip file window that opens, select the PowerPoint presentation and select **Extract**.

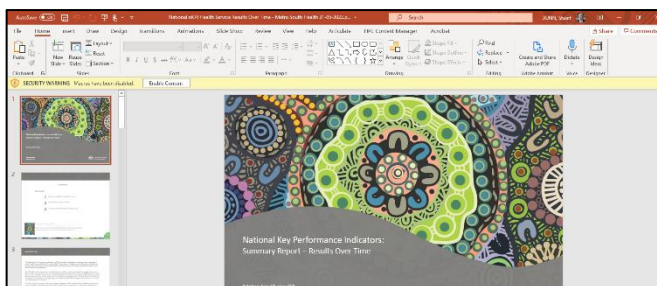


The Copy window will display.



6. Select  and navigate to where you want to save the PowerPoint and then select .
7. Navigate to where you have saved the PowerPoint and open it.

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



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

The OSR Summary Over Time report

The *OSR Summary Over Time* report is a Microsoft Excel spreadsheet containing your health service's summary level OSR data, including client numbers, episodes of care and client contacts, back to June 2019.

To download your *OSR Summary Over Time* report from the NewsStand:

1. Select the **OSR Summary Over Time** link in the **Report** column.
2. Follow the download process as detailed earlier in this guide.
3. Navigate to where you have saved the report and open it.

The *OSR Summary Over Time* report will display.



The *OSR Summary Over Time* spreadsheet contains three tabs: *Clients*, *Workforce* and *Data Sheet*.

The *Clients* tab contains graphs that display your clients, episodes of care and client numbers back to June 2019.

The *Workforce* tab contains graphs that display different elements of your FTE data back to June 2019

The *Data Sheet* tab contains the different elements of your OSR data, in numbers, back to June 2019.

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 & OSR Report nKPI Summary* sheets.

To download your *National KPI Executive Summary* from the NewsStand:

1. Select the **National KPI Executive Summary** link in the **Report** column.
2. Follow the download process as detailed earlier in this guide.
3. Navigate to where you have saved the report and open it.



The *nKPI Executive Summary* spreadsheet will display.

nKPI	Focus Area	Preferred outcome	Dec 2024 Comparisons			My Service Target	National	By Service Size: (2502-5000)	By State: (QLD)	By Remoteness: Major Cities of Australia
			Dec 2023	Jun 2024	Dec 2024					
MATERNAL AND CHILD HEALTH										
PI13-Proportion of Indigenous regular clients who had their first antenatal care visit within specified periods	Before 11 weeks	↑	5%	0%	0%	-	34%	39%	25%	19%
PI01-Proportion of Indigenous babies born within the previous 12 months whose birthweight has been recorded		↑	84%	74%	82%	-	77%	82%	72%	79%
PI03-Proportion of Indigenous regular clients with a current completed Indigenous health assessment	Age 0-4 yrs previous 12 months	↑	18%	14%	17%	22%	37%	38%	45%	43%
PI09-Proportion of Indigenous regular clients with a current completed Indigenous health assessment	Age 0-14 yrs previous 12 months	↑	27%	23%	24%	-	37%	37%	45%	48%

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

- To exit the report, simply close Microsoft Excel.

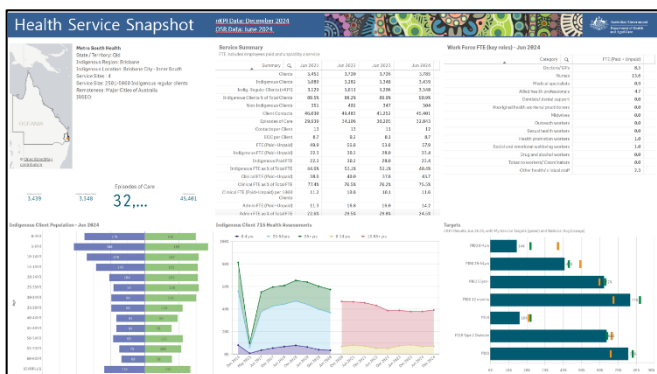
The Health Snapshot

The *Health Snapshot* is a PowerPoint version of the Health Service snapshot you can find in the Qlik Health Service nKPI & OSR Report.

To download your Health Service Snapshot presentation from the NewsStand:

- Select the **Health Snapshot** link in the **Report** column.
- Follow the download process as detailed earlier in this guide.
- Navigate to where you have saved the report and open it.

The PowerPoint containing your Health Snapshot will open.



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

- To exit the presentation, simply close PowerPoint.

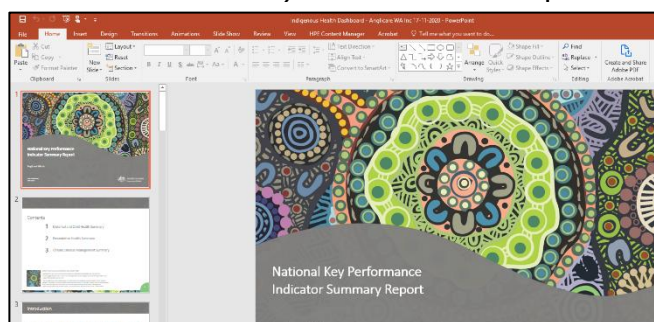
The National KPI Summary Presentation

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


To download your *National KPI Summary Presentation* from the NewsStand:

- Follow the download process as detailed earlier in this guide.
- Navigate to where you have saved the report and open it.

The PowerPoint presentation containing your *National KPI Summary Presentation* will open.



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

 In addition to your current report, your four most recent historical nKPI summary presentations will also display in the NewsStand, for you to download as needed.