# Process an Indigenous Health Data Asset Submission Screencast – Accessible Version

Introduction

Welcome to the *Process an Indigenous Health Data Asset Submission* screencast.

This screencast shows AIHW (nKPI and OSR) and Department of Health and Aged Care (HCP) *Data Receivers* how to process a data asset that has been submitted by a health service. This screencast will also show *Data Receivers* how to mark outstanding data validation flags and health service comments as complete, as part of accepting or excluding health service data.

Overview

Once a data asset has been approved by the health service’s CEO or representative, it will be sent to you for processing as the external *Data Receiver* in the Data Portal.The first step of processing the data asset in the Data Portal is to review the data asset to ensure the information contained within, specifically the reporting data in the attached form, is complete and correct.Once you have reviewed the data asset and the attached form and are comfortable with the content, the data asset can be processed as complete, ready to be used in any publications and reports as required. The steps required to process an Indigenous health data asset submission are the same, whether the data asset is being processed at the end of the linear data asset submission workflow, or it has been through the exception reporting process.

Process an Indigenous Health Data Asset Submission (the AIHW)

Once you have received an approved data asset from a health service (whether it has been through exception reporting first or not) you will need to review the data asset in the Data Portal to ensure it is ready to go to the next step of the process. **Note:** To be eligible for processing, the data asset’s status will need to be *Submission Approved*.

1. To process a data asset in the Data Portal, you must first navigate to the Data Portal home screen and search for the data asset to be processed.

Data assets matching your search criteria will then display in the Data Assets section of the screen.

1. Select the data asset to be processed.
2. To change the status of the data asset, in the Data Asset Details screen, select the **Change** **Status** button at the top of the screen.

You should now progress the data asset on to the status of *Ready for Processing*. This allows you to examine the data asset and attached form, as well as move the data asset on to the status of *Processed*.

1. To do this, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Ready for Processing*.
2. To continue, select the **Ready for Processing** button.

The data asset’s status will change to *Ready for Processing,* and it is now ready to be processed. **Note:** By moving the data asset from *Submission Approved* to *Ready for Processing*, the data asset moves from the backlog to being viewable and editable so you can leave comments for the applicable health service.

1. From the Data Portal home screen, select the data asset (its status will be *Ready for Processing*).
2. To change the status of the data asset, select the **Change** **Status** button at the top or bottom of the Data Asset Details screen.
3. To continue, select the down arrow in the **Action** field in the Change Data Asset Status dialog box and select *Process*.
4. Enter a comment in the **Comment** field if needed.

**Note:** To save the data asset as a draft without sending it on to the next stage of the process, select the *Save*button.

1. To process the data asset as complete, select the **Process** button.

The data asset’s status will change to *Processed* and the processing of the data asset is now complete. The information within the form attached to the data asset can now be used in any publications that need to be produced and made available to users of the Data Portal.

Marking Comments as Complete - Data Acceptance or Exclusion

When a data asset is submitted by a health service as part of exception reporting, the health service may leave responses against data validation flags explaining why they have not changed certain values that have generated data validation flags. The *Data Receiver* can then decide whether to accept or exclude the data the validation flags relate to.This section of the document will show you how to accept data with outstanding data validation flags or comments. Even though we do not cover exclusions in this demonstration, the process to exclude data is the same as the process demonstrated here.

1. We will open the form by selecting the applicable **Open Form** button.

Any indicators/tabs still containing data validation flags and/or comments will be identified with a red triangle.

1. You should select the indicator/tab containing the issue.

You can see the comment, and decide about acceptance or exclusion, in the *Notifications* *Tray* on the right-hand side of the screen.

1. Once you have read the comment left by the health service on the indicator/tab, select the **Mark as Complete** button.
2. Select the down arrow in the **Reason** field.

In the reason drop down list, there are three options:

1. Completed, all data accepted
2. Completed, data excluded from national reporting only
3. Completed, data excluded from organisation level and national reporting
4. To continue, select **Completed, all data accepted**.

**Note:** It is best practice to include an explanation for your decision in the *Additional Information* field.

1. Select the **Save** button.

The comments you have just marked as complete will no longer appear and the red triangle will be removed from the indicator’s tab on the left-hand side of the screen.To see the comments you have just made, select the *Notification Options* down arrow in the *Notifications* *Tray* and select *Show Completed comments*.