

# Summary Sheet

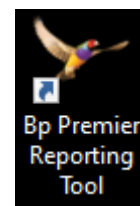
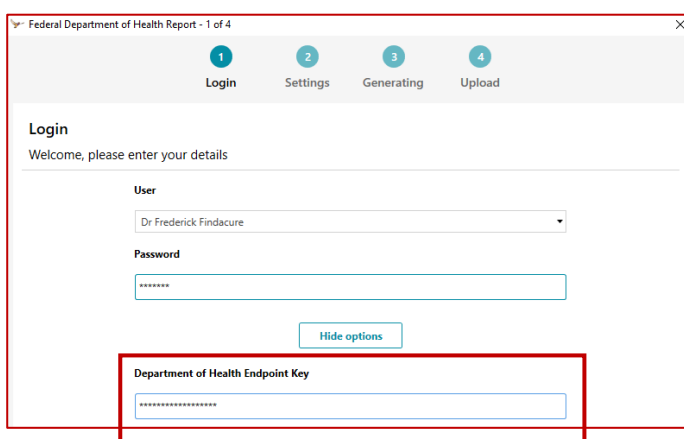
## National Key Performance Indicator (nKPI) Reporting

nKPI Reporting is used by Aboriginal Community Controlled Health Services (ACCHS) to generate reporting for submission to the Health Data Portal. A snapshot of the Bp Premier database will be taken at the time the report is run and 24 indicators (metrics) will be compiled. Reports can then be submitted via the Bp Premier Reporting tool.

### Setup the Bp Premier Reporting tool

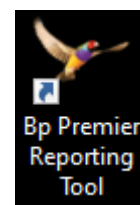
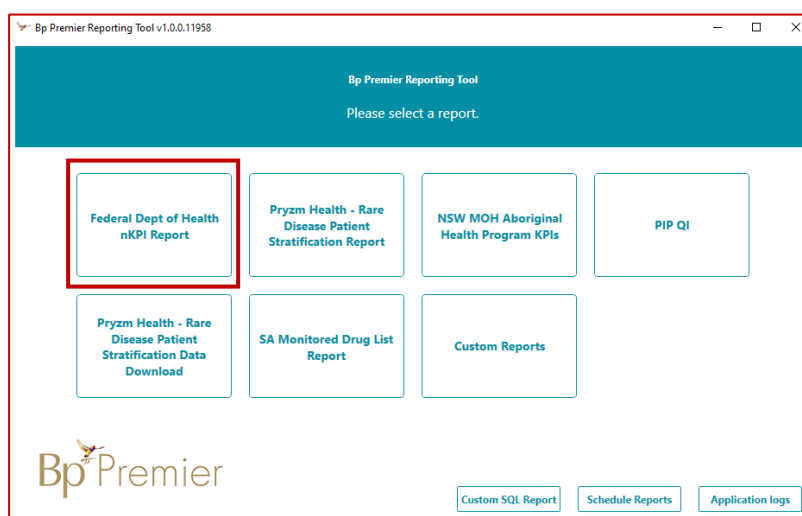
The first time the reporting tool is run you will need to enter the Department of Health Endpoint Key (Token) in the 'Settings' screen.

1. Download and install the Bp Premier reporting tool  
<https://nkpi.bpsoftwareportal.net/prod/Bp.Integrations.Wpf.application>
2. Double click the desktop icon to start the reporting tool
3. Click **Federal Dept of Health nKPI Report**
4. Login with your Bp Premier username and password.  
**Note:** Each user must have 'Reports' permission set to 'Access' in User Permissions
5. Enter the **Department of Health Endpoint Key** (this is a 'token' unique to each health service).
6. **Next** to continue

### Run the nKPI data extract

7. Double click the desktop icon to start the reporting tool

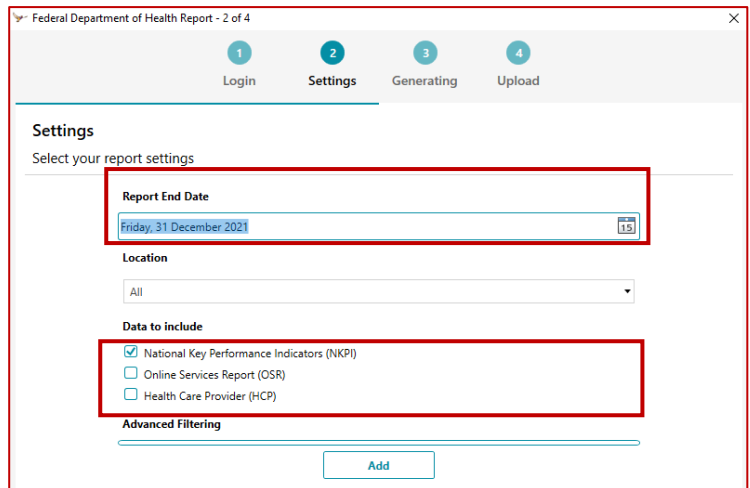



8. Click **Federal Dept of Health nKPI Report**
9. Select **Next**. The settings window will display

10. Select the report settings for the current data snapshot

- **Report End date** (This should be set to the end date of the current reporting period e.g. 31 Dec 2021)
- **Location:** Select 'All'
- **Data to include:** tick 'National Key Performance Indicators (NKPI)' and any other reports due in the current reporting cycle.

11. Click **Next**. Bp Premier will start the report generation process.



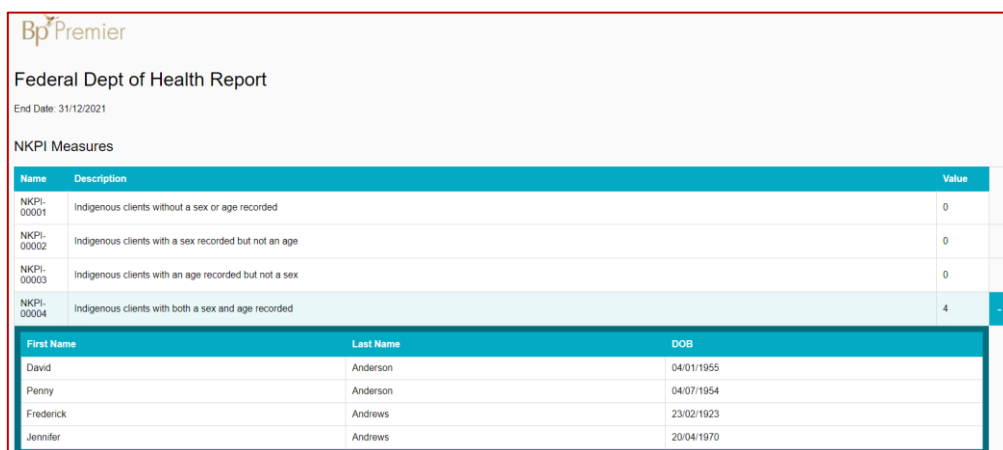
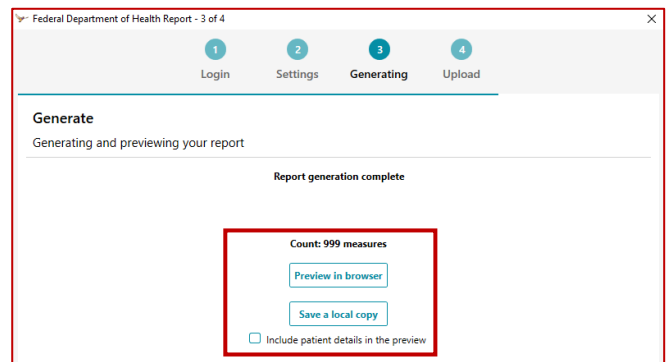
## Preview the nKPI data extract

12. Tick to **Include patient details in the preview** (This may be helpful to identify any test patient files that may have been included in the extract OR to check the validity of the data).

13. To preview the data extracted, two options will be available. Select from either:

- **Preview in Browser** and
- **Save a Local Copy**

**Preview In Browser:** will allow you to see the Value of each Indicator to check its validity in a separate Browser tab (e.g. Chrome or Internet Explorer) and check the data.



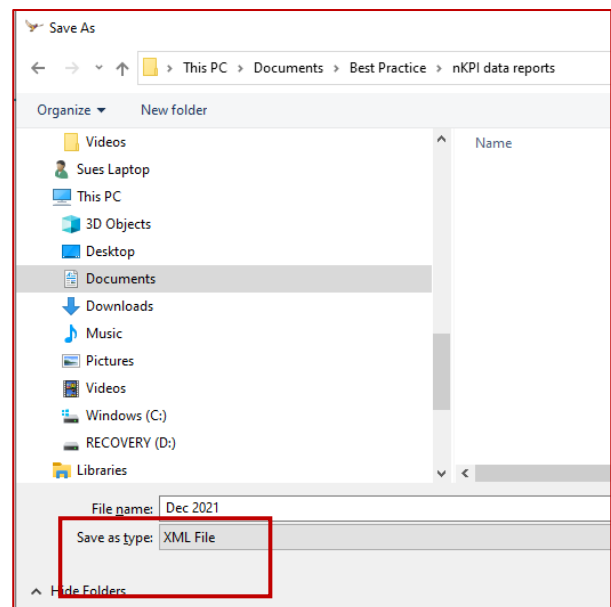
Name	Description	Value
NKPI-00001	Indigenous clients without a sex or age recorded	0
NKPI-00002	Indigenous clients with a sex recorded but not an age	0
NKPI-00003	Indigenous clients with an age recorded but not a sex	0
NKPI-00004	Indigenous clients with both a sex and age recorded	4

First Name	Last Name	DOB
David	Anderson	04/01/1955
Penny	Anderson	04/07/1954
Frederick	Andrews	23/02/1923
Jennifer	Andrews	20/04/1970

**Save a Local Copy:** will allow you to save a copy of the extract to a file for review and/or record keeping purposes.

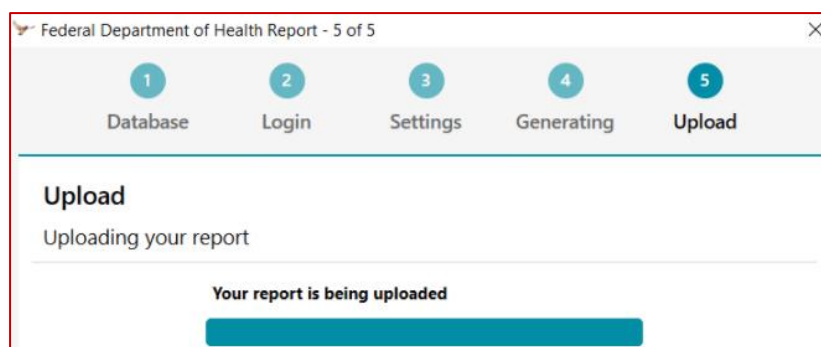
- Navigate to the folder where you will save the file
- Select **Save as Type: XML**
- Enter a **File name**
- **Save** the file

- Open the XML file to review data extract including any data validation issues.



## Submit (Upload) the nKPI data

14. Select **Next** when the report is ready for submission to DOH.



15. Select **Finish** when the report upload is complete

**Note:** The nKPI data extract can be run multiple times in the Bp Premier Reporting tool and previewed before uploading the data to the Health Data Portal. It is also possible to submit multiple extracts for the same reporting period to the Health Data Portal if necessary.