

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).

🐦 Federal Department	t of Health Report - 1 of 4					×
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Login						
Welcome, pleas	e enter your details					
	User					
	Dr Frederick Findacure				-	
	Password					

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	Department of Health End	lpoint Key				

-						

Bp Premier

Reporting Tool

Bp Premier

Reporting

Tool

6. Next to continue

Run the nKPI data extract

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





9. Select Next. The settings window will display



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- 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.

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Settings				_			
Select you	r report settings						
	Report End Da	te					
	Friday, 31 Dece	mber 2021				15	
	Location						
	All					•	
	Data to includ	e					
	National Ke	ey Performance Ir	idicators (NKPI)				
	Online Sen	vices Report (OSR)				
	Health Can	e Provider (HCP)					
	Advanced Filte	ering					

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.

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Bp [*] P	remier					
Feder	⁻ ederal Dept of Health Report					
End Date: 3	ind Date: 31/12/2021					
NKPI M	easures					
Name	Description			Value		
NKPI- 00001	Indigenous clients without a sex or age recorded					
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	Pi. 2004 Indigenous clients with both a sex and age recorded 4					
First Na	First Name DOB					
David		Anderson	04/01/1955			
Penny	Penny Anderson 04/07/1954		04/07/1954			
Frederic	k	Andrews	23/02/1923			
Jennifer	Jonnifer 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



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🤟 Save As			
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Organize 🔻 New folder			
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File <u>n</u> ame: Dec 2021			
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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.

