



# Northern Territory Aboriginal Health

Key Performance Indicator Information System



Australian Government  
Department of Health



## NT AHKPI Annual Reporting and KPI Change Calendars

## NT AHKPI Reporting Cycle

The calendar has been aligned to other Aboriginal Primary Health Care service provider reporting commitments so that final reports can be produced six weeks after calendar year/financial year end. The reporting calendar is as follows:

<b>Biannual Community and HSDA Report Cycle One</b>	
<b>Month/Deadline Date</b>	<b>Action</b>
1 Jan to 15 Feb	<p><b>Initial Data Delivery</b></p> <ul style="list-style-type: none"> <li>Most Aboriginal Community Controlled Health Services (ACCHS) can deliver annual data anytime after 1 January via the NT AHKPI web portal. (Bagot, Binjari, Peppimenarti and DoH health centres data are accessed and delivered on their behalf i.e. No “delivery” is required from these services).</li> </ul> <p><b>Draft Initial Release Reports</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will generate a draft ‘Initial Release’ report for each community from the NT AHKPI data repository, and will send it to each health service provider within a maximum of three days after receiving the initial data.</li> <li>Health service providers have six weeks (ie up to 15<sup>th</sup> February) to review their draft Initial Release reports. A ‘prompt sheet’ of questions will be provided along with the report to assist this process. The prompt sheet will help health service providers to assess their draft reports for completeness and accuracy, and to add comment or explanations as they consider necessary.</li> <li>Health service providers are encouraged to resubmit data if the review process finds that the draft ‘Initial Release’ reports are inaccurate or incomplete. Re-submits will be accepted and redrafts of the ‘Initial Release’ reports can be provided as required during this ‘six week window’.</li> </ul>
<b>By 15<sup>th</sup> February</b>	<p><b>Final Data Delivery Deadline</b></p> <ul style="list-style-type: none"> <li>This is the cut-off date for the final delivery of data to be included in final reports following the review of the draft ‘Initial Release’ reports. As above, most ACCHS can deliver the final data set into the NT AHKPI data repository via the NT AHKPI web portal. (Bagot, Binjari, Peppimenarti and DoH health centres data are accessed and delivered on their behalf i.e. No final “delivery” is required from these services).</li> </ul>
15 to 22 Feb	<p><b>Final Community-Level Report Delivery:</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce the relevant ‘Final Release’ community-level reports to each service provider during this week.</li> </ul>
15 Feb to 15 Mar	<p><b>Health Service Delivery Area (HSDA) Draft ‘Initial Release’ Reports:</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce a draft ‘Initial Release’ reports for each HSDA, and deliver to relevant organisations within each HSDA to review. A ‘prompt sheet’ of questions will be provided to assist this process.</li> <li>Where more than one service provider exists within an HSDA, the initial release HSDA reports should be reviewed collaboratively for completeness, accuracy and possible comment or explanations. HSDA level providers should send comments on the reports back to the DOH NT AHKPI team by the end of this period (ie by 15<sup>th</sup> March). If the review process has found that data is incomplete or inaccurate, data can be resubmitted along with explanatory comment or justification.</li> </ul>
15 to 22 Mar	<p><b>HSDA/NT Report Delivery:</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce ‘Final Release’ HSDA reports (including comparative NT data), back to relevant service providers within the HSDA during this week.]</li> </ul>

<b>Biannual Community and HSDA Report Cycle Two</b>	
1 Jul to 15 Aug	<p><b>Initial Data Delivery:</b></p> <ul style="list-style-type: none"> <li>Most Aboriginal Community Controlled Health Services (ACCHS) can deliver data anytime after July 1<sup>st</sup> via the NT AHKPI web portal. (Bagot, Binjari, Peppimenarti and DoH health centres data are accessed and delivered on their behalf i.e. No “delivery” is required from these services).</li> </ul> <p><b>Draft Initial Release Reports:</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce a draft ‘Initial Release’ report for each community from the NT AHKPI data repository, and will send it to each health service provider within a maximum of three days after receiving the initial data.</li> <li>Health service providers have six weeks (ie up to 15<sup>th</sup> August) to review their draft Initial Release reports. A ‘prompt sheet’ of questions will be provided along with the report to assist this process. The prompt sheet will help health service providers to assess their reports for completeness and accuracy, and to add comment or explanations as they consider necessary.</li> <li>Health service providers can resubmit data if the review process finds that the draft ‘Initial Release’ reports are inaccurate or incomplete. Re-submits will be accepted and redrafts of the ‘Initial Release’ can be provided as required during this ‘six week window’.</li> </ul>
<b>By 15<sup>th</sup> August</b>	<p><b>Final Data Delivery Deadline</b></p> <ul style="list-style-type: none"> <li>This is the cut-off date for the final delivery of all data to be included in final reports following the review of the draft ‘Initial Release’ reports. As above, most ACCHS can deliver the final data set into the NT AHKPI data repository via the NT AHKPI web portal. (Bagot, Binjari, Peppimenarti and DoH health centres data are accessed and delivered on their behalf i.e. No final “delivery” is required from these services).</li> </ul>
15 to 22 Aug	<p><b>Final Community-Level Report Delivery</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce and send the relevant ‘Final Release’ community-level reports to each service provider during this week.</li> </ul>
15 Aug to 15 Sep	<p><b>Health Service Delivery Area (HSDA) Draft ‘Initial Release’ Reports</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will produce a draft ‘Initial Release’ reports for each HSDA from the NT AHKPI data repository, and deliver to relevant organisations within each HSDA to review. A ‘prompt sheet’ of questions will be provided to assist this process.</li> <li>Where more than one service provider exists within an HSDA, the initial release report should be reviewed collaboratively for completeness, accuracy and possible comment or explanations. HSDA level providers should provide comments back to the DoH NT AHKPI team by the end of this period (ie by 15<sup>th</sup> September).</li> </ul>
15 to 22 Sep	<p><b>HSDA/NT Report Delivery</b></p> <ul style="list-style-type: none"> <li>The DoH NT AHKPI system team will generate ‘Final Release’ HSDA reports (including comparative NT data), back to relevant service providers within the HSDA during this week. If the review process has found that data is incomplete or inaccurate, data can be resubmitted along with explanatory comment or justification.</li> </ul>

In between reporting cycles the ‘CQI cycle’ approach being developed will seek Aboriginal Primary Health Care service provider input on quality assurance, data validation, interpretation and analysis.

## **NT AHKPI Change Cycle - Changes or Additions to the existing NT AHKPI suite**

Approved changes to the existing NT AHKPI definitions, or new KPIs will be completed twice a year. This will enable the substantial technical work to occur within each Patient Information Recall System (PIRS), in the Data Extraction tool, and in the NT AHKPI system and reports within the DoH Data Warehouse. The CRG will decide in which cycle changed or new KPI definitions should be implemented. Through this cycle, the CRG in communication with TWG, will request Steering Committee approval to update the 'NT Aboriginal Health Key Performance Indicator Definitions' to capture all necessary changes required to reflect:

1. Changes in data standards
2. Changes in clinical guidelines
3. Changes in health policy or programs.

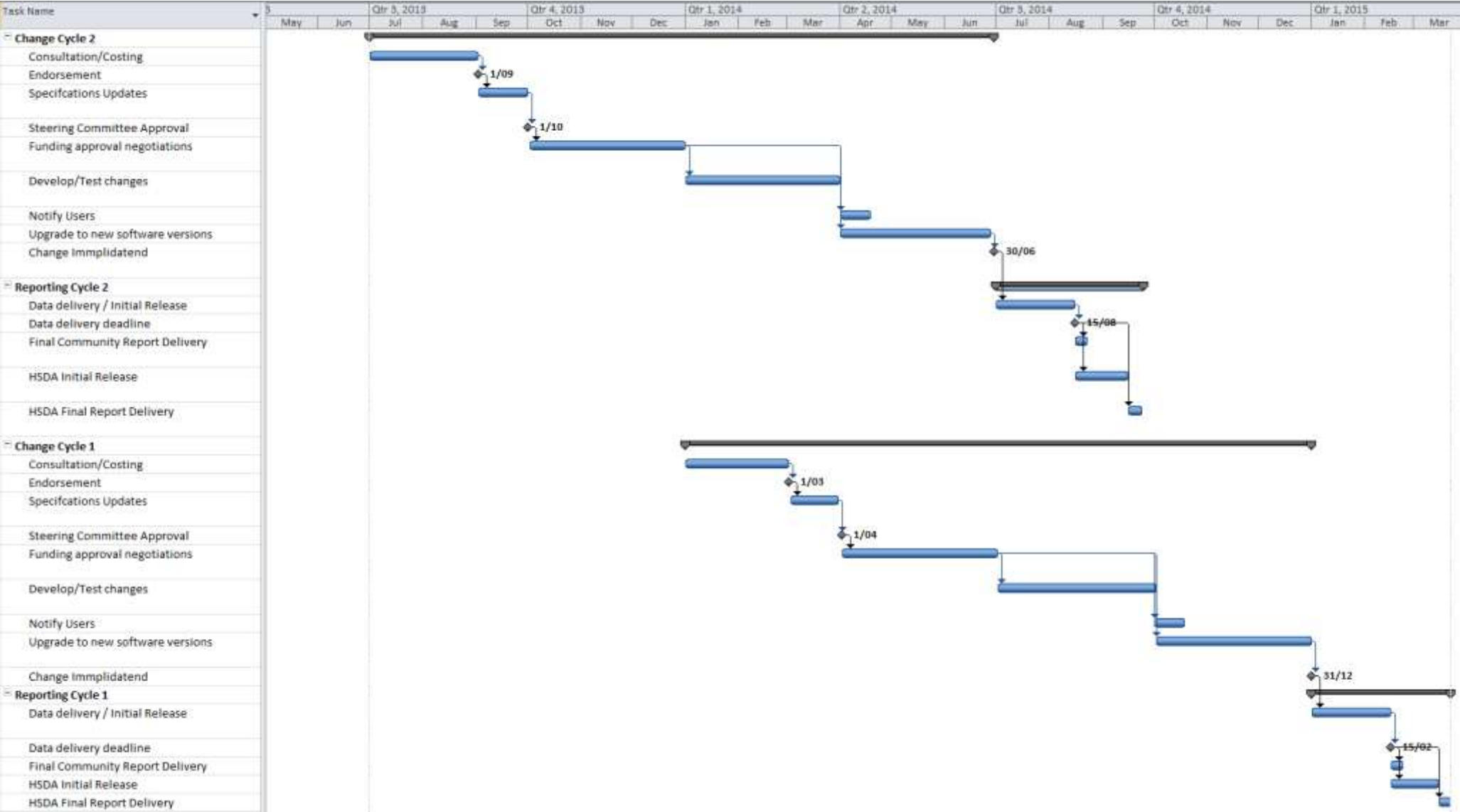
### **Annual NT AHKPI Change Calendar**

<b>NT AHKPI Change Cycle One</b>	
<b>Change Development</b>	
<b>Month/Deadline</b>	<b>Action</b>
Deadline for any proposed changes to be submitted for CRG endorsement in this change cycle is the: <b>1<sup>st</sup> September</b>	<b><u>Proposal Development</u></b> Proposer develops rationale for change and documents change/new KPI details using either (existing) KPI Definition or (new) KPI Template document and submits to CRG for assessment as clinically appropriate for NT AHKPI purposes.
	<b><u>Consultation</u></b> CRG in communication with TWG will assess proposed new and changed KPI Definitions and endorse clinical appropriateness for NT AHKPI purposes and decide when to implement by. (This consultation and decision on which change cycle to implement in, step may take any length of time). <b><u>Specifications/Costings:</u></b> TWG in communication with CRG and systems managers/vendors will provide costed proposal and necessary technical specifications associated with implementing NT AHKPI changes required to rectify errors, inconsistencies or inefficiencies in data handling.
	<b><u>Endorsement</u></b> <b>CRG will indicate their endorsement for the new and changed KPI Definitions to be implemented in the current change cycle.</b>
<b>Change Implementation</b>	
Deadline for Steering Committee approval of CRG endorsed changes in this change cycle is: <b>1<sup>st</sup> October</b>	<b><u>Specifications update</u></b> NT AHKPI Team will update KPI Definitions and related Data Receiving Protocol, System Specification and Standard Management Reports documentation for dissemination to stakeholders.
	<b><u>Approval</u></b> <b>Steering Committee will indicate approval to update NT AHKPI system with new and changed KPI Definitions and related system documents.</b>
Deadline for final approval to fund system changes <b>1<sup>st</sup> January</b>	<b><u>Funding approval negotiations:</u></b> 1 <sup>st</sup> October to 1 <sup>st</sup> January negotiations regarding approval for funding including development and sign off of contract between OATSIH and Communicare
Deadline for development and testing work on system changes to be completed <b>1<sup>st</sup> April</b>	<b><u>Develop/Test Change:</u></b> Systems managers/vendors will develop and test system changes from 1 <sup>st</sup> January to 30 <sup>th</sup> March.
2 <sup>nd</sup> April to 29 <sup>th</sup> June	<b><u>Upgrade to new software versions</u></b> Health centres will have 3 months to upgrade to latest version of software and test

	new/modified KPIs reports
<b>By 30<sup>th</sup> June</b>	<p><b><u>Changes Implemented:</u></b></p> <p>All health services have upgraded their systems to the latest version to enable NT AHKPI reporting from 1 July.</p>

<b>NT AHKPI Change Cycle Two</b>	
<b>Change Development</b>	
Deadline for any proposed changes to be submitted for CRG endorsement in this change cycle is the: <b>1<sup>st</sup> March</b>	<b><u>Proposal Development</u></b> Proposer develops rationale for change and documents change/new KPI details using either (existing) KPI Definition or (new) KPI Template document and submits to CRG for assessment as clinically appropriate for NT AHKPI purposes.
	<b><u>Consultation</u></b> CRG in communication with TWG will assess proposed new and changed KPI Definitions and endorse clinical appropriateness for NT AHKPI purposes and decide when to implement by. (This consultation and decision on which change cycle to implement in, step may take any length of time).  <b><u>Specifications/Costings:</u></b> TWG in communication with CRG and systems managers/vendors will provide costed proposal and necessary technical specifications associated with implementing NT AHKPI changes required to rectify errors, inconsistencies or inefficiencies in data handling.
	<b><u>Endorsement</u></b> <b>CRG will indicate their endorsement for the new and changed KPI Definitions to be implemented in the current change cycle.</b>
<b>Change Implementation</b>	
Deadline for Steering Committee approval of CRG endorsed changes in this change cycle is: <b>1<sup>st</sup> April</b>	<b><u>Specifications update</u></b> NT AHKPI Team will update KPI Definitions and related Data Receiving Protocol, System Specification and Standard Management Reports documentation for dissemination to stakeholders.
	<b><u>Approval</u></b> <b>Steering Committee will indicate approval to update NT AHKPI system with new and changed KPI Definitions and related system documents.</b>
Deadline for final approval to fund system changes <b>1<sup>st</sup> July</b>	<b><u>Funding approval negotiations:</u></b> 1 <sup>st</sup> April to 1 <sup>st</sup> July negotiations regarding approval for funding including development and sign off of contract between OATSIH and Communicare
Deadline for development and testing work on system changes to be completed <b>1<sup>st</sup> October</b>	<b><u>Develop/Test Change:</u></b> Systems managers/vendors will develop and test system changes from 1 <sup>st</sup> July to 30 <sup>th</sup> September.
2 <sup>nd</sup> October to 30 <sup>th</sup> December	<b><u>Upgrade to new software versions</u></b> Health centres will have 3 months to upgrade to latest version of software and test new/modified KPI reports
<b>By 31<sup>st</sup> December</b>	<b><u>Changes Implemented:</u></b> All health services have upgraded their systems to the latest version to enable NT AHKPI reporting from 1 January.

The cycle for changed or new KPI's is aligned to facilitate implementation in the following reporting cycle.



The [KPI Change cycle](#) can be expanded out with refined details on task deadlines.