

NATIONAL PERFORMANCE INDICATORS (NPIs) REPORTING

“TIP SHEET” for DIVISIONs/ SBOs



WHILE COMPLETING YOUR REPORTS, please remember:

	APPLICABLE NPIs	HELP
1. To use the current version of the Planning and Reporting Template. Please do not modify the format / structure of the <i>Microsoft Word</i> version and take care not to delete compulsory NPIs.	N/A	Online proforma – Go to www.phcris.org.au/dios <i>Microsoft Word</i> version – Go to www.phcris.org.au/divisions/reporting/downloads.php
2. If you are accredited , to report only against relevant Governance priority area indicators.	Refer Technical Details (pg 23) in <i>Future Directions Toolkit</i>	www.phcris.org.au/divisions/reporting/documents/techdetails/D1%20Div%20Technical%20%5B13_04%5D.pdf
3. Within the Chronic Disease (CD) Priority Area, there are multiple domains (DIA, MNH, ASM), each containing compulsory and non-compulsory indicators. <u>However</u> , only one CD domain needs to be chosen as your primary domain . All compulsory indicators (<i>as a minimum</i>) within your chosen primary domain are to be reported against. (Also see point 4. below)	Depends on CD domain selected.	Refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
4. After reporting against your primary domain, you may also report against one or more of the remaining CD domains. These other domains then become secondary domains , and you need only report against those indicators that you are able to (whether listed as compulsory or not).	Depends on CD domain(s) selected	Refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
5. To use local Domains, objectives and indicators in your Annual Plan to report against other compulsory National Priority Areas not covered by NPIs.	National Priority Areas: General Practice Support, Quality Support, Consumer Focus, and Workforce	Refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
6. To only report de-identified data for reporting staffing, consultancy, board, practice, practitioner or similar data (ie. no names). Hospital and organisation names can be reported when considered critical to the understanding of an indicator outcome, providing individuals cannot be identified . This is an important privacy issue as content of reports will become publicly available when published on the PHCRIS website.	Division N_PIC 1.2, 1.4 N_EEE 1.2, 1.3 (SBO) N_IMM/RES/INT/DIA/ MNH/ ASM 1.1 SBO N_LAL 1.4 (SBO)	For staffing, refer to position(s) rather than name(s). ¹
7. To be aware of the difference between ‘ actions ’ and ‘ outcomes ’ when reporting significant achievements against relevant NPIs.	Division N_EEE / IMM 1.1, 1.2 N_RES 1.2 N_INT 1.1 N_DIA / MNH / ASM 1.1, 1.2, 1.5 SBO N_EEE (SBO) 1.1, 1.2, 1.3 N_LAL 1.1, 1.2, 1.4	Refer to NPI Definitions, NQPS cycle diagram, Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php

¹ Names can be listed on organisation staff tables.

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8. To be aware whether an indicator is collecting data (directly or indirectly) about a General Practice (premises) OR a General Practitioner (person) OR a RACF (premises).	Division: N_IMM 1.2, 2.1, 2.2, 2.3 N_RES 1.1, 1.2, 2.1, 2.2, 3.1, 4.1 N_INT 1.2, 2.1, 2.2 N_DIA 1.4, 2.1, 3.1, 4.1, 4.2 N_MNH 1.4, 2.2, 3.1 N_ASM 1.4, 2.1, 2.2, 3.1, 4.1 SBO: N_DIA/ MNH/ RES 3.1	Clarification is provided in the NPI ‘rationale’ . Refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
9. To complete all result <ul style="list-style-type: none"> • tables to record quantitative results; and • text boxes to record qualitative results. <p>Do not attach other documents.</p>	For list of quantitative result tables, refer to 11. below. Division Qualitative: N_PIC 1.1, 1.2, 1.3, 1.4 N_EEE 1.1, 1.2 N_FCR 1.1, 1.2 N_IMM 1.1, 1.2 N_RES 1.2, 1.3 N_INT 1.1, 1.2 N_DIA/ MNH/ ASM 1.1, 1.2, 1.3, 1.5 SBO Qualitative: N_PIC 1.1, 1.2, 1.3, 1.4 N_EEE 1.1, 1.2, 1.3 N_FCR 1.1, 1.2 N_LAL 1.1, 1.2, 1.4	Refer 12. below re result tables to be populated from the data package supplied by the Department. Also refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php List of ‘quantitative result’ tables available at www.phcris.org.au/divisions/reporting/0506/result_tables_update/index.php
10. To use the explanatory text boxes to provide contextual supporting information or to explain why you are unable to meet the full technical requirements of a NPI.		Refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
11. For quantitative indicators: <ul style="list-style-type: none"> • To use the correct calculation method for indicators that require totals OR ratios; • To report numbers OR percentages where specified; • Do not leave a compulsory indicator result cell ‘blank’; and • If the result is a true ‘0’, then type ‘0’. If the data is ‘not available’ or ‘not applicable’, then type ‘N/A’. 	Division: N_IMM 2.1, 2.2, 2.3, 3.1. N_RES 1.1, 2.1, 2.2, 3.1, 4.1 N_INT 2.1, 2.2 N_DIA 1.4, 2.1, 3.1, 4.1, 4.2 N_MNH 1.4, 2.2, 3.1 N_ASM 1.4, 2.1, 2.2, 3.1, 4.1 SBO: N_DSD 1.1, 1.2 N_INT 1.1 N_DIA/ MNH/ IMM/ RES 3.1 N_LAL 1.3	Refer 12. below re result tables to be populated from the data package supplied by the Department. List of ‘quantitative result’ tables available at www.phcris.org.au/divisions/reporting/0506/result_tables_update/index.php Also refer Technical Details or Indicators list at www.phcris.org.au/divisions/reporting/index.php
12. If using the <i>Microsoft Word</i> proforma, to correctly substitute data from the associated data package provided by the Department into the result tables for applicable NPIs. NB. For online system users , data will be populated from the data package directly into the result tables on the PHC RIS website.	Division: N_RES 1.1 , 3.1 N_DIA / MNH 3.1 SBO: N_DSD 1.1 N_DIA /MNH /RES (SBO) 3.1 N_INT (SBO) 1.1 N_LAL 1.3	Refer to guidelines provided with data package.
13. To complete the ‘Reflections on Work’ section for all objectives within each domain for both 6 and 12 Month Reports.		Refer Planning and Reporting User Guide at http://www.phcris.org.au/publications/infobytes/div_framework/index.php

THANK YOU. IF YOU HAVE ANY FURTHER REPORTING QUERIES, PLEASE CONTACT YOUR STATE/ TERRITORY LIAISON OFFICER (STO).