

Section 5d – HealthCollect Portal manual transmission process

Victorian Integrated Non-Admitted Health (VINAH)
minimum dataset manual

11th edition, July 2015

Version 1.0

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Available at www.health.vic.gov.au/hdss/vinah/index.htm

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Introduction

The HealthCollect Portal is a web-based interface that agencies use to submit various statistical and financial data collections to the Department.

The HealthCollect Portal is the mechanism through which all VINAH data is submitted to the Department.

This section of the VINAH manual provides advice on how to submit VINAH data to the HealthCollect Portal.

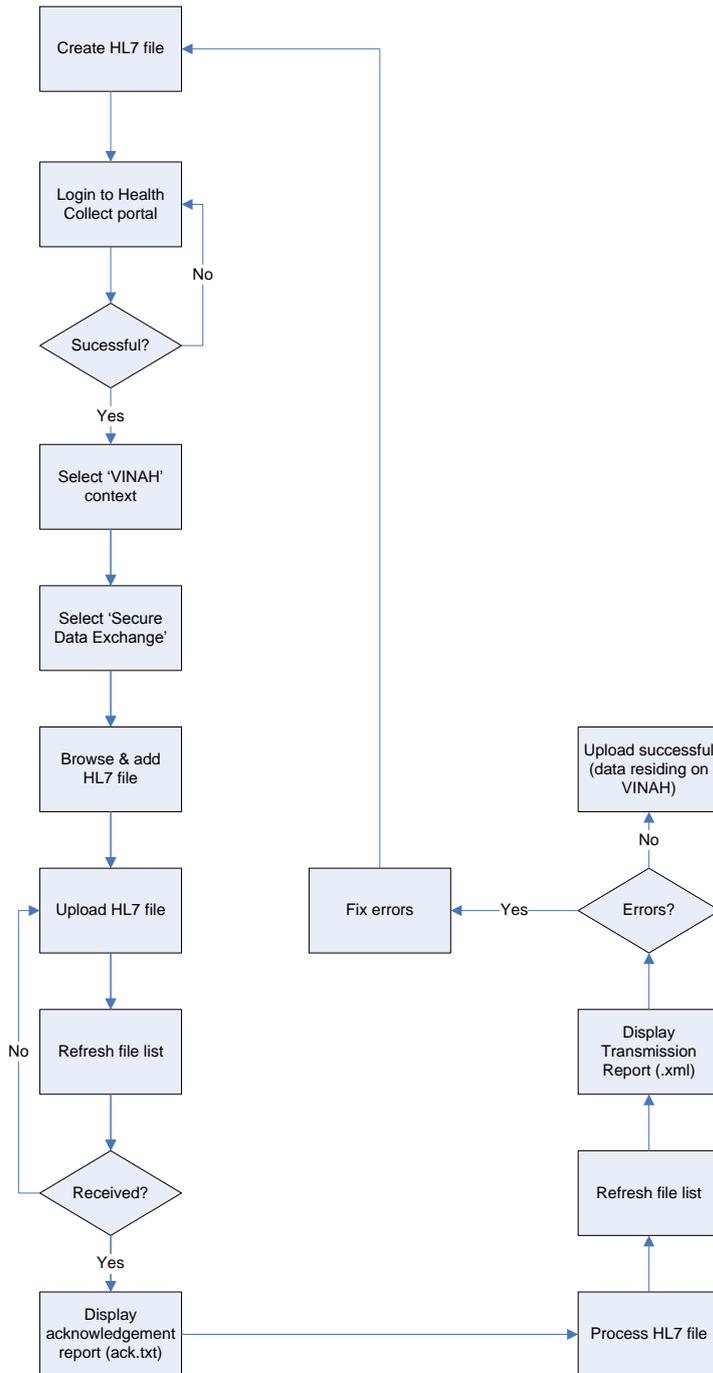


Diagram 1: File Submission Process

General information about the HealthCollect Portal

How to obtain a HealthCollect log in and password

To obtain a HealthCollect log in and password:

1. Visit the HDSS website at: <http://www.health.vic.gov.au/hdss/healthcollect.htm>
2. Under the title 'HealthCollect Portal access', click on the 'HealthCollect Portal user request form' link.
3. You will be taken to the 'HealthCollect Portal User Request' page which explains information prior to completing the online form. To proceed with requesting a username and log-in for the HealthCollect Portal, click on 'Next'. To exit, select 'Cancel'.

Logging into the HealthCollect Portal

Please note: DHHS only supports MS Internet Explorer

1. Open Internet Explorer.
2. Type in address: <https://www.healthcollect.vic.gov.au> and press 'Enter'.

Username and password

Enter your 'UserName' and 'Password' details in the boxes provided and then click on the 'Logon' button. Remember, passwords are case-sensitive.

Please note: All diagrams used are sample diagrams; however all use the same concept. Please refer to the diagram below.

The screenshot shows the HealthCollect Portal login interface. At the top, there is a navigation bar with 'State Government of Victoria, Australia, Department of Health' and 'Victorian Government Health Information'. Below this is a search bar and a 'User not logged in' indicator. The main content area is divided into three sections: 'Publications' (with links for Hospital Location Data, Metro Hospitals, and Rural Hospitals), a central 'Health Collect Portal Login' form, and a 'Password Reset' section. The login form has fields for 'Context' (Default selected), 'UserName', and 'Password', and a 'Logon' button. A red arrow points from a box labeled '1. Enter UserName and Password' to the 'Logon' button. Another red arrow points from a box labeled '2. Click here once completed' to the 'Logon' button. The footer contains copyright and disclaimer information.

Accessing context and tab menus

The context of the HealthCollect Portal is found as a series of tabs located across the top of the screen and the functions listed on the left hand side. Each user will have access to different contexts depending on the collections for which they are responsible. VINAH data is submitted through the VINAH context.

Under each context you will have access to functions applicable to that context. For example, the default context has 'Home' and 'My Account' functions.

The screenshot shows the HealthCollect Portal interface. At the top, there is a blue header with the text "State Government of Victoria, Australia, Department of Health" and "Victorian Government Health Information". Below this is a navigation bar with "Health Home" and "Main A to Z Index |". The main navigation area is labeled "HEALTHCOLLECT PORTAL" and contains a series of tabs: "DEFAULT", "AIMS", "VINAH", "Admin", "FileShare", "Dental", "Reports", "Log Off", and "Help". A red arrow points from a box labeled "Context" to the "VINAH" tab. Below the tabs, there is a "Context Functions" section on the left, which is highlighted in orange. It lists "Home" and "My Account". A red arrow points from a box labeled "Context Functions" to this section. To the right of the "Context Functions" section is an "Announcements" section, which is currently empty. A red arrow points from a box labeled "Announcements (if any)" to this section. At the bottom of the page, there is a footer with the text: "This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia. Copyright | Disclaimer | Privacy Statement | State Government of Victoria Home Page | Download Help Last updated: 28 May 2014".

Changing your password

The first time that you log in it is recommended that you change your password. **Please note: Passwords are alphanumeric and case sensitive.**

1. Select the 'Default' tab link and then select the 'My Account' option from the 'Context Functions' area. The 'Change Password' text box will appear on the right hand side of the screen.
2. Type the current password in the 'Enter current password' box.
3. Type the new password in the 'Enter new password' box.
4. Re-type the new password in the 'Confirm new password' box.
5. Click 'Change Password'.
6. Click 'Log Off' to log out of the HealthCollect Portal.

The screenshot displays the Victorian Government Health Information portal interface. At the top, it shows the state government logo and navigation links. The main content area is divided into sections. On the left, under 'Context Functions', the 'My Account' link is highlighted with a red arrow and a callout box labeled '2. My Account'. In the center, the 'Edit My Details' form is visible, with a red arrow pointing to the 'Default' tab in the top navigation bar, labeled '1. Default'. On the right, the 'Change Password' form is shown, with a red arrow pointing to the 'Enter current password' field, labeled '3. Change password'. The form includes fields for 'User Name', 'First Name', 'Last Name', 'Telephone', and 'Email', along with a 'Save' button. The 'Change Password' form has three password input fields: 'Enter current password', 'Enter new password', and 'Confirm new password', with a 'Change Password' button below them. A note states 'Passwords are case sensitive'. The footer contains a disclaimer: 'This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia.'

Changing 'Edit My Details' instructions

'Edit My Details' allows the user to change their first name, last name, telephone and email contact, and is accessible from the 'Default' context and found under 'Functions'.

1. Log onto the HealthCollect Portal (refer to the 'Logging into the HealthCollect Portal' section).
2. Check that you are in the 'Default' context.
3. Click on 'My Account'.
4. Click on 'First Name', 'Last Name', 'Telephone' or 'Email' field.
5. Type in the new details.
6. Click 'Save'.
7. Click 'Log Off'.

The screenshot shows the HealthCollect Portal interface. At the top, there is a header for the State Government of Victoria, Australia, Department of Health, with the Victorian Government Health Information logo. Below this is a navigation bar with links for 'Main A to Z Index', 'Site Map', 'About Health', and 'Links', along with a search box. The main content area is divided into two columns. The left column contains a 'Context Functions' menu with 'Home' and 'My Account' links. A red arrow points to the 'My Account' link, with a callout box labeled '2. My Account'. The right column contains the 'Edit My Details' form, which includes fields for 'User Name', 'First Name', 'Last Name', 'Telephone', and 'Email', followed by a 'Save' button. A red arrow points to the 'Save' button, with a callout box labeled '1. Edit My Details'. To the right of the 'Edit My Details' form is a 'Change Password' section with fields for 'Enter current password', 'Enter new password', and 'Confirm new password', and a 'Change Password' button. The footer of the page contains the text: 'This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia'.

Reset your password

In the instance you have lost or forgotten your password, you can reset your password.

To reset your password, type your UserName, First Name and Last Name into the 'Password Reset' tab and click on the 'Reset' button. An email containing a new password will be sent to the email account that is linked to your UserName. You will then be able to use your new password to log in to the HealthCollect Portal.

The first time that you log in, it is recommended that you change your password. Refer to the section 'Changing your password'.

The screenshot displays the HealthCollect Portal interface. At the top, there is a navigation bar with the text "State Government of Victoria, Australia, Department of Health" and "Victorian Government Health Information". Below this, a secondary bar contains "Health Home" and a search box. The main content area is divided into three sections. On the left, a "Publications" sidebar lists "Hospital Location Data", "Metro Hospitals", and "Rural Hospitals". In the center, a "Health Collect Portal Login" form is visible, featuring fields for "Context" (with radio buttons for "Default" and "Get my last used context"), "UserName", and "Password", along with a "Logon" button. On the right, the "Password Reset" tab is highlighted with a red arrow pointing upwards. This tab contains input fields for "UserName:", "First Name:", and "Last Name:", and a "Reset" button. A box labeled "Password Reset Tab" is positioned below the arrow. The footer of the page contains a small disclaimer: "This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia. Copyright | Disclaimer | Privacy Statement | State Government of Victoria Home Page | Download Help".

VINAH Data Submission via HealthCollect Portal

Introduction

The information below will guide you on how to submit the VINAH extract file produced from your software system.

The scope of these instructions includes those software applications that produce an HL7 extract file for manual upload.

Please note: HL7 extract files include files in both HL7 'pipe-delimited' and HL7 XML format. Refer to Section 5 for more information.

VINAH Home

The VINAH tab on the HealthCollect Portal page provides access to the following functions:

- Home
- Secure Data Exchange

VINAH context, functions and announcements

The context of the HealthCollect Portal is found as a series of tabs located across the top of the screen and the functions are listed on the left hand side. Each user will have access to different contexts depending on the collections for which they are responsible. Please refer to the diagram below.

The VINAH home page posts any announcements that have been set by the VINAH administrator, including the VINAH Server Processing Status report.

The screenshot shows the HealthCollect Portal interface. At the top, there is a navigation bar with tabs: DEFAULT, VINAH, Reports, Log Off, and Help. The 'VINAH' tab is highlighted. On the left side, there is a 'Context Functions' menu with links for 'Home' and 'Secure Data Exchange'. The main content area is divided into two sections: 'Announcements' and 'VINAH Server Processing Status'. The 'Announcements' section contains a notice dated 2009-03-25 regarding submission delays. The 'VINAH Server Processing Status' section includes a table with the following data:

VINAH Node	Queue Active	Online	Processing Rate (Secs per HL7 Msg)	Submission Files In Queue	HL7 Messages In Queue	Estimated Queue Clear Date	Estimated Processing Time Left
Server 1	Y	Y	1.93	9	300,289	2009-06-08 13:18:16	14 days, 3 hours
Total	Y	Y	1.93	9	300,289	2009-06-08 13:18:14	14 days, 3 hours

VINAH data submission process

1. To submit your VINAH data select the 'VINAH' context tab link and then select 'Secure Data Exchange' from the 'Context Functions' area.

State Government of Victoria, Australia, Department of Human Services
Victorian Government Health Information
 Health Home Main A to Z Index |

HEALTHCOLLECT PORTAL
 DEFAULT VINAH Reports Log Off Help

Context Functions

- Home
- Secure Data Exchange**

Secure Data Exchange

Announcements
VINAH Announcement

*** INFORMATION NOTICE TO VINAH SUBMITTERS - 2009-03-25 - ***
 Due to a large volume of submissions currently being undertaken by various sites across the state to 'catch up' their VINAH data, you may experience lengthy delays in processing your VINAH submission(s). Please review the estimated wait times in the text below for an indicative processing completion time.
 *** END OF NOTICE ***

VINAH Server Processing Status
 Last updated: 2009-05-25 09:20:05

VINAH Node	Queue Active	Online	Processing Rate (Secs per HL7 Msg)	Submission Files In Queue	HL7 Messages In Queue	Estimated Queue Clear Date	Estimated Processing Time Left
Server 1	Y	Y	1.93	9	300,289	2009-06-08 13:18:16	14 days, 3 hours
Total	Y	Y	1.93	9	300,289	2009-06-08 13:18:14	14 days, 3 hours

2. Click the 'Browse' button and locate your HL7 submission file from your local computer.

State Government of Victoria, Australia, Department of Health
Victorian Government Health Information
 Health Home Main A to Z Index | Site Map | About Health | Links Search all of Health Search

HEALTHCOLLECT PORTAL logged in in Context: VINAH

DEFAULT AIMS VINAH Admin FileShare Dental Reports Log Off Help

Context Functions

- Home
- Secure Data Exchange

VINAH Data Submission Reports

Select files.

File Name	Size	Date
<input type="checkbox"/> All		

Get Selected Files Delete Selected Files Refresh File List

Submit VINAH HL7 Files

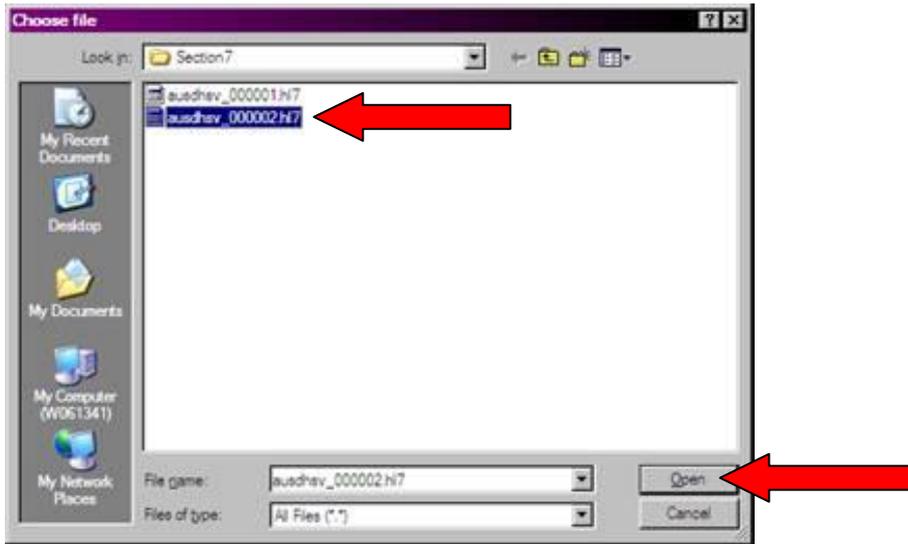
Select File.

Add File Delete File Upload File

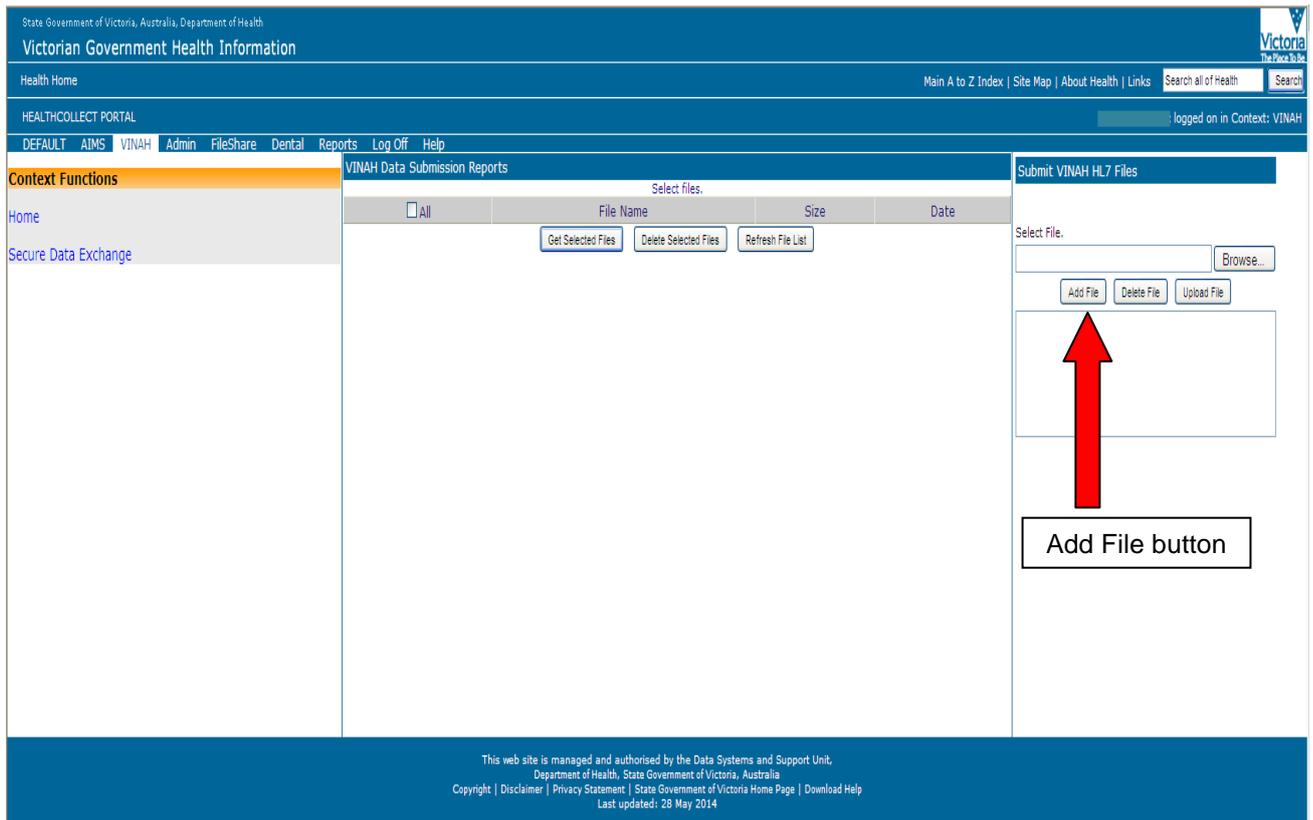
Browse button

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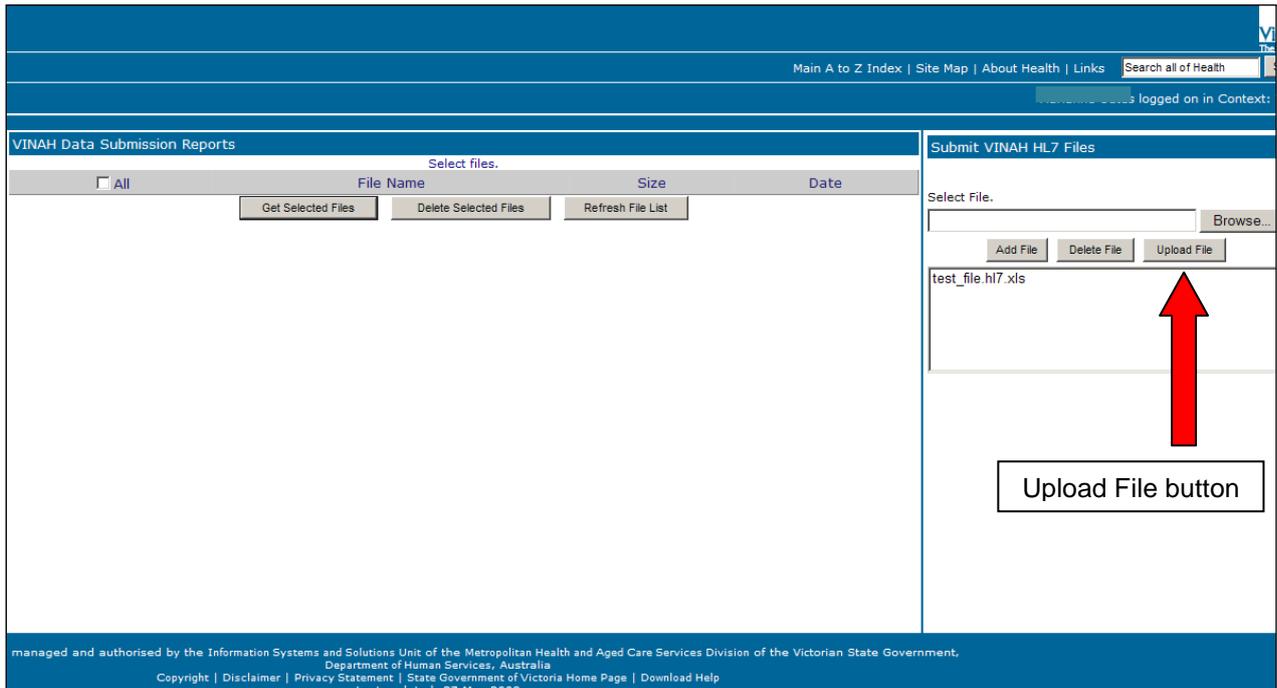
3. Click on the file and select 'Open'.



4. Click the 'Add File' button and the file name will appear in the list box below the button – this may take some time depending upon the file size.

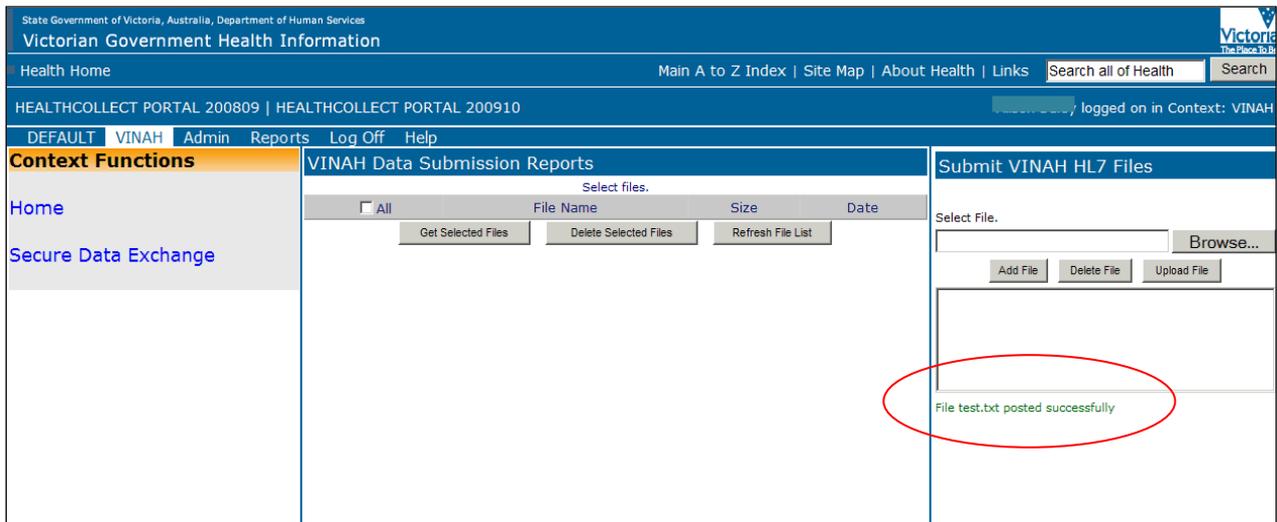


5. Once the filename appears in the list box click the 'Upload File' button.



Note: if you have added a file in error, you can remove it prior to uploading by selecting the file so that it is highlighted, then click the 'Delete File' button. The file will no longer appear in the list box.

6. A successful transmission will see green text appear below the list box, stating 'File [File name] posted successfully'. Your file has now been sent to DHHS for processing by the VINAH validation engine.



7. To confirm that the VINAH validation engine has received the file, a small acknowledgement file (also known as the '.ack file') is sent back to you and will be visible in the 'VINAH Data Submission Reports' section.
8. Click 'Refresh File List' to check for new files sent back to you from the VINAH validation engine.
9. After a short delay, a file with the extension '.ack.txt' will appear in the list. This file should otherwise be named the same as the file submitted.
10. You can view this file by checking the box next to the file name and clicking 'Get Selected Files'.



11. This acknowledgement file simply tells you that VINAH has received your file and has added it to the queue to be processed. The acknowledgment file will also give you an indication as to how long it will take to process your file depending on system load.



12. Once the VINAH validation engine has processed the data, a submission report is prepared that contains detailed information about which messages have been accepted/not accepted as well as listing any validation errors.
13. This report is returned with the file extension '.xml' and will be accessible from the 'VINAH Data Submission Reports' section. Users should note that the report may take some time to be returned depending upon the current system usage.
14. There is no email notification of the completion of processing at this time. Users should review the estimated processing time that is provided in the acknowledgement file and log back into the Portal to check for a submission report. Please note that the estimated processing time is calculated on a worst-case scenario, so actual processing time may be less.
15. Once the report has been received, you can view this file by checking the box next to the file name and clicking 'Get Selected Files'.



Please note: Many software systems load this error file into the Patient Administration System (PAS) application where you will be able to read and process submission errors.

The default edit report is machine-readable and intended for use as above. A human-readable edit report can be produced by transmitting the appropriate value in the header of the submission file. For more information see Section 5 or contact your software vendor.

Sample default edits report

```
- <submission>
  <filename>ABC_20080701_0001.hl7</filename>
  <sub_id>1000001</sub_id>
  <original_source>1000001</original_source>
  <current_source>1</current_source>
  <hl7_batch_count>2</hl7_batch_count>
  <hl7_message_count>4</hl7_message_count>
  <filesize>13563</filesize>
  <user_id>jdoe0101</user_id>
  <health_service>MWH</health_service>
  <submission_date>2008-07-17T12:57:00</submission_date>
  <process_start_date>2008-07-18T07:00:00</process_start_date>
  <process_end_date>2008-07-18T07:00:05.053</process_end_date>
  <processing_time>5 seconds</processing_time>
  <processing_wait>1 minute, 21 seconds</processing_wait>
  <throughput>2.2 seconds per message</throughput>
  <purge_key>B1D54D48-12D2-4E45-B9A6-91B35B1AEC01</purge_key>
  <purged_after_load>0</purged_after_load>
- <validations>
  <sub_id>1000394</sub_id>
  - <validation>
    <val_event_id>454421</val_event_id>
    <sub_id>1000394</sub_id>
    <mcid>ABC_20080701_0001_0001</mcid>
    <edit_code>E204</edit_code>
    <edit_text>New open episode overlaps existing episode (Episode ID ABC0789, Start
      Date = 20070205000000+0000 submitted in file "ABC_20080630_0002_0099.hl7" by
      user jdoe0101 on Jun 30 2008 4:14PM) for the patient (Patient Identifier = ABC1234)
      with the same program/stream (41)</edit_text>
    <identifier>ABC0123</identifier>
    <identifier_type>Episode Identifier</identifier_type>
    <val_event_date>2008-07-18T09:37:58.453</val_event_date>
    <cascading>0</cascading>
  </validation>
  - <validation>
    <val_event_id>454443</val_event_id>
    <sub_id>1000394</sub_id>
    <mcid>ABC_20080701_0001_0002</mcid>
    <edit_code>E052</edit_code>
    <edit_text>A ccse message (ADT A03) has been sent containing a reference to a
```

If unsure of how to proceed once you have received the submission report, please contact the HDSS Helpdesk or your software vendor for support.

HDSS Helpdesk

t: (03) 9096 8595

e: hdss.helpdesk@dhhs.vic.gov.au