

Section 5b: Transmission

Victorian Perinatal Data Collection (VPDC) manual

Version 7.0

If you would like to receive this publication in an accessible format, please email:

HDSS.helpdesk@dhhs.vic.gov.au

This document is available as a PDF on the internet at:

<https://www2.health.vic.gov.au/hospitals-and-health-services/quality-safety-service/consultative-councils/council-obstetric-paediatric-mortality/perinatal-data-collection>

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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: <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/health-collect>
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'
4. Once you have completed the 'HealthCollect Portal user request form' an account will be created and an activation email will be sent out.

Logging into the HealthCollect Portal

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.

Please note: Passwords are alphanumeric and case sensitive.

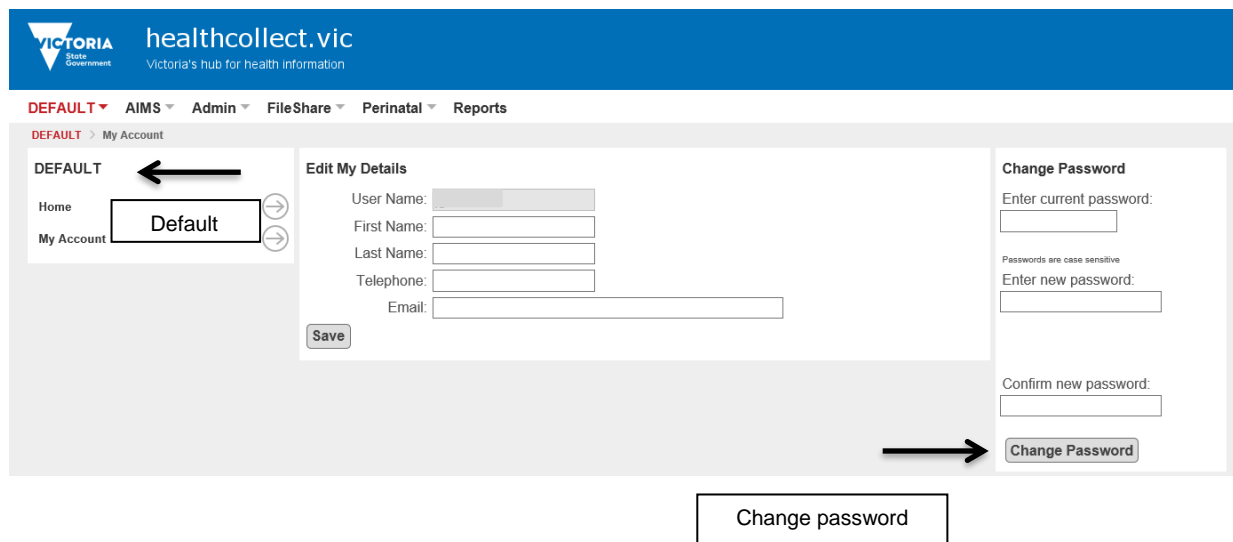
Please note: All diagrams used are sample diagrams; however all use the same concept. Please refer to the diagram below.

The screenshot shows the HealthCollect Portal login interface. At the top left is the Victoria State Government logo and the text 'healthcollect.vic Victoria's hub for health information'. Below this is a navigation menu with 'Publications', 'Hospital Location Data', 'Metro Hospitals', and 'Rural Hospitals'. The main content area is titled 'Health Collect Portal Login' and contains a 'Context' selector (radio buttons for 'Default' and 'Get my last used context'), 'UserName:' and 'Password:' input fields, and a 'Logon' button. A box labeled 'Enter Username and Password' is positioned over the input fields, with an arrow pointing to the 'UserName' field. To the right is a 'Password Reset' section with 'UserName:', 'First Name:', and 'Last Name:' input fields and a 'Reset' button. Below the screenshot, a box labeled 'Click 'Logon' button' has an arrow pointing up to the 'Logon' button.

Changing your password

The first time that you log in it is recommended that you change your password.

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.



Changing 'Edit My Details' instructions

The 'Edit My Details' is accessible from the 'Default' context

'Edit My Details' allows users to change their first name, last name, telephone and email contact details.

1. Log into 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 'Edit My Details' page in the HealthCollect Portal. The page has a blue header with the 'VICTORIA State Government' logo and 'healthcollect.vic' text. Below the header is a navigation bar with 'DEFAULT', 'AIMS', 'Admin', 'FileShare', 'Perinatal', and 'Reports'. The main content area is titled 'My Account' and contains three sections: 'DEFAULT', 'Edit My Details', and 'Change Password'. The 'DEFAULT' section has a 'Home' link and a 'My Account' link with a 'Default' button. The 'Edit My Details' section has a 'Save' button and an 'Edit My Details' button. The 'Change Password' section has 'Enter current password:', 'Enter new password:', and 'Confirm new password:' fields, and a 'Change Password' button. Annotations include arrows pointing to the 'Default' button, the 'Edit My Details' button, and the 'Save' button, and a box labeled 'Save changes' with an arrow pointing to the 'Save' button.

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 shows the healthcollect.vic website interface. At the top is a blue header with the VICTORIA State Government logo and the text "healthcollect.vic Victoria's hub for health information". Below the header, there are three main sections:

- Publications:** A list of links with right-pointing arrows: "Hospital Location Data", "Metro Hospitals", and "Rural Hospitals".
- Health Collect Portal Login:** A section with a "Context:" label and two radio buttons: "Default" (selected) and "Get my last used context". Below this are input fields for "UserName:" and "Password:", followed by a "Logon" button.
- Password Reset:** A section with three input fields for "UserName:", "First Name:", and "Last Name:", followed by a "Reset" button.

VPDC Data Submission via HealthCollect Portal

Introduction

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

VPDC Home

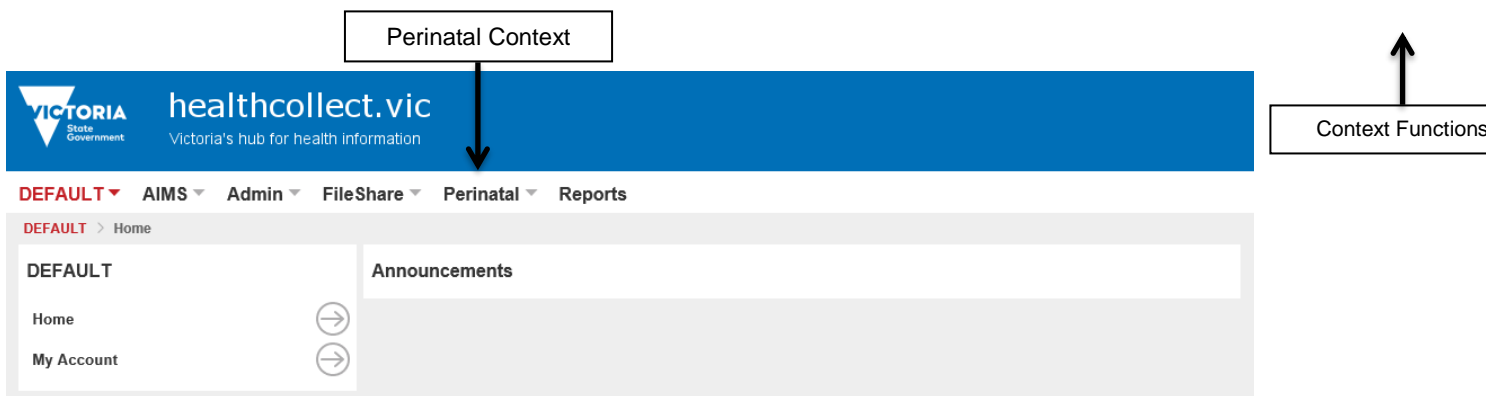
The VPDC tab on the HealthCollect Portal page provides access to the following functions:

- Home
- Secure Data Exchange
- VPDC Selector

VPDC Production context, functions and announcements

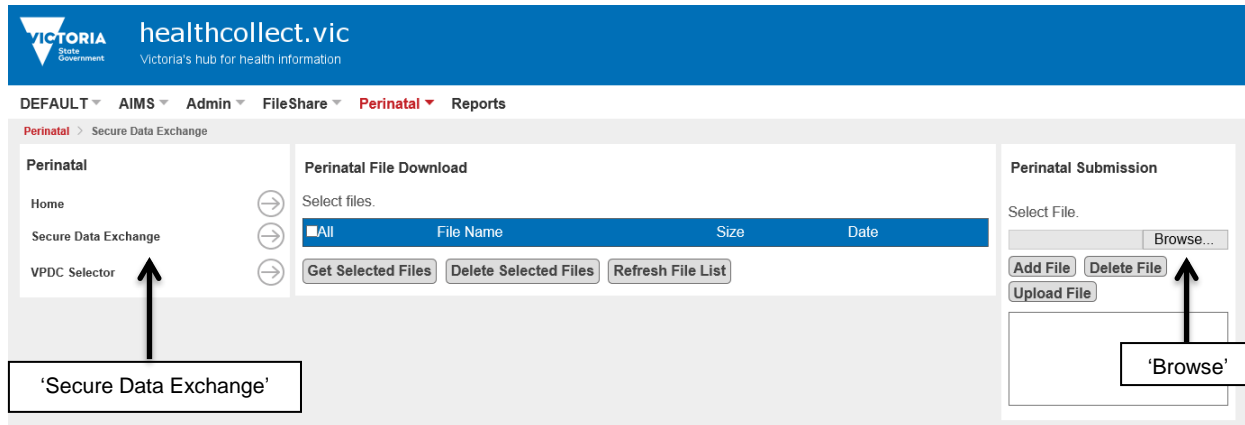
The context of the HealthCollect Portal is found as a series of tabs located across the top of the screen and the functions are listed on the left hand side. Each user will have access to different contexts depending on the collections for which they are responsible. Please refer to the diagram below.

The VPDC home page posts any announcements that have been set by the VPDC administrator.

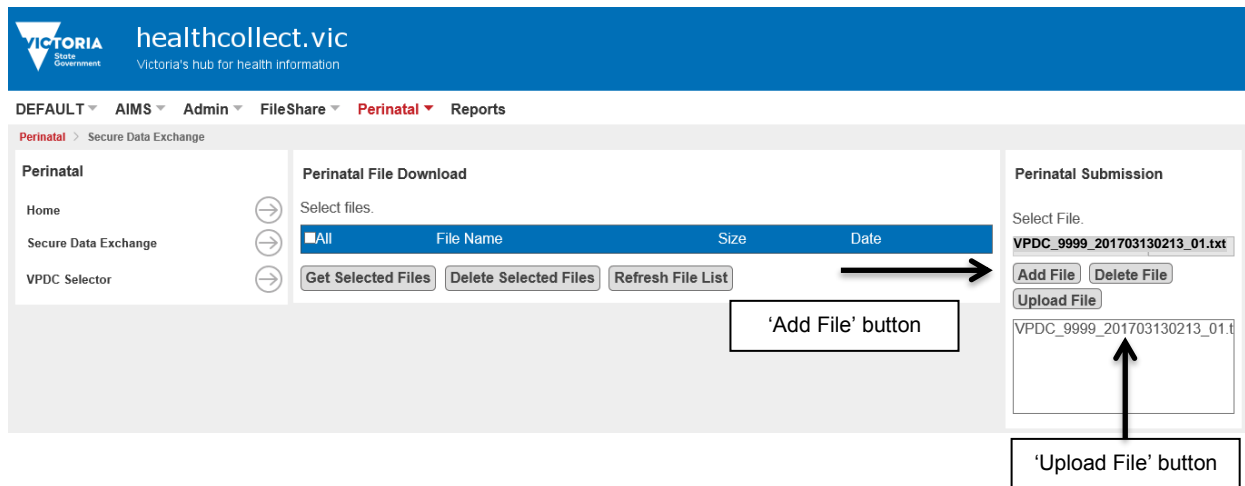


VPDC data submission process

1. To submit the VPDC data select the “Perinatal’ context tab link and then select ‘Secure Data Exchange’ from the ‘Context Functions’ area
2. Click the ‘Browse’ button to locate the submission file from your local computer

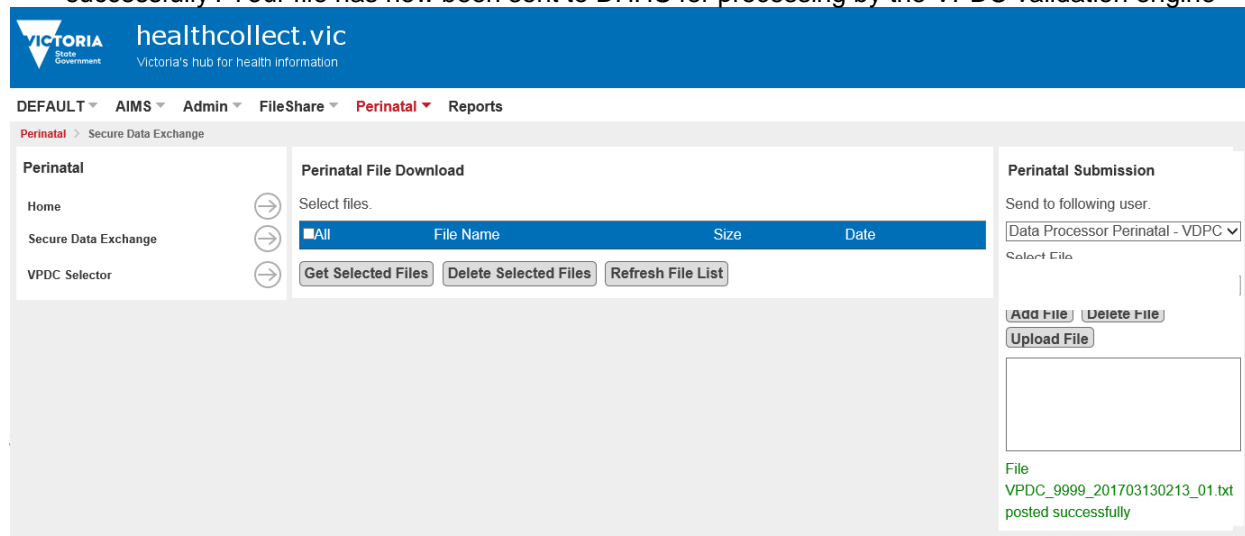


3. Click on the file and select ‘Open’
4. Click the ‘Add File’ button and the file name will appear in the list box below the button – this may take some time depending upon the file size.
5. Once the filename appears in the list box click the ‘Upload File’ button

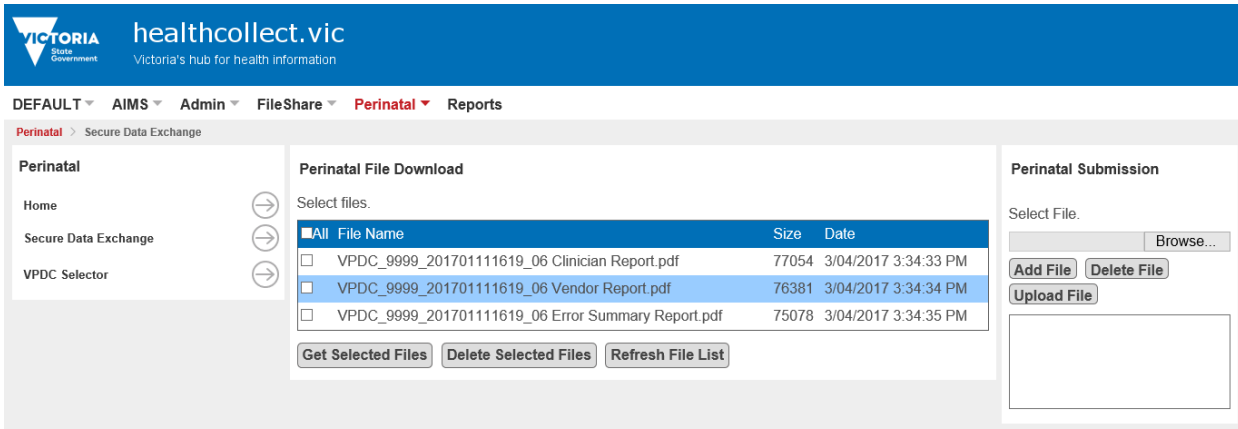


Note: if you have added a file in error, you can remove it prior to uploading by selecting the file so that it is highlighted, then click the ‘Delete File’ button. The file will no longer appear in the list box.

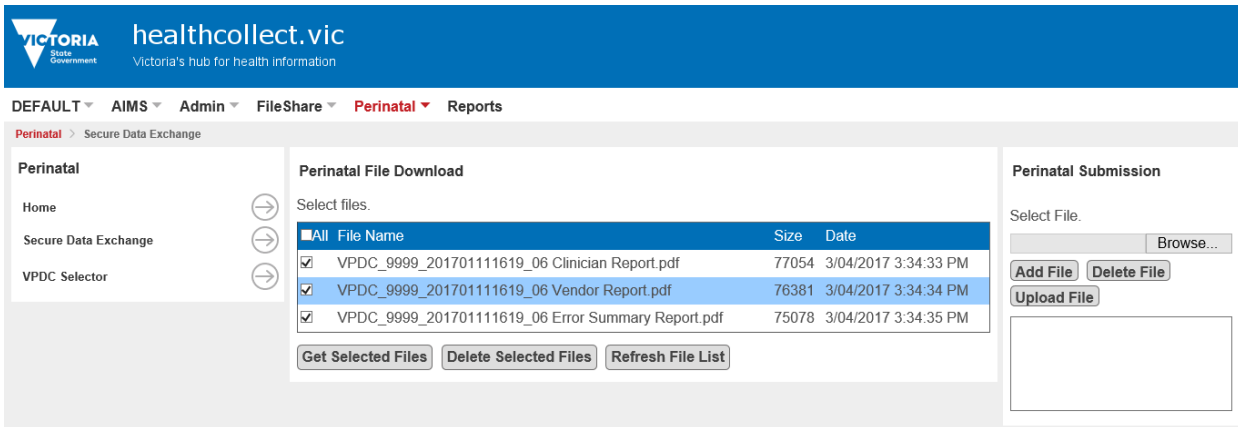
6. A successful transmission will see green text appear below the list box, stating ‘File [File name] posted successfully’. Your file has now been sent to DHHS for processing by the VPDC validation engine



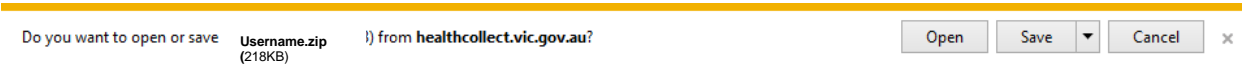
7. Once the VPDC engine has processed the data, three reports are generated. The reports contain detailed information about which records have been accepted, rejected or require review. The three files are:
 - 1 – Clinician Report
 - 2 – Vendor Report
 - 3 – Error Summary Report.



8. If the file is has not appeared, click 'Refresh File List' to check for new files sent back to you from the VPDC validation engine
9. You can view a file by checking the box next to the file name and clicking 'Get Selected Files'



10. A pop up will appear with the options open, save and cancel. Select 'Open' or 'Save' to view files.



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