

# ***VPDC Secure Data Exchange Portal Submission Procedure***

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# ***Introduction***

The HealthCollect SDE Portal is a web-based interface that agencies use to submit various statistical and financial data collections to the Departments of Health and Human Services.

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

This section of the VPDC manual provides advice on how to submit VPDC data to the HealthCollect SDE portal.

# ***General information about the HealthCollect SDE Portal***

## **How to obtain a HealthCollect Portal log in and password**

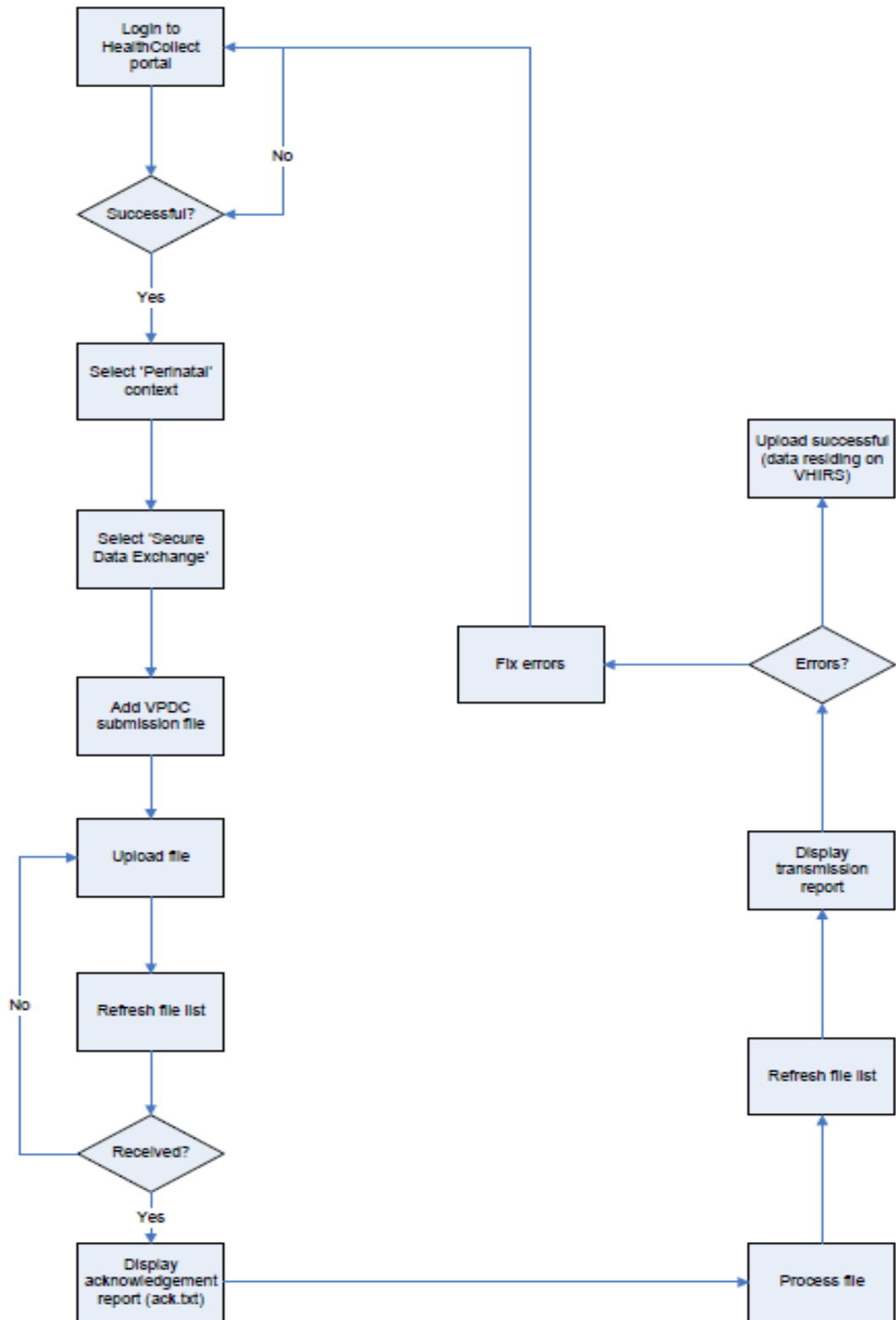
If you are a new user and have not received your log in details from us, you will need to obtain a HealthCollect VPDC log in and password. Please contact the HealthCollect helpdesk on:

Email: [healthcollect.helpdesk@dhs.vic.gov.au](mailto:healthcollect.helpdesk@dhs.vic.gov.au)

## **Logging into the HealthCollect Portal**

**Please note: DH only supports MS Internet Explorer**

- Open Internet Explorer
- Type in address <https://www.healthcollect.vic.gov.au>
- Click on the Go icon to open the address

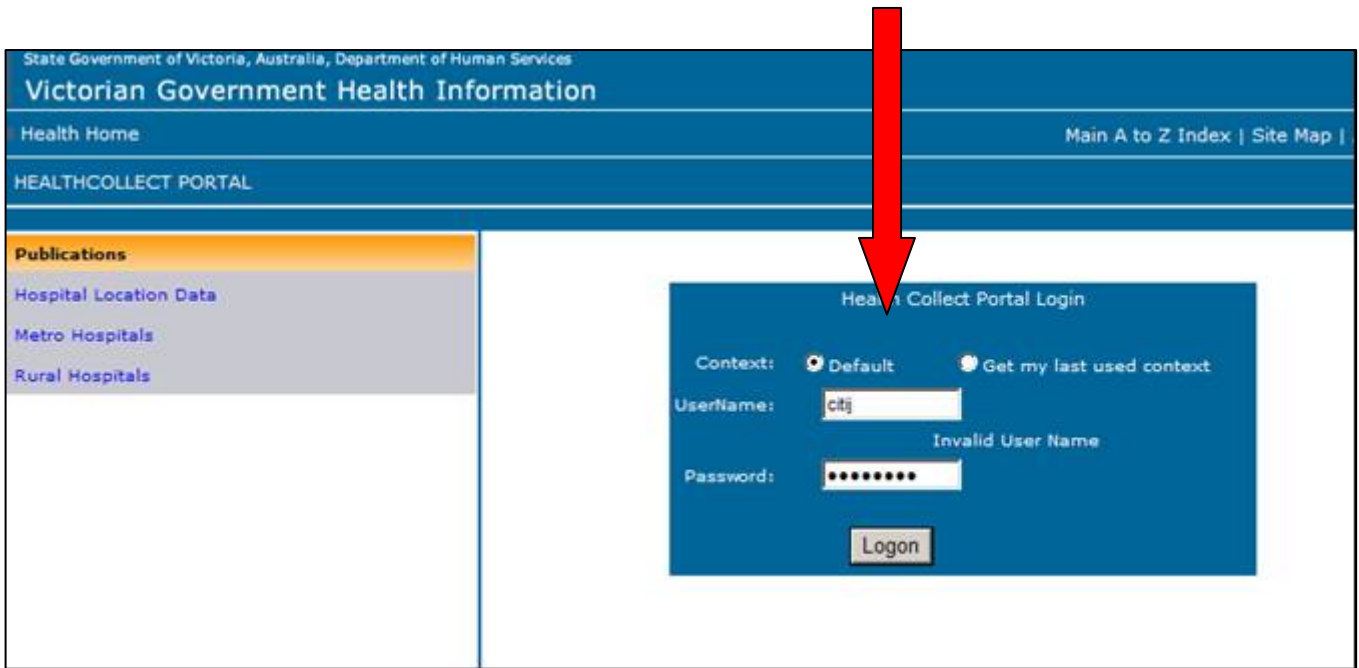


# Username and Password

Enter your username and password. Remember, passwords are case-sensitive and **MUST be EXACTLY 8** characters long.

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

Enter username  
and password

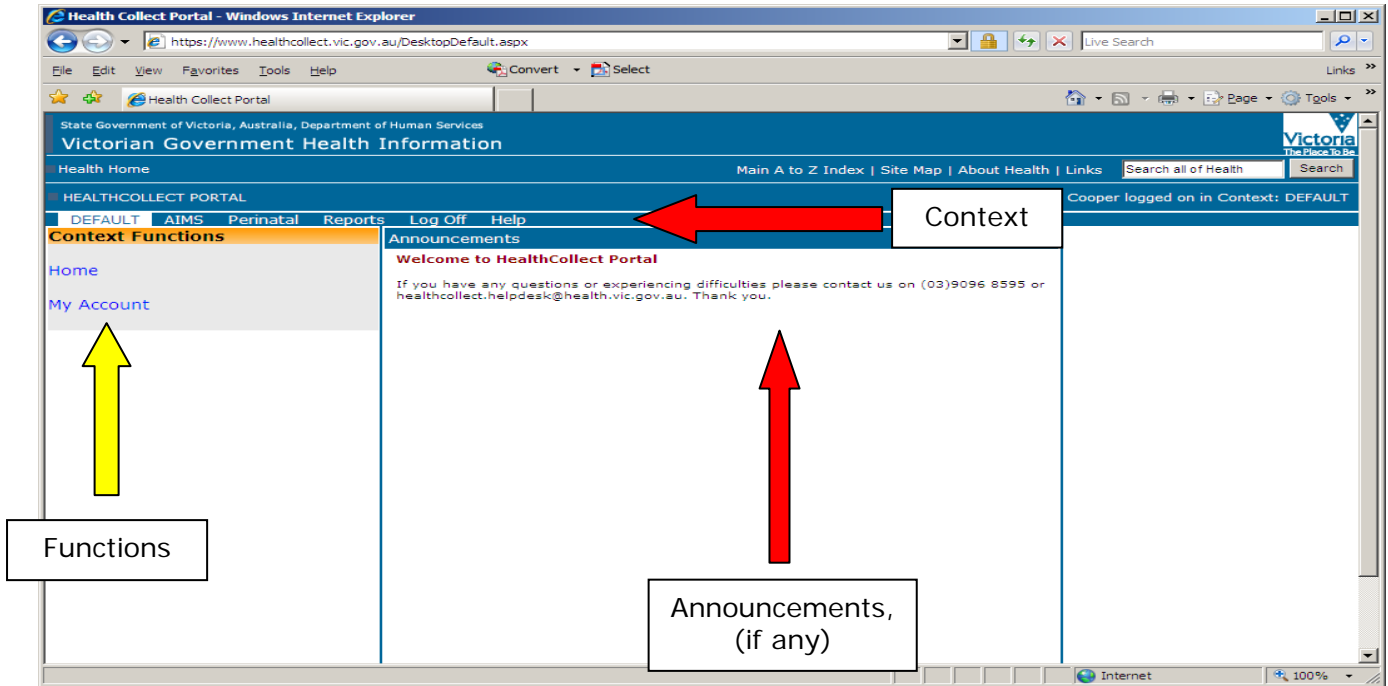


# Accessing Context and Tab Menus

Business contexts of the HealthCollect portal are 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. VPDC data is submitted through the Perinatal 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.

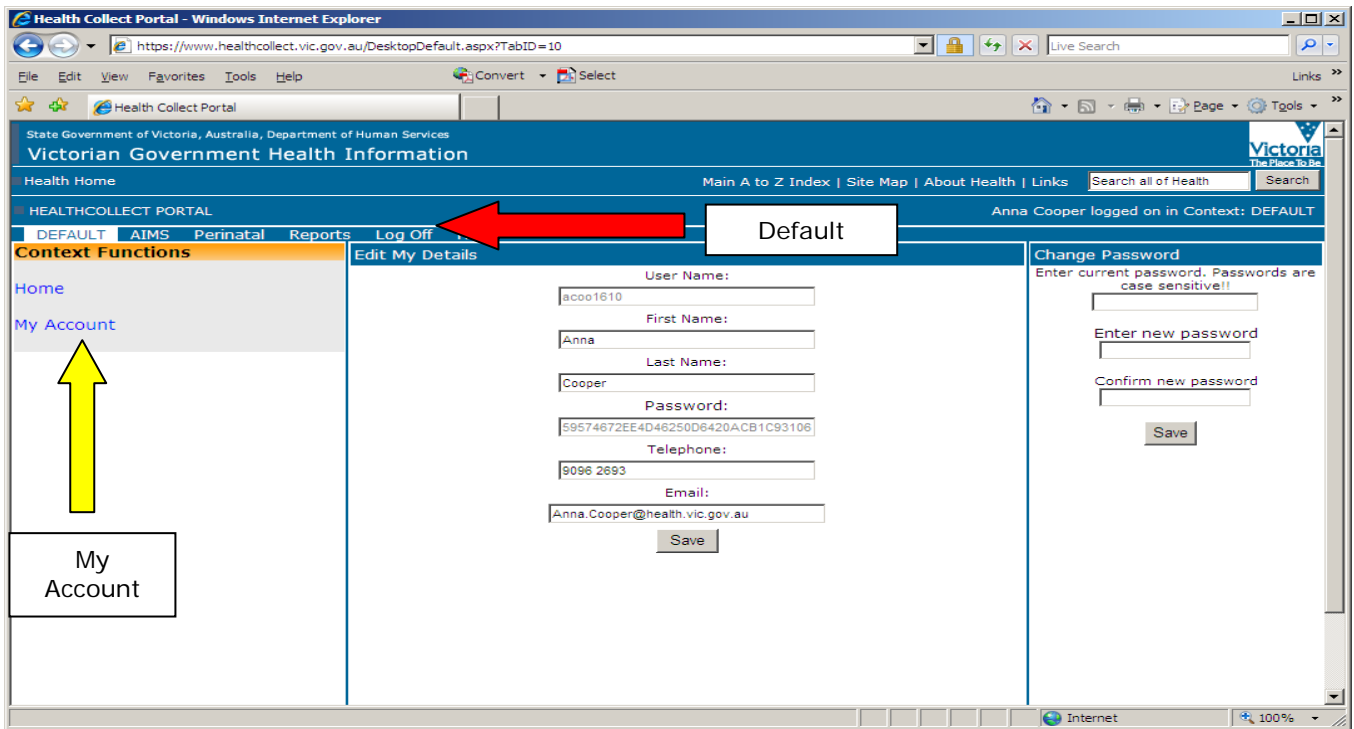


# Changing your Password

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

To do this select the 'Default' tab link and then select the 'My Account' option from the 'Context Functions' area.

**Please note: Passwords are alphanumeric, case sensitive and must be EXACTLY 8 characters long.**



The 'Change Password' text box will appear on the right hand side of the screen.

- Type in Current Password
- Type in 'New Password'
- Re-type 'New Password' to confirm
- Click Save
- Click Log Out

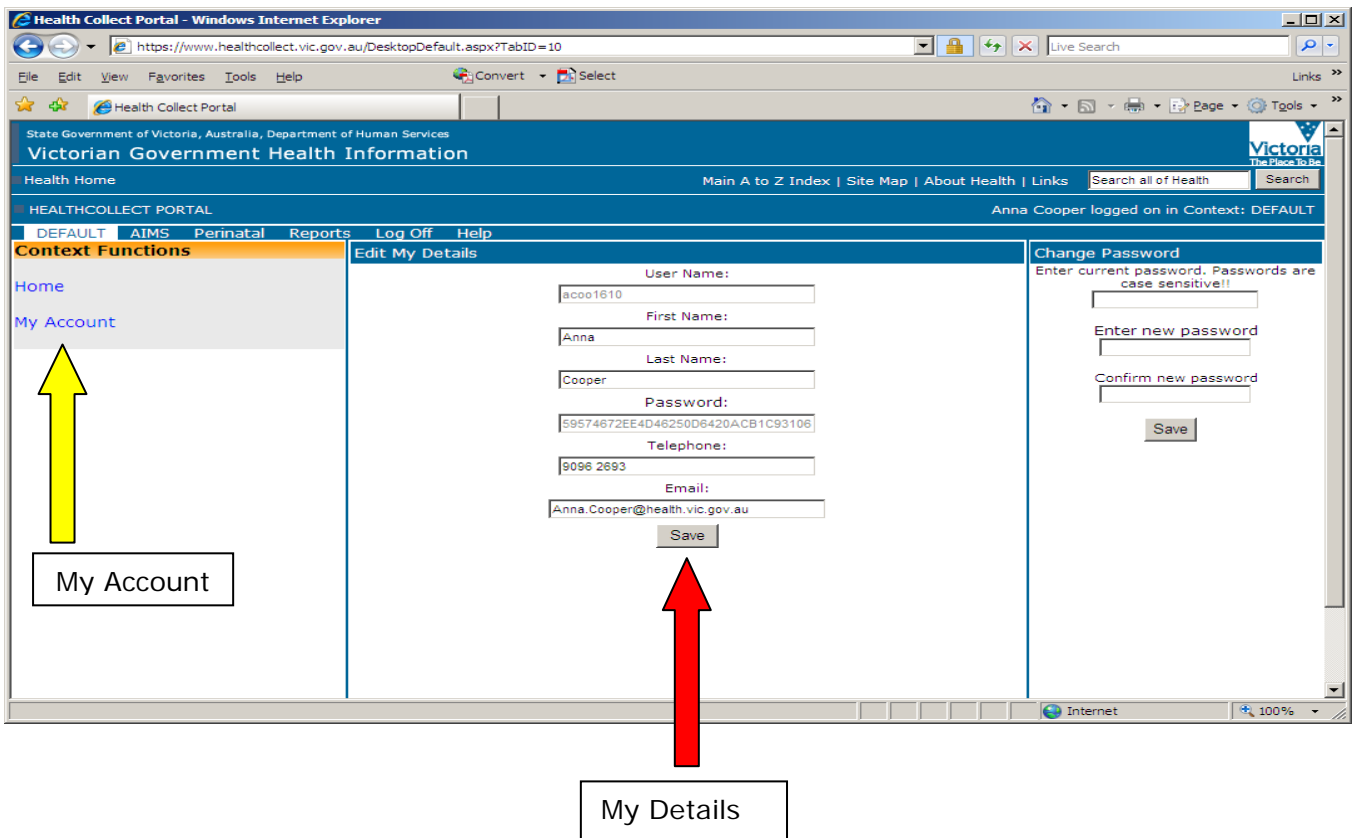
**Please note: If you click enter when the save icon is highlighted, the new password will not save. Please ensure that the save button is clicked.**

# Changing 'My Details' Instructions

Editing 'My Details' allows the user to change their telephone and email contact.

'My Details' is accessible from the 'Default' context and found under 'Functions'.

- Log onto the HealthCollect portal (Refer to the 'Logging into the HealthCollect Portal' Logon section)
- Check that you are in the 'Default' context
- Click on 'My Account'
- Click on the 'Telephone' or 'Email' field
- Type in new details
- Click 'Save'
- Click 'Log Out'



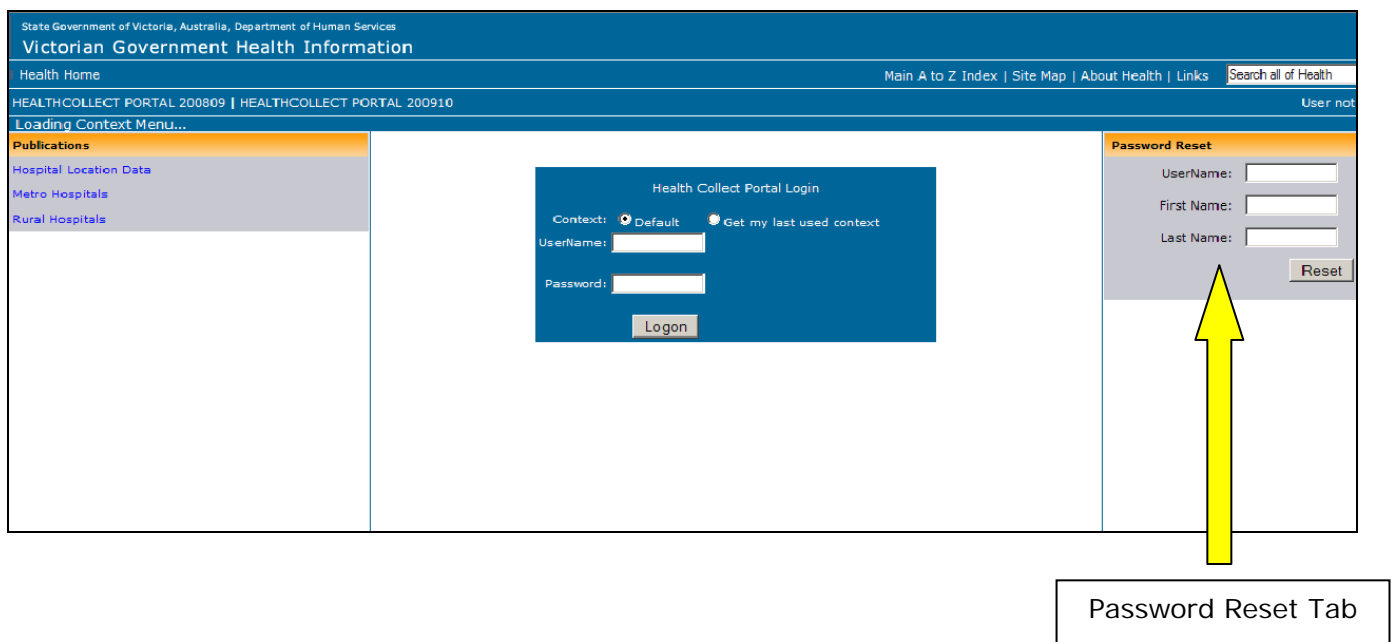
# Reset your Password

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 VPDC HealthCollect portal.

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



# Data Submissions via the HealthCollect SDE Portal

## Introduction

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

## Perinatal Context, Functions and Announcements:

The Perinatal context of the HealthCollect SDE portal is found in a series of tabs located across the top of the screen and the functions are listed on the left hand side.

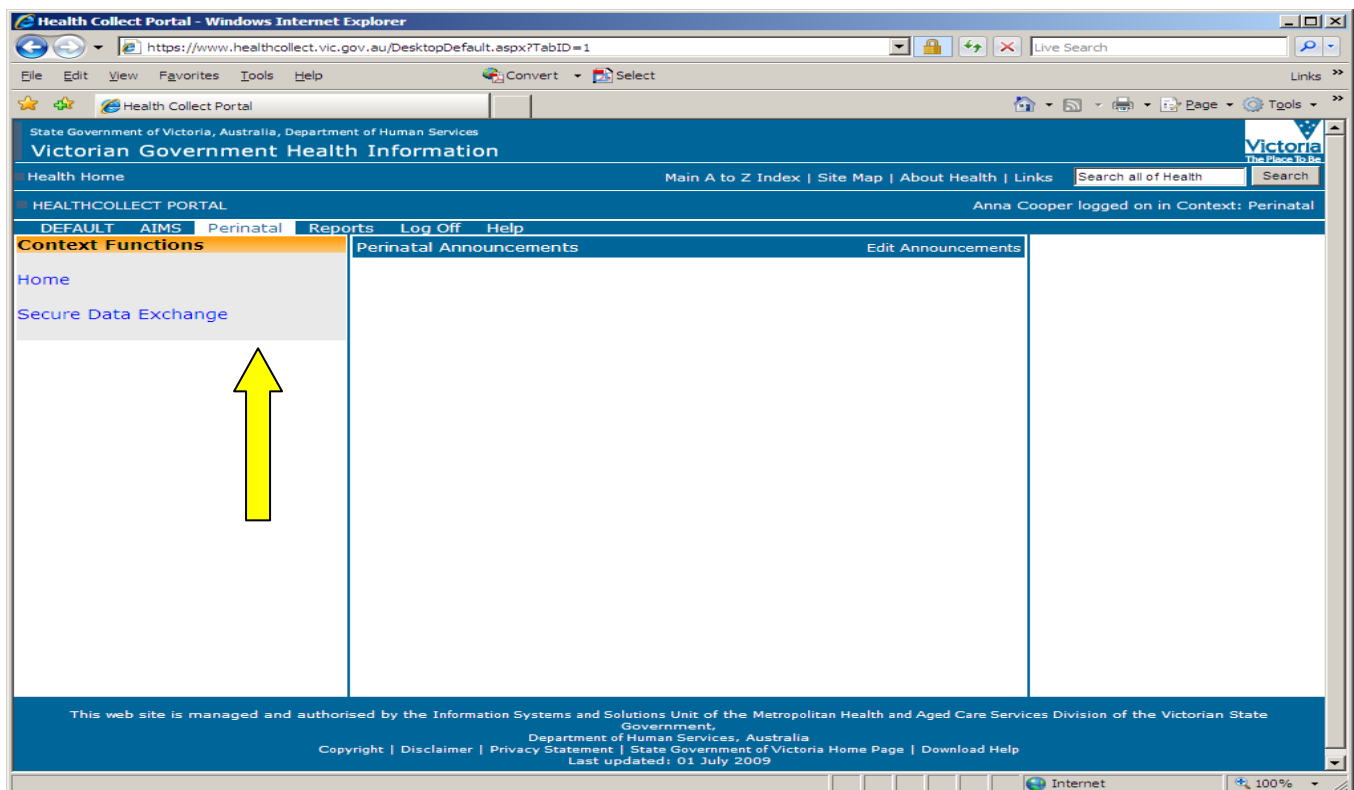
After login a user selects the Perinatal Context.

The Perinatal context provides access to the following functions:

- Home
- Secure Data Exchange

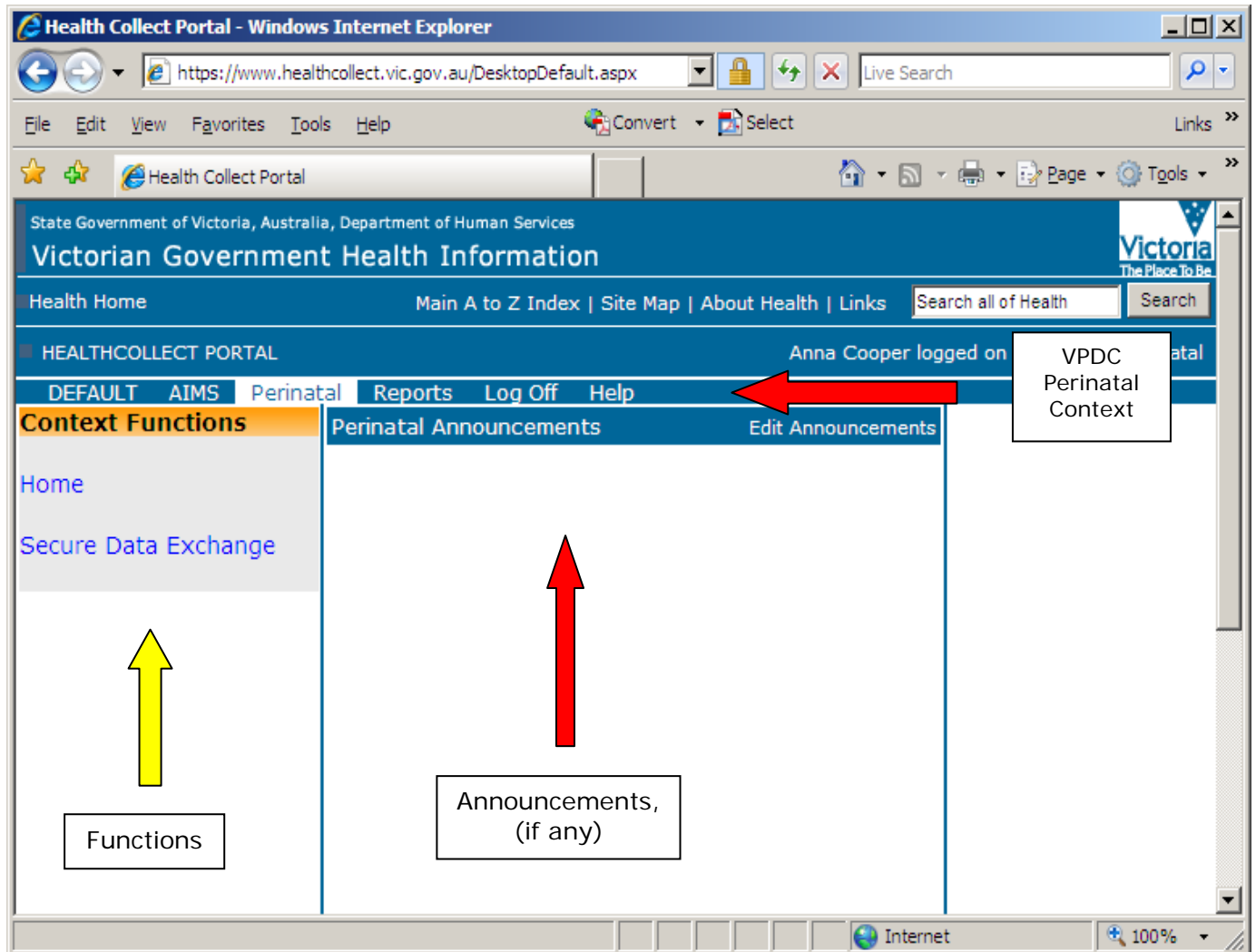
## Perinatal (VPDC) Home

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



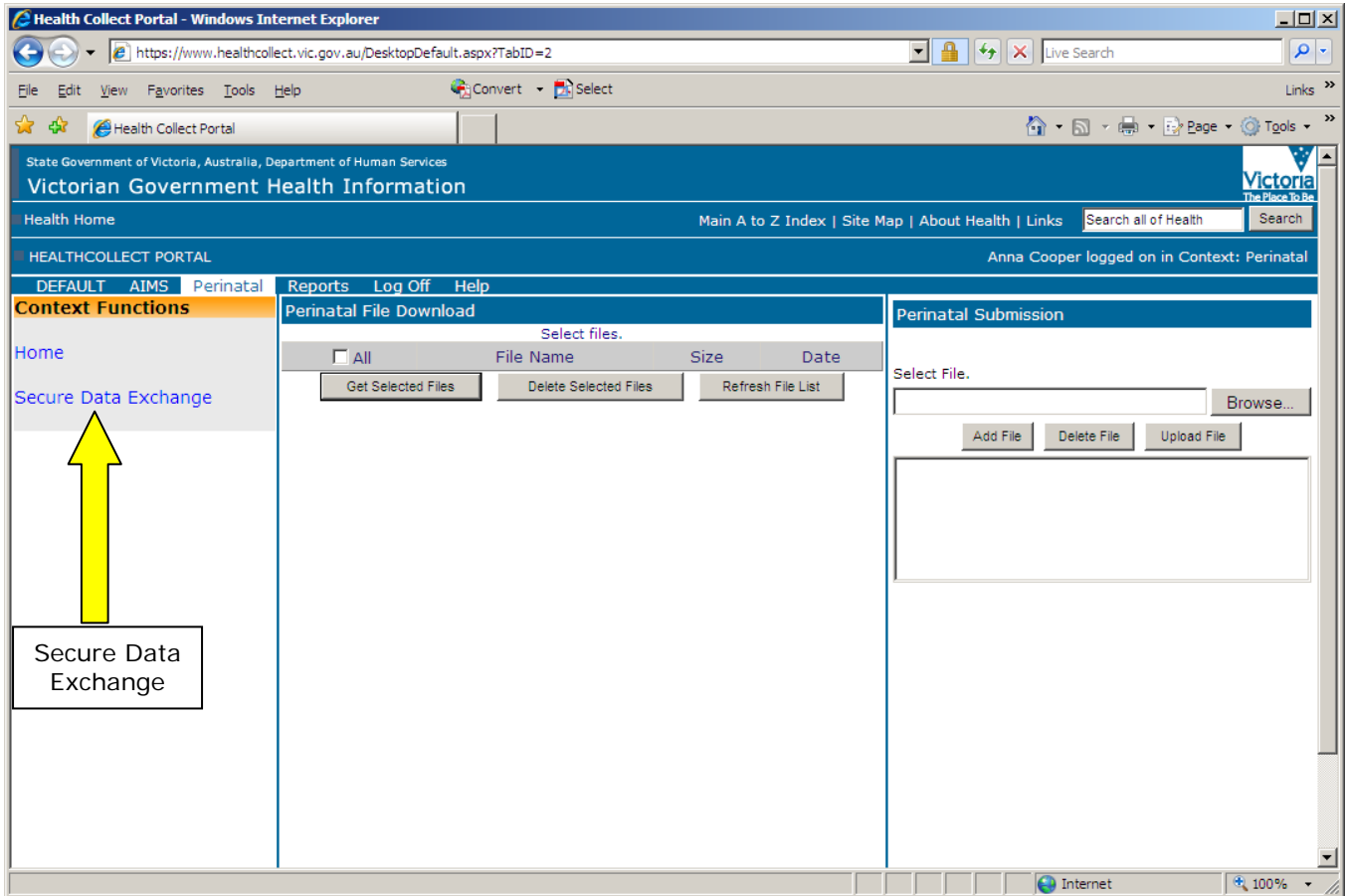
# Perinatal (VPDC) Secure Data Exchange

The Perinatal secure data exchange page posts any announcements that have been set by the VPDC administrator, including the VPDC Server Processing Status report.

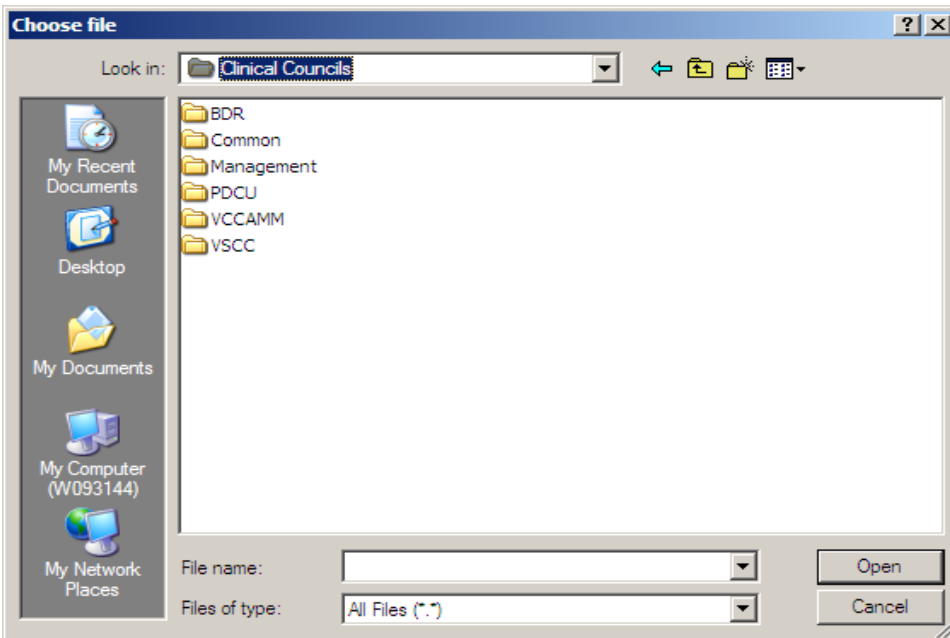
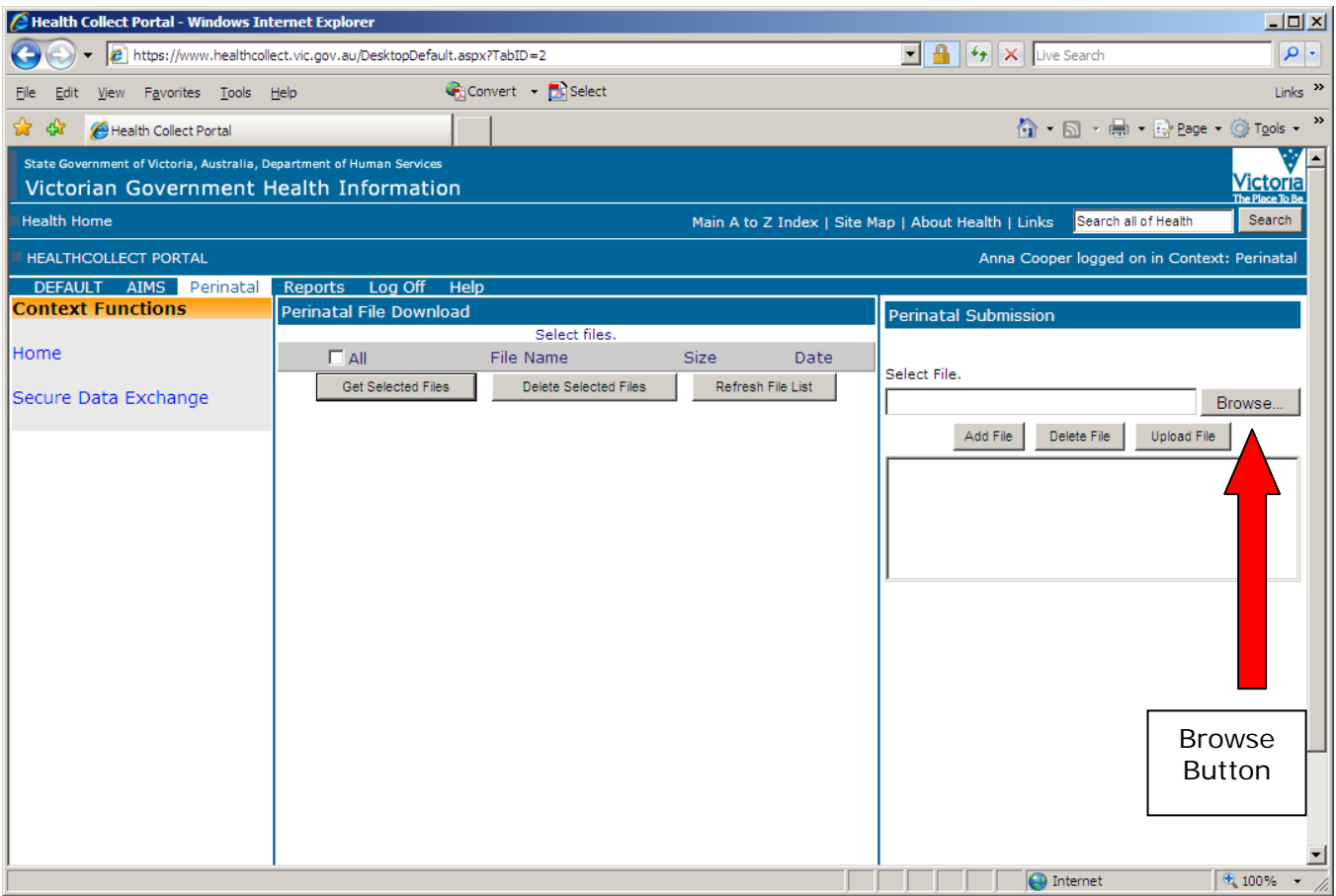


# Perinatal (VPDC) Data Submission Process

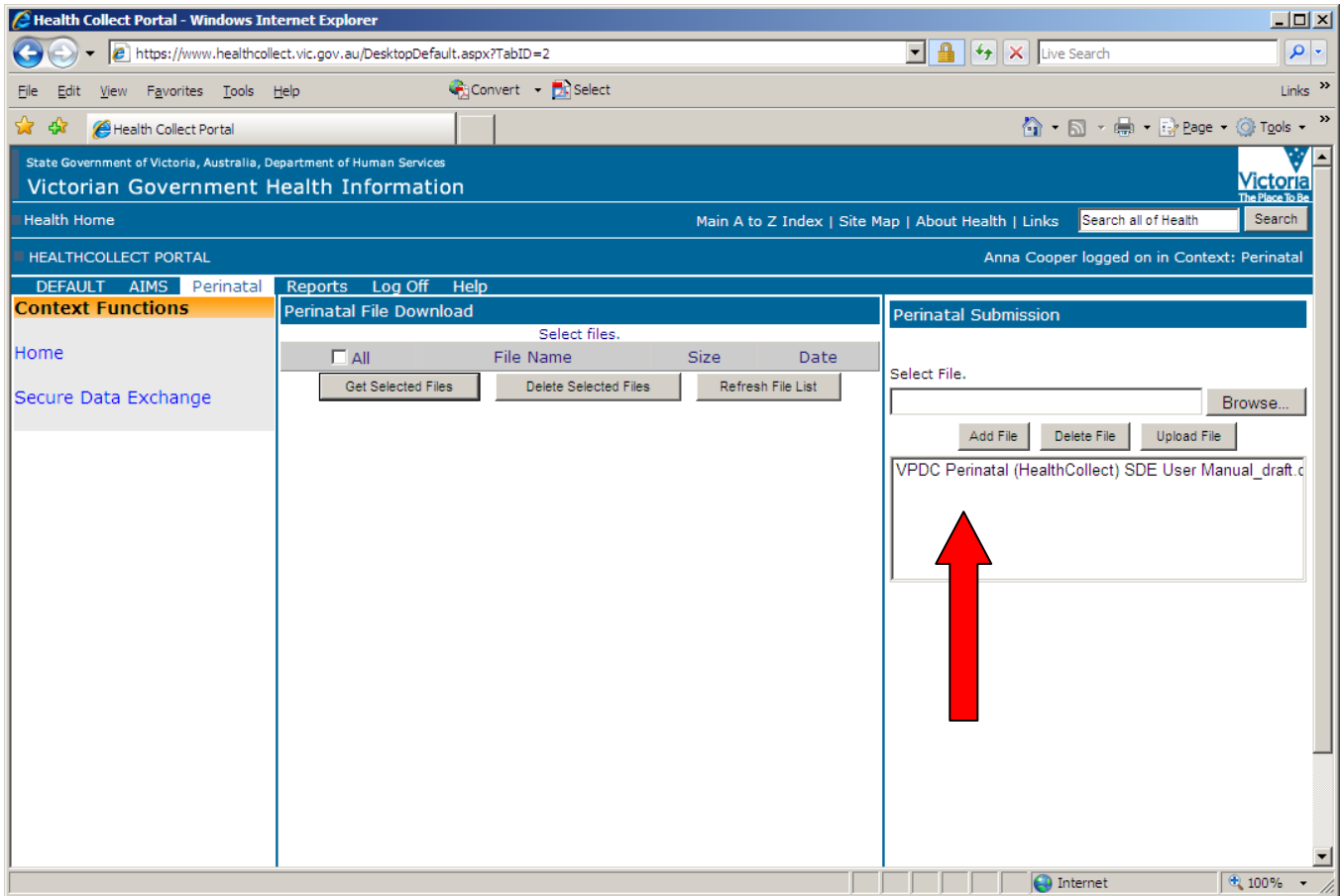
1. To submit your VPDC data select the 'Perinatal' context tab link and then select 'Secure Data Exchange' from the 'Context Functions' area.



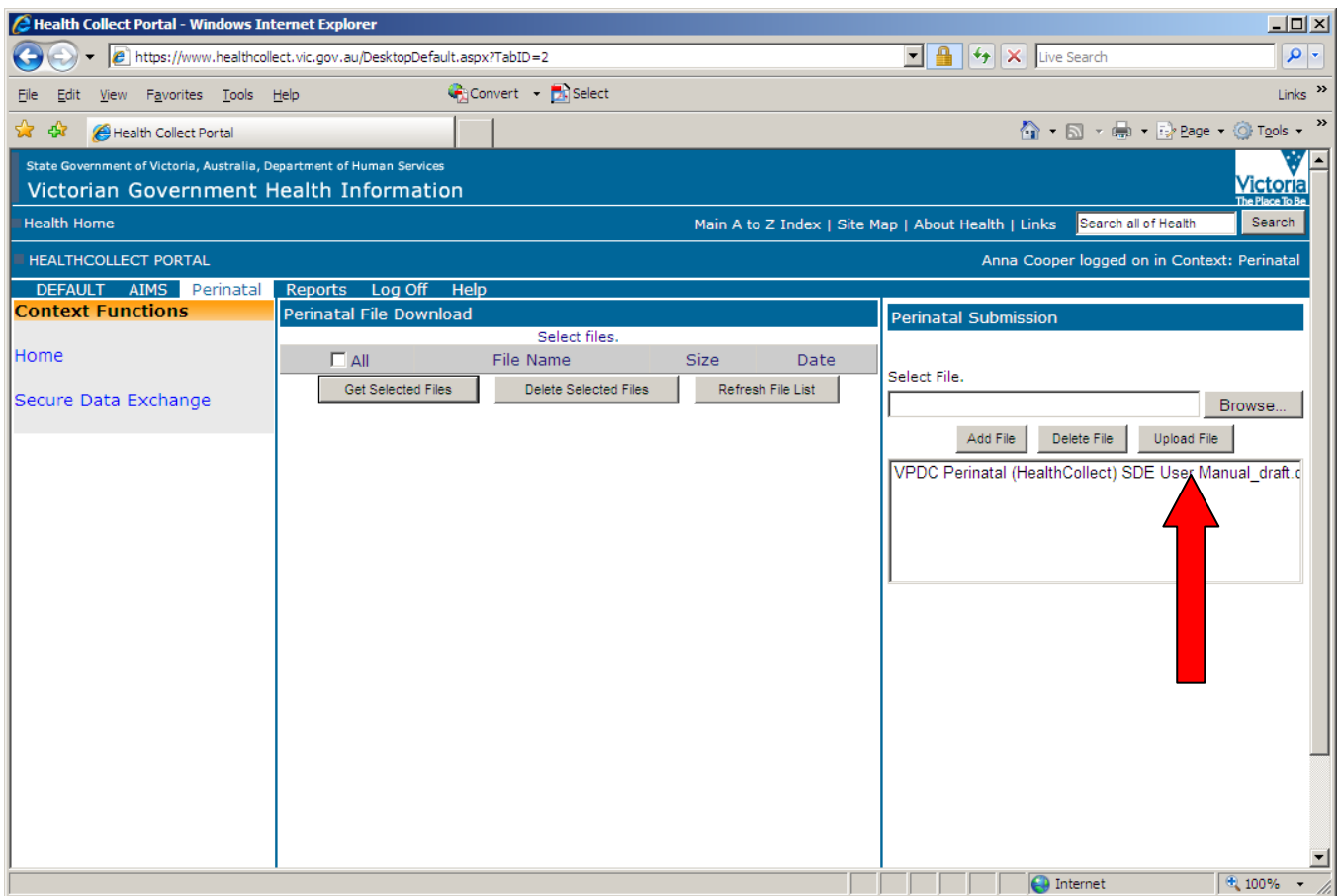
2. Click the 'Browse' button and locate your submission file from your local computer.



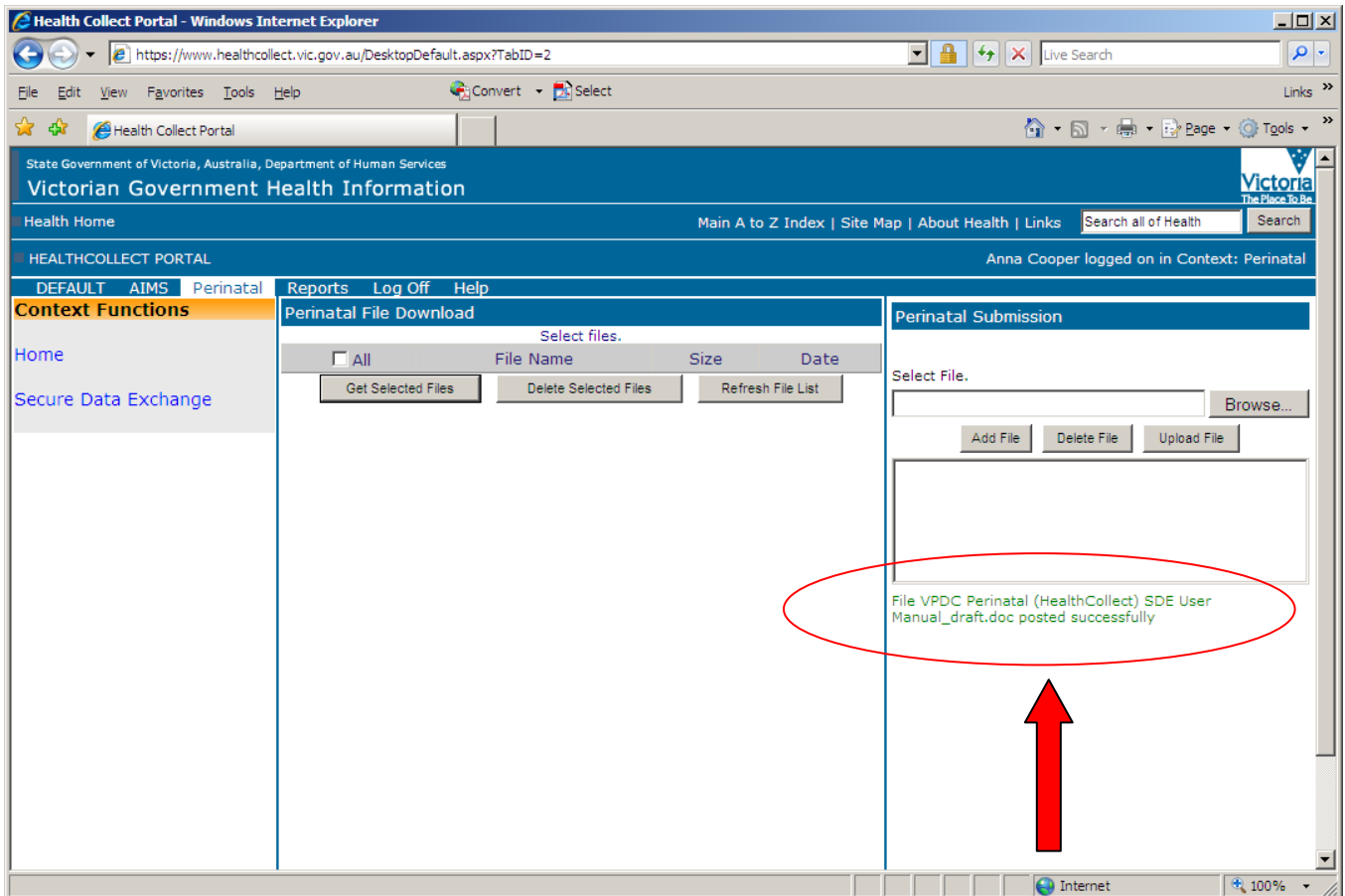
3. Click the 'Add File' button and the file name will appear in the list box below the button – this may take some time depending upon the file size.



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

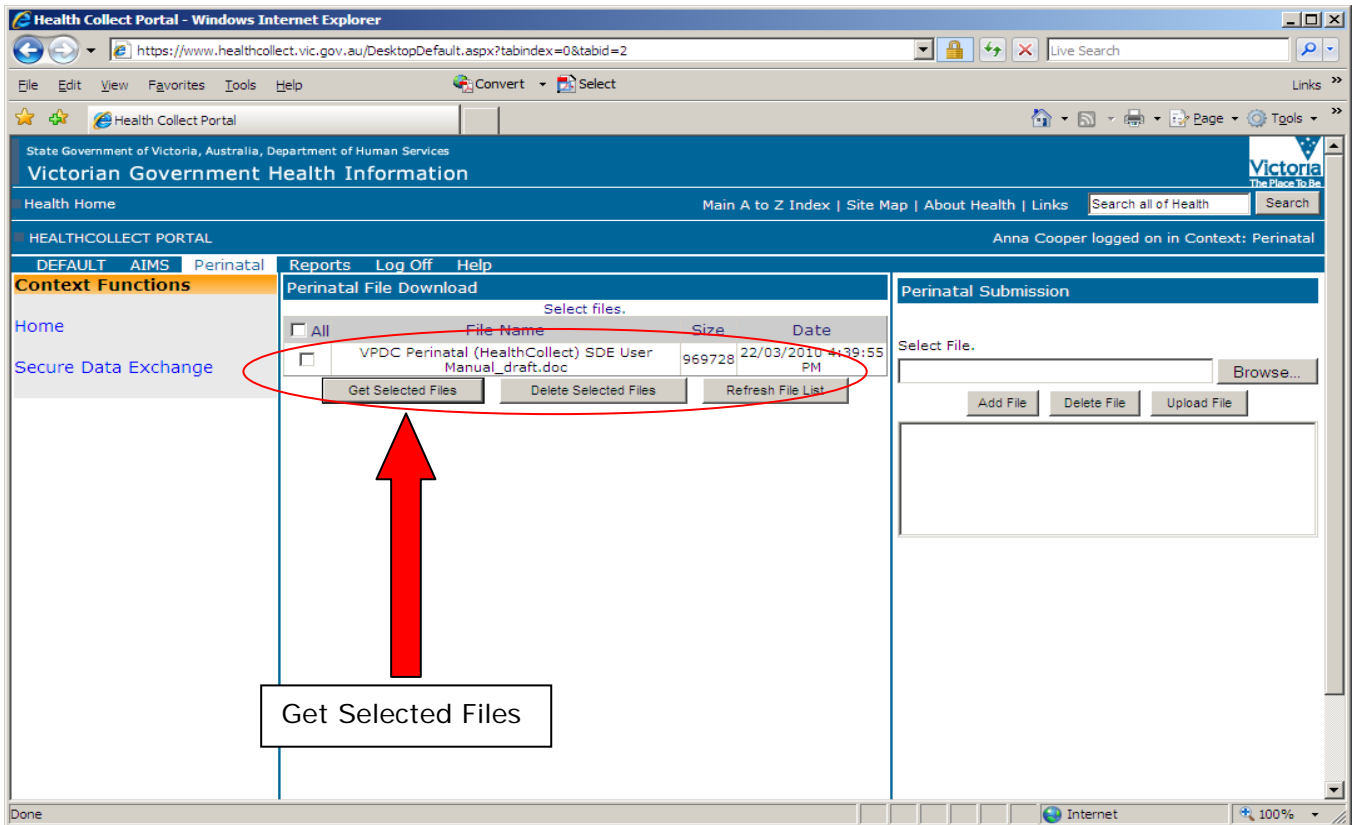


5. A successful transmission will see green text appear below the list box, stating 'File [File name] posted successfully'. Your file has now been sent to the Department of Health for processing by the VPDC validation engine.



6. The VPDC validation engine will process the file and load your submission/edits report in the HealthCollect SDE Portal for you to download.
7. Click 'Refresh File List' to check for new files sent back to you from the VPDC validation engine.

8. After a short delay a file will appear in the list. This file can be viewed by checking the box next to the file name and clicking 'Get Selected Files'.



9. This report is returned and will be accessible from the 'Perinatal Submission Reports' section. Users should note that the report may take some time to be returned depending upon the current system usage.
10. 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.

**Please note:**

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

Perinatal Helpdesk: [perinatal.data@health.vic.gov.au](mailto:perinatal.data@health.vic.gov.au)