WA Primary Health Alliance (WAPHA) Data Upload Facility

PIP QI Upload Solution for non-PHN-Affiliated Practices

Overview

The Commonwealth Department of Health has initiated the Practice Incentive Payment for Quality Improvement (PIP QI) program to provide an incentive payment to General Practices (GPs) who wish to participate in the provision of aggregate data to the Australian Institute of Health and Welfare (AIHW) through the Primary Health Networks (PHN).

PHNs are the "regional custodians" of the GP data to be provided (in accordance with Commonwealth approved PIP Eligible Data Set – Data Governance Framework) and the data must reach AIHW only through the PHN.

The majority of General Practices in WA already provide data to WAPHA using the preferred and provided GP Data Extraction technology, and under a data sharing agreement and related software licensing. For these practices, current arrangements will continue.

There are practices which are not affiliated with PHNs currently for the purposes of data sharing ("non-PHN-Affiliated Practices") and who do not use GP Data Extraction software with their Clinical information System (CIS), but who are nonetheless enrolled in the PIP QI program as participating practices.

For these non-PHN-Affiliated Practices, a means of securely transferring the aggregate data into the custody of the WA Primary Health Alliance is now available free of charge for those non-PHN-Affiliated Practices who wish to use it and who enter into a formal Data Sharing Agreement.

All General Practices participating in the PIP QI scheme are now required to submit data commencing in October 2020 to receive the incentive payment for each quarter.

About the WA Primary Health Alliance (WAPHA) Data Upload Facility

WA Primary Health Alliance (WAPHA) is providing, at no cost, a means of data upload for the PIP QI eligible dataset from non-PHN-Affiliated Practices who do not intend to use technology offerings from current GP Data Extraction vendors. This will allow WAPHA to deliver a full PIP QI eligible dataset to the AIHW, so that the General Practice may receive the incentive payment for that quarter.

The solution (WAPHA "Data Upload Facility") will generate a secure, time-bound link for each non-PHN-Affiliated Practice that is registered to use the system; the link is generated for each submission period and mailed to an email address which is to be registered with WAPHA by the Practice.

The system depends on the Practice being registered with WAPHA, and WAPHA will maintain a record of the email address or addresses that are being used for the notifications.

WAPHA will monitor submissions each period and will endeavour to ensure each registered practice has been able to make the submission and ultimately receive the payment. However, the practice is ultimately responsible for ensuring its data is submitted on time and in the correct, approved format. Refer also the WAPHA Portal End User Licence Agreement (EULA) for further detail of the Terms and Conditions.

The data upload process

The Data Upload Facility is simple and intuitive. The overall process consists of the following steps, and the section below describes what the Practice needs to do to continue to effectively use the system.

1. The Practice is registered with WAPHA to share data for PIP QI and is given a unique Practice Identifier (number).

2. The Practice signs up to the Data Sharing Agreement which, for the purposes of the Data Upload Facility, includes agreement with the EULA (which will be required to be acknowledged online each time an upload is performed, incorporated into the process).

3. The Practice Identifier and administrative email address is recorded in a WAPHA database to be used for the upload process.

4. At least one week prior to the cut-off date for each PIP QI submission period (which is quarterly), the Practice will be emailed (to the administrative email address which WAPHA has recorded) a secure link to a file upload facility. See sample email at Attachment 1, below. This secure link is unique to each practice and cannot be used by others or guessed.

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Page 2 of 6

5. Within the time limitation specified for the secure link (one week), a person in the Practice, authorised to access the registered email account used for this purpose (the "responsible person"), simply opens the email and clicks on the link.

6. The responsible person will then have the file uploader page displayed in the internet browser of choice.

7. By clicking the "upload" button available on the webpage, the responsible person will be able to navigate to the location on their computer or server where the data file is located and select it for upload.

8. The responsible person will then receive a notification from the system concerning the success status of the upload.

9. WAPHA will check uploads and where there is an issue with data conformance, will contact the practice and issue a new secure link (if required). Note however, that if the deadline for upload has already passed, WAPHA will take no responsibility for a failure to submit the data (refer to the EULA).

What the Practice needs to do

There are certain requirements the Practice must meet in order for the upload process described above to work successfully on an ongoing basis.

1. The Practice must be registered with WAPHA and must provide an administrative email address that can be used for the delivery of the secure upload link.

2. The Practice must ensure that if the preferred administrative email address changes across submission periods, that WAPHA is notified using the contact details provided in the EULA.

3. The responsible person must action the email within the specified timeframes. This means monitoring the registered email address.

4. The responsible person should ensure that if the email was received but filtered by the practice's spam filter, that it be retrieved, actioned and also marked as "not spam" or "not junk" for future reference.

5. The responsible person should contact WAPHA at the details provided below if they do not receive an email as expected.

6. If the responsible person activates the secure link in the email and discovers that the internet technology the Practice users blocks access to the upload page, they will need to take action with their technical support provider to resolve the matter.

7. The Practice must ensure that its Clinical Information System (CIS) provider has provided the system upgrade that includes the data extraction capability and that it maintains a version of the system that is capable of providing the data file extract. This means the Practice will need to keep abreast of system upgrades through its Clinical Information System (CIS) provider.

8. The responsible person must navigate to and select the correct data file for upload. WAPHA will be checking submissions and failures to submit, but if this error occurs on the last processing day before the submission period closes there may not be time for WAPHA to rectify with the practice and it could miss the incentive payment.

Who to contact

Please direct any queries to the Practice Assist team and also monitor the Practice Assist website for relevant information updates.

Phone: 1800 2 ASSIST (1800 2 277 478).
Email: practiceassist@wapha.org.au Website: www.practiceassist.com.au

Question	Answer
I already provide data to WAPHA, do I need to use this facility?	No. Under your current Data Sharing Agreement with WAPHA, your PIP QI data set will be collected using the existing GP Data Extraction utility provided and included in the submission to AIHW.
Will my data be secure?	Yes. Your data will be held in a secure environment, managed and protected by WAPHA in accordance with its Information Governance Framework.
Is the upload facility secure?	Yes. The link that will be sent to your Practice is time-bound and specific to your Practice ID. It will not be sent to anyone other than the registered email address and the link address cannot be guessed by others because it is a complex string, and the Practice ID is obfuscated. The upload facility is only discoverable using the secure link and cannot be accessed on the public internet without the secure link.
  What is PHI / Primary Health Insights and why is there a PHI logo on the upload webpage rather than the PHN logo?	Primary Health Insights (PHI) is an initiative funded by the Department of Health, and led by WAPHA, to build and maintain a national data storage and analytics solution. It is a highly secure, cloud-hosted facility and only your PHN is able to access the data you provide.
I want to stop using the facility and sharing data with WAPHA.	You may do this at any time by terminating the Data Sharing Agreement. Note, you cannot submit data to AIHW for the purposes of the PIP without sending the data in the compliant format through the PHN.
I want to share more data with WAPHA.	You may enter into a broader Data Sharing Agreement with WAPHA and receive from WAPHA the Primary Sense tool at no cost to you. Under this arrangement, you will automatically be providing the PIP QI Eligible dataset.

Page 5 of 6

Attachment 1: Sample Practice Email Notification

From: Practice Assist <PracticeAssist@example.com>
Sent: Wednesday, 30 September 2020 10:46 PM
To: Richard Varhol <richard.varhol@wapha.org.au>
Subject: [FOR ACTION] PIPQI DATA SUBMISSION REQUIRED BY OCT 15

Dear TestPractice1 Practice Manager

Thank you for choosing to use the WA Primary Health Alliance (WAPHA) Data Upload facility ("WAPHA Portal") for your secure submission of the Practice Incentives Program Quality Improvement (PIP QI) 10 Quality Improvement Measures (10QIM) dataset.

IMPORTANT

PLEASE READ THE END USER LICENCE AGREEMENT CAREFULLY BEFORE ACCESSING AND USING THE WAPHA PORTAL. IT PROVIDES YOU WITH IMPORTANT INFORMATION CONCERNING THE WAPHA PORTAL AND CONTAINS WARRANTY AND LIABILITY INFORMATION.

BY ACCESSING OR USING THE PORTAL, AND TO THE EXTENT PERMITTED BY LAW, YOU ACCEPT THE WAPHA PORTAL"AS IS" AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE END USER LICENCE AGREEMENT. IF YOU DO NOT WISH TO DO SO, DO NOT PROCEED TO ACCESS AND USE THE WAPHA PORTAL.

A simple guide to the WAPHA PIP-QI Data Upload Facility is available here.

In order to upload your data for this quarter, please visit the link below where you will be asked to attach and submit the compliant PIP QI Eligible Dataset extracted from your clinical information system.

https://collab-pipqi-uploader-test.azurewebsites.net/upload?&TargetSystemUidInPHI=&Path=pip-qi%2Fpipqi%2FPerth_North%2Freporting_quarter_2020_1%2F9-30-14-44%2FO99992-TestPracticeItest123.json&skoid=9df34b75-8faf-4c55-b381-9c8c23b89921&sktid=7e9ecdae-7544-474c-acf1-4746d022a9bc&skt=2020-09-30T14%3A45%3A08Z&ske=2020-10-07T14%3A46%3A08Z&sks=b&skv=2019-12-12&sv=2019-12-12&spr=https&st=2020-09-30T14%3A45%3A08Z&se=2020-10-07T14%3A46%3A08Z&sr=b&sp=cw&sig=rrybiY6hgXMqS2vObx904%2BtbYKaa1Mi7k%2F2o98EV268%3D

IMPORTANT: this link will expire XX days/hours from the date of this email. If you need a new link generated, please contact Practice Assist on the details below.

The WAPHA Portal will notify you on the success of your upload within XX. Please retain this email for your records.

For any further information on your data sharing arrangement or the WAPHA Portal facility, please contact Practice Assist on **1800 277 478** or practiceassist@wapha.org.au

Attachment 2: Data Upload Facility Landing Page

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Page 6 of 6