**Health Services Data Advisory Group  
Submission Template**

**Background**

This document provides guidance and a template for an individual or organisation to make a submission to the Aboriginal and Torres Strait Islander Health Services Data Advisory Group (HS DAG).

**Purpose of the HS DAG**

The purpose of the HS DAG is to:

* Provide advice to the Department of Health (the Department) to shape a robust evidence base through Aboriginal and Torres Strait Islander primary health care data collections which support policy and program development and improved service delivery;
* Where requested, provide advice and support on:
* guiding the ongoing development of national Key Performance Indicator (nKPI) and Online Services Report (OSR);
* minimising the burden and duplication of reporting for health services;
* improving data validation;
* improving the use and reporting of data and examining the impact of changes to collection systems;
* improving services’ use of data;
* influencing future opportunities for collaboration, linkages and synergies with developments in the wider health data systems environment, research projects or local initiatives; and
* communication strategies for engaging affected stakeholders.

**Who can make a submission?**

Any individual or organisation can make submissions to the HS DAG through the HS DAG Secretariat. To make a submission, please complete the submission template (this document). All submissions will be reviewed for inclusion by the co-chairs for appropriateness, priority and conformity.

**What should be in my submission?**

Submissions should relate to the OSR and/or nKPI data collections and be consistent with the purpose of HS DAG.

**How to lodge a submission?**

To lodge a submission, please complete the submission template below and return to [hs.data.advisory.group@health.gov.au](mailto:hs.data.advisory.group@health.gov.au).

**Will my submission be considered?**

HS DAG will consider submissions that:

Relate to the OSR and / or nKPI data collections and reporting

Are consistent with the purpose of HS DAG

Relate to a reoccurring and/or complex matter (i.e. matter has the potential to affect more than one health service)

Are actionable (i.e. from a cost and time perspective)

Are not currently being actioned by another party (e.g. a State or Territory is leading the development of a hearing health indicator at the request of AHMAC).

**How will I know when my submission has been considered?**

HS DAG holds meetings approximately two to four times per year. Dependent on the time of submission, the matter will be reviewed by the co-chairs for consideration in the next appropriate HS DAG meeting. The time for a response to your submission may vary. If you do not receive a response to your submission within four months, please contact [hs.data.advisory.group@health.gov.au](mailto:hs.data.advisory.group@health.gov.au).

**Submission Form**

| **Health Services Data Advisory Group (HS DAG)**  **Submission Form** | | | |
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| **Nominated by**  (name of individual or organisation) |  | | |
| **Title**  Don’t include acronyms. |  | | |
| **Purpose** |  | | |
| **Background** |  | | |
| **Topic Area** | Online Services Report (OSR) data collection | |  |
| National Key Performance Indicators (nKPIs) data collection | |  |
| OSR and/or nKPI reporting | |  |
| **Contact details** | Contact person: |  | |
| Organisation (if applicable): |  | |
| Phone: |  | |
| Email: |  | |