scot**X**ed

Data Collection Documentation

Document Type: **Guidance Notes**

Collections:
1. **Mental Health and Learning Disability Bed Census: One Day Audit**

2. **Mental Health and Learning Disability Patients: Out of Scotland and Out of NHS Placements**

SG deadline: **30th November 2014**

Coverage: **Census date: Midnight, 29th Oct 2014**

Document Details

Issue History

Version	Status	Authors	Issue Date	Issued To	Comments / changes
1.0	Draft	Moira Connolly, Beth Hamilton, Claire Gordon, Ellen Lynch		NHS Boards	
1.14	Draft	Beth Hamilton, Ellen Lynch, John Mitchell, Moira Connolly, Claire Gordon,			
2.0	Final	Beth Hamilton, Ellen Lynch, John Mitchell, Moira Connolly, Claire Gordon,	19th Sept 2014	NHS Boards, Scottish Government website	
2.1	Final	Ellen Lynch	9th Oct 2014	NHS Boards, Scottish Government website	Further clarification included for the following data items:: **Patient names** (applicable for both censuses) *ProcXed.Net will convert to BLOCK CAPITALS, NHS Boards do not have to do this in advance.* **Other diagnosis** (applicable for both censuses) *If free text is being used then separate each health condition with a comma.* - Mental Health and Learning Disability Bed Census - Data item: **Mental Health/Learning Disability diagnosis on admission** *Can use full description option or ICD10 code only option.* - Data item: **Last known Mental Health/Learning Disability diagnosis** *Can use full description option or ICD10 code only option.* - Data item: **Other diagnosis** *Can use full description option or ICD10 code only option.* - Mental Health and Learning Disability Patients: Out of Scotland and Out of NHS Placements Census

					o Data item: **Mental Health/Learning Disability diagnosis on admission** *Can use full description option or ICD10 code only option.* o Data item: **Other diagnosis** *Can use full description option or ICD10 code only option.* • Included Annex 3 – ICD10 code reference
2.2	Final	Martin Devine	29th Oct 2014	NHS Boards, Scottish Government website	Change to description for date fields - clarification of the format required for entering dates. Improved definitions for other legislation, anticipated total length of stay and crisis contact fields. Changed definition for postcodes to include separating space (e.g. EH1 1AA, not EH11AA).
2.3	Final	Martin Devine	30th Oct 2014	NHS Boards, Scottish Government website	Organisation Unique ID added for both data collections. Clarification of location information required for Out of Scotland and Out of NHS Placements Census.

2.4	Final	Ellen Lynch	10th Nov 2014	NHS Boards, Scottish Government website	• Both censuses:
					   o Mental health ICD10 diagnosis codes – Z codes OR 'not yet determined' for any patient undergoing assessment.
					• Mental Health and Learning Disability Patients: Out of Scotland and Out of NHS Placements Census
					   o Revised definition of Organisation Unique ID based on feedback from NHS Boards.
					• Mental Health and Learning Disability Bed Census:
					   o Clarification of data required for Language , Delayed Discharge and total number of psychiatric admissions fields

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Introduction

Purpose of this document

These notes have been prepared by SG to assist NHS Board and MIS (management Information Systems) developer and support staff who provide advice and detailed guidance to staff in NHS Boards. They provide information on the requirements for and the uses to be made of data. Support staff involved in using MIS should find these notes helpful and are free to adapt them and make them more relevant to users of a particular MIS.

The document complements the data specification documents, and the XML Schema prepared by the ScotXed project team. The documents can be downloaded from the Scottish Government website at:

http://www.scotland.gov.uk/Topics/Statistics/Browse/Health/DataSupplier/MHandLD.

Precise details of the format of items such as dates are part of the XML schema. Software developers will ensure that values held in the MIS are converted to the format specified in the appropriate schema.

NHS Boards should ensure that all data on mental health and learning disability inpatients held in NHS Board MIS is maintained up-to-date and accurate. Good practice suggests that this can often be managed best by procedures and planning which spread the workload throughout the year. This can lead to advantages dealing with the Mental Health and Learning Disability Bed Census in October/November.

The purpose of these data collections are to fulfil Commitment 26 from the Mental Health Strategy for Scotland: 2012-2015:

"We will undertake an audit of who is in hospital on a given day and for what reason to give a better understanding of how the inpatient estate is being used and the degree to which that differs across Scotland."[1]

This data collection can also be used to quality assure SMR04 data.

Additional data items have been included within the Mental Health and Learning Disability Bed Census for forensic patients for the purpose of planning for future need.

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[1] http://www.scotland.gov.uk/Publications/2012/08/9714

Related Documents

o For those using **XML**:

- The document "Data Specification: Mental Health and Learning Disability Bed Census 2014" defines the format, potential values and number of occurrences of each data item in the collection.

- The document "Data Specification: Learning Disability and Mental Health Patients: Out of Scotland and Out of NHS Placements Census 2014" defines the format, potential values and number of occurrences of each data item in the collection.

o For those using **Excel** to compile data prior to uploading to ProcXed.Net:

- The template can be found at:

  http://www.scotland.gov.uk/Topics/Statistics/Browse/Health/DataSupplier/MHandLD.

o For those who will **manually** input the data into ProcXed.net:

- There are no other specific documents required.

Contact Details

If you have any questions about the data items or definitions, please contact:

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Mental Health and Learning Disability Bed Census

Inclusion Criteria

Information to be returned for every patient who is occupying a **psychiatric, addiction or learning disability inpatient bed** on the census day (midnight, 29th October 2014).

The Mental Health and Learning Disability Bed Census should include every dementia, learning disability, addiction, mental health, child mental health and forensic inpatient who is occupying psychiatric, addiction or learning disability bed on the census day.

Each NHS Board is responsible for supplying data for the **psychiatric, addiction or learning disability inpatient beds** within the NHS facilities in their area irrespective of where the patient being treated is from. For example, if a NHS Forth Valley patient is being treated in an NHS Greater Glasgow & Clyde psychiatric bed, then NHS Greater Glasgow & Clyde would be responsible for returning the information for that patient.

Inpatient bed must be within the NHS Scotland estate.
- Excluded are NHS Scotland funded patients who are treated:
  - outwith Scotland,
  - in local authority, private and voluntary sector care homes
  - in private hospitals

Variables and definitions

Data Item	Definition	Comments	Validation
Organisation unique ID	This is the code for the location where the patient is undergoing NHS health care. Each location in Scotland, at which events pertinent to the Scottish Health Service take place, is allocated a location code. For reference, Annex 2 contains a list of location codes. If a particular location is not included within the list, please select 'other' (code 98).		The location code should be entered with no spaces between the characters e.g. A101H. Any letters in this code need to be in upper case.
Location code	This is the code for the location where the patient is undergoing NHS health care.	This will generally be the same as the Organisation Unique ID for the Mental Health and Learning Disability Bed Census.	Any letters in this code need to be in upper case.
Location code other detail	If selected 'other' in 'Location code', provide details of location as free text.		
Ward	Name of Ward/Number A ward is a group of beds with associated treatment facilities which is managed by a senior nurse. It may comprise a number of rooms or one room may be divided into a number of wards.	As per Continuing Care Census Guidance Document (CCCGD) http://www.isdscotland.org/Health-Topics/Health-and-Social-Community-Care/NHS-Continuing-Care/	
Ward Type	Acute IPCU (Intensive Psychiatric Care Unit) Rehabilitation (non addiction) Addiction Rehabilitation Continuing care / long stay Perinatal Forensic Low secure unit Medium secure unit Co-morbidity service	As per MH Benchmarking Project Technical Appendix http://www.scotland.gov.uk/Resource/Doc/212523/0056527.pdf	

Data Item	Definition	Comments	Validation
	Discharge and resettlement service Children's Unit Young people's unit Learning Disability unit Eating Disorder Other (please specify)		
Ward Type other detail	If select 'other' in 'Ward Type', provide details of the type of ward as free text.		
Security Level of Ward	High Security Medium Security Low Security Intensive Psychiatric Care Unit (IPCU) Open forensic Ward General Psychiatric Ward Community Facility		
Single Sex Ward	Is a single sex ward provided? Yes / No	**This data item is only to be completed for forensic patients.**	
Number of Available Beds	Number of beds available in Ward Available beds: (allocated + borrowed) – (lent + temporary) beds		
Number of Occupied Beds	Number of beds occupied in the Ward at the census date		
PIMS no / Patient identifier number (not CHI Number)	A Patient Health Record Identifier is a code (set of characters) used to uniquely identify a patient within a health register or a HEALTH RECORDS SYSTEM, e.g. PIMS	This must be completed	Fatal error must do
CHI	The Community Health Index (CHI) is a population register, which is used in Scotland for health care purposes. The CHI number uniquely identifies a	This information will be encrypted one way once the data has been uploaded to	10-digit number

Data Item	Definition	Comments	Validation
	person on the index. The current CHI number consists of the 6 digit Date of Birth (DDMMYY) followed by a 3 digit sequence number and a check digit. The tenth digit is always even for females and odd for males.	Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the CHI number, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Patient Forename	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the patient's forename, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	

Data Item	Definition	Comments	Validation
Patient middle names	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This data item is **Not Mandatory**. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the patient's middle name, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Patient Surname	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the patient's surname, but	

Data Item	Definition	Comments	Validation
		instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Date of Birth	The date on which a person was born, or is officially deemed to have been born, as recorded on the Birth Certificate. If only the patient's age is known, the year of birth should be calculated and the day and month put as zero e.g. an Age of 55 in 2000 would be 00-00-1945. If all avenues have been explored and neither the date of birth nor age is available then the clinician's or nursing staff's estimate of age should be used to calculate the year of birth, with zero entered for the day and month of birth. If this is not possible, refer to your Health Records Manager.	All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or backslashes (/) as the separator, e.g. 09-02-1942 or 09/02/1942 for 9th February 1942. All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded. It is essential that date of birth is completed as accurately as possible to enable analysis by age to be undertaken.	
Gender	Male Female Other		
Marital Status	Never married nor registered civil partnership Married Registered civil partnership Separated, but still married Separated, but still in civil partnership	This should not reflect social status or living arrangements	

Data Item	Definition	Comments	Validation
	Divorced Dissolved civil partnership Widowed Surviving civil partner Other Not known		
Marital Status other detail	If answer 'Other' to 'Marital Status', provide details of marital status as free text.		
Dependants	Child(ren) under 16 Child(ren) 16-18 in full time education Partner (see comments) Elderly Relative(s) (see comments) None Other Not Known ***Can select more than 1 category***	Select 'Partner' only if the patient acts as their carer. Select 'Elderly Relative' only if the patient acts as their carer.	
Dependants other detail	If answer 'Other' to 'Dependants', provide details of dependants as free text.		
Other "agencies" involved in care	Local Authority Voluntary Private None Other Not Known ***Can select more than 1 category***		
Other "agencies" involved in care other detail	If answer 'Other' to 'Other "agencies" involved in care', provide details of the other "agencies" involved in care as free text.		

Data Item	Definition	Comments	Validation
Access to a paid carer / social care	Yes No Not Known	Collected by Bed Manager	
Access to informal care from a relative or friend	Yes No Not Known	Collected by Bed Manager	
Ethnicity	**Codes and Values: Ethnicity Code** **White** White Scottish White Other British White Irish White Gypsy/Traveller White Polish Other white ethnic group Any mixed or multiple ethnic groups **Asian, Asian Scottish or Asian British** Pakistani, Pakistani Scottish or Pakistani British Indian, Indian Scottish or Indian British Bangladeshi, Bangladeshi Scottish or Bangladeshi British Chinese, Chinese Scottish or Chinese British Other Asian, Asian Scottish or Asian British African, African Scottish or African British Other African Caribbean, Caribbean Scottish or Caribbean		

Data Item	Definition	Comments	Validation

	British
	
	   Black, Black Scottish or Black British
	
	   Other Caribbean or Black
	
	   Arab, Arab Scottish or Arab British
	
	   Other ethnic group
	
	   Refused/Not provided by patient
	
	   Not Known		

Language	Language (if other than English)	Free text Enter 'None' if patient speaks only English, or cannot speak a language.	
Employment Status	Child Employed ESF/Sheltered House Husband Housewife In Work - Early Post Recruitment In Work - Long Term Support Not Allowed To Work Pathway - Other Positive Activity Retired Student	Values taken from options within PIMS	

Data Item	Definition	Comments	Validation
	Un-Employed Volunteer Work Preparation - Initial Stages Work Preparation - Later Stages Not Known		
Living circumstances	Categories taken from the Scottish Welfare Fund data specification: Local authority tenancy Private rented tenancy Own property – owning/buying Parental / family home / relatives Friends / partners Armed services accommodation Prison or detention centre Hospital or other medical establishment Children's residential accommodation (looked after by the local authority) or foster care Supported accommodation Hostel Bed and breakfast Caravan / mobile home Sheltered housing Homeless	Collected by Bed Manager	

Data Item	Definition	Comments	Validation
	Residential / care home Other Not known / refused		
Living Circumstances other detail	If answer 'Other' to 'Living Circumstances', provide details of the patient's living circumstances as free text.		
Postcode of Patient's home address	Up to 8 characters. Will show the patient's Postcode on admission.	This is the postcode of the private home, care home or hospice where the patient resided when they were admitted. Every effort should be made to accurately record this data item**.** The postcode should be left justified and include the space, e.g. KY4 8DW, EH12 8JH, G4 6HR. If a postcode cannot be found using the Postcode Directory, the appropriate Postcode Enquiry Office should be contacted. Where a patient's address is not known and all reasonable means of attempting to trace the address have been exhausted, the following entry should be put in the postcode field: NK01 0AA. If the patient has no fixed abode, NF1 1AB should be	

Data Item	Definition	Comments	Validation
		recorded for the postcode.	
Postcode of patient's home address on date of audit if changed from admission	Up to 8 characters. Will show the patient's Postcode at the time of the census.	Can include hospital postcode if relevant. The postcode should be left justified and include the space, e.g. KY4 8DW, G4 6HR.	
Health Board Responsible for Funding	The NHS Board area where the patient usually resides.

The current configuration of NHS Boards came into being on 1st April 2006. At this time, NHS Argyll & Clyde was dissolved. NHS Greater Glasgow and NHS Highland both took over parts of the former NHS Argyll and Clyde.

In cases where the patient does not usually reside in Scotland, codes have been assigned for these specific circumstances. | NHS Ayrshire & Arran
NHS Borders
NHS Dumfries & Galloway
NHS Fife
NHS Forth Valley
NHS Grampian
NHS Greater Glasgow & Clyde
NHS Highland
NHS Lanarkshire
NHS Lothian
NHS Orkney Islands
NHS Shetland Islands
NHS Tayside
NHS Western Isles
The State Hospital

England/Wales/Northern Ireland

No Fixed Abode

Not Known

Outside U.K. | |
| Is the patient on pass? | Yes / No | | |
| Patient on pass | If 'Yes' to 'Is the patient on pass?', provide details of where the patient is on pass to from the list.
     Home
     Other part of Healthcare system
     Third Party Provider | | |

Data Item	Definition	Comments	Validation
	Other		
Patient on pass other detail	If answer 'Other' to 'Patient on pass', provide details of where the patient was on pass to as free text.		
Admission date	Admission Date is the date on which an inpatient or day case admission occurs.	All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or backslashes (/) as the separator, e.g. 09-06-2014 or 09/06/2014 for 9th June 2014. All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded.	Must be on or before date of Census.

Admitted from	Admission/transfer from indicates the source of admission, or type of location from which a patient has been admitted
	
	        Place of Residence - Institution, no additional detail added
	        NHS Partnership hospital
	        Care home
	        Place of Residence - Institution - other type
	        Place of Residence - Institution - type not known
	
	        Admission from other types of location etc - no additional detail added
	        Private Hospital
	        Hospice
	        Other type of location
	        Type of location - not known
	
	        Private Residence - No additional detail given
	        Private Residence - Living alone		

Data Item	Definition	Comments	Validation
	Private Residence - Living with relatives or friends Private Residence - (supported) Private Residence - Other type (e.g. Foster Care) Private Residence - Type not known Temporary place of residence, no additional detail needed Holiday Accommodation Student Accommodation Legal establishment, including prison No fixed abode Other type of temporary residence (includes hospital residences, hotel facilities) Temporary place of residence - type not known Transfer from another Health Board/Health Care Provider - no additional detail added Transfer from another NHS provider - Accident and Emergency Ward Transfer from another NHS provider - Surgical specialty Transfer from another NHS provider - Medical specialty Transfer from another NHS provider - Obstetrics/Postnatal Cots Transfer from another NHS provider - Paediatrics Transfer from another NHS provider - Neonatal Paediatrics Transfer from another NHS provider - GP Obstetrics/Postnatal cots Transfer from another NHS provider - Other Specialty not separately identified Transfer from another Health Board/ Health		

Data Item	Definition	Comments	Validation

	Care Provider - specialty not known
	    Transfer from another NHS provider - GP Non Obstetrics
	    Transfer from another NHS provider - Geriatrics (except for patient on pass)
	    Transfer from another NHS provider - Geriatrics (patient on pass)
	    Transfer from another NHS provider - Psychiatry (except for patient on pass)
	    Transfer from another NHS provider - Psychiatry (patient on pass)
	    Transfer from another NHS provider - Orthopaedics
	    Transfer from another NHS provider - Learning Disability
	
	    Transfer within the same Health Board/Health Care Provider - no additional detail added
	    Transfer within the same provider - Accident and Emergency Ward
	    Transfer within the same provider - Surgical specialty
	    Transfer within the same provider - Medical specialty
	    Transfer within the same provider - Obstetrics/Postnatal Cots
	    Transfer within the same provider - Paediatrics
	    Transfer within the same provider - Neonatal Paediatrics
	    Transfer within the same provider - GP Obstetrics/Postnatal cots
	    Transfer within the same provider - Other Specialty not separately identified
	    Transfer within the same Health Board/ Health Care Provider - specialty not known
	    Transfer within the same provider - GP Non		

Data Item	Definition	Comments	Validation
	Obstetrics 　　Transfer within the same provider - Geriatrics (except for patient on pass) 　　Transfer within the same provider - Geriatrics (patient on pass) 　　Transfer within the same provider - Psychiatry (except for patient on pass) 　　Transfer within the same provider - Psychiatry (patient on pass) 　　Transfer within the same provider - Orthopaedics 　　Transfer within the same provider - Learning Disability		
Reason for admission	Admission reason indicates the primary reason why a patient is admitted for inpatient See Annex 1 for full list of codes		
Is the patient being managed primarily by forensic services?	Yes / No		
Source of Referral	A&E Department (not admitted to an A&E Ward) 　　Community Mental Health Service 　　Crisis Service 　　Direct Transfer from other Psychiatric Inpatient Care 　　Domiciliary Visit 　　GP 　　Judicial (Court) 　　Local Authority/Voluntary Agency 　　Mental Health Out-Patients 　　Prison/Penal Establishment	Values taken from options within PIMS Community Mental Health Services includes Community Learning Disability Teams, Community Mental Health Teams, Community Addictions Teams, Community Children's Mental Health Teams.	

Data Item	Definition	Comments	Validation
	Police Station/Custody Suite Referral from Non-Psychiatric Inpatient Care Transfer within the same NHS Board – Specialty Not Known NHS 24 Assertive Outreach Service Other Not Known		
Source of Referral other detail	If select 'Other' in 'Source of Referral', provide details of the source of referral as free text.		
Which service made the decision to admit?	Community Mental Health Service Crisis Service Out of Hours Assertive Outreach Service Provision Early Intervention Primary Care Mental Health Service Community Forensic Service Liaison Psychiatry Clinical Health Psychology Clinical Neuropsychology Perinatal Mental Health Community Service Psychological Therapies Co-morbidity Service Day Services Older People's Liaison Service CAMHS Forensic	Definition of Crisis Team is available from the Mental Health Benchmarking Project Technical Appendix: http://www.scotland.gov.uk/Resource/Doc/212523/0056527.pdf Community Mental Health Services includes Community Learning Disability Teams, Community Mental Health Teams, Community Addictions Teams, Community Children's Mental Health Teams.	

Data Item	Definition	Comments	Validation
	CAMHS Liaison Service CAMHS Early Intervention and Direct Access CAMHS Learning Disability CAMHS Psychological Therapies CAMHS other Not Known		
Crisis contact prior to admission	Did the patient have contact with a dedicated Crisis Team/service prior to admission? Yes / No	Definition of Crisis Team: Provides a brief intervention service to patients suffering from acute mental health distress as an alternative to hospital admission, with a maximum target response time of four hours. It offers a gatekeeping function to beds through intensive interventions to support patients in their own environment. The service should be provided twenty-four hours a day, seven days a week. It features a multi-disciplinary (multi-agency) approach to delivering a service to its geographical area. (from the Mental Health Benchmarking Project Technical Appendix: http://www.scotland.gov.uk/Resource/Doc/212523/0056527.pdf)	
Which professional made decision to admit?	Consultant Other Medical		

Data Item	Definition	Comments	Validation
	Nurse GP Not Known		
Current Speciality	General Psychiatry Child and Adolescent Psychiatry Forensic Psychiatry Psychiatry of Old Age Learning Disability (Mental Handicap) Early Intervention Addictions Private Not Known **Can select more than one speciality**	**Dementia** would be included under G4 - Psychiatry of Old Age	
Consultant name	The health professional responsible for care (HCP) is the person who carries clinical responsibility for a patient's healthcare during an episode. Name of Consultant is required	This is required for data quality assurance. **This field will be removed for submission to SG.**	
Consultant code	The health professional responsible for care (HCP) is the person who carries clinical responsibility for a patient's healthcare during an episode. Consultant code is required	**This field will be removed for submission to SG.**	The 7 digit General Medical Council (GMC) Number allocated to each doctor is used as the consultant code. (a) GMC number can consist of 7 numeric digits (b) GMC number can consist of L and 6

Data Item	Definition	Comments	Validation
			numeric digits. This is used for Limited registrations (usually overseas doctors) (c) GDC number consists of D0 and 5 numeric digits. (d) The 8 digit personal identification number (PIN) allocated to each midwife is used as the midwife code. The PIN consists of an 8 character alpha/numeric code.
Initial Ward Admitted to	Yes / No	Collected by Bed Manager	
Boarding in from other hospital	Is the patient outwith their catchment area/postcode hospital? Yes / No		
Boarding in from other hospital – Hospital should have been admitted to	If answer 'Yes' to 'Boarding in from other hospital', include the location code for the hospital the patient should have been admitted to.	See Annex 2 for list of location codes.	
Boarding in from other hospital – Ward should have been admitted to	If answer 'Yes' to 'Boarding in from other hospital', include ward should have been admitted to. Free text.		
Date of last crisis discharge	If answer 'Yes' to 'Crisis contact prior to admission', give the date of the last inpatient or day case discharge which involved a Crisis Service Team.	All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or backslashes (/) as the separator, e.g. 09-06-2014 or 09/06/2014 for 9th June 2014.	

Data Item	Definition	Comments	Validation
		All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded.	

Previously Known	Whether or not the patient has had previous psychiatric hospital care.
	
	    YES - readmitted following break from inpatient care
	    YES - direct transfer from or within a psychiatric hospital
	    NO - first admission to any psychiatric hospital
	    Not Known		

Status	The status of the patient at the time of admission to the episode with respect to the Mental Health (Care and Treatment) (Scotland) Act of 2003.
	
	    Formal
	    Informal
		Points to Note
		1. "Formal" refers to patients who have been detained under the provisions of the Mental Health (Care and Treatment) (Scotland) Act of 2003. "Informal" refers to voluntary Mental Health admissions.
		2. Informal Holiday/ Respite admissions are no longer recorded by Status on Admission. Such admissions can be identified by Admission Reason "5B - Respite/holiday care".	

Current detained status (at time of census)	See "Status" but will show latest entry for this.		

Data Item	Definition	Comments	Validation
Level of observation at time of census	Level of observation at time of census (midnight, 29th Oct 2014): General Observation Constant Observation Special Observation Not applicable	Definition from the CRAG report, 2002: 1 – General Observation Staff on duty should have knowledge of the patients' general whereabouts at all times, whether in or out of the ward. 2 – Constant Observation The staff member should be constantly aware of the precise whereabouts of the patient through visual observation or hearing. 3 – Special Observation The patient should be in sight and within arm's reach of a member of staff at all times and in all circumstances. 4 – Not applicable	
Subject to other legislation	If there is a legal requirement for the patient to be receiving care or treatment, what legislation does this come under? The Adult Support and Protection (Scotland) Act 2007 Adults with incapacity (Scotland) Act 2000 Mental Health Act - Emergency Detention Certificate Mental Health Act - Short Term Detention	As at time of census (midnight, 29th Oct 2014 If patient is not subject to any legislation, please leave this field blank.	

Data Item	Definition	Comments	Validation
	Certificate (28 days)		
	Mental Health Act - Compulsory Treatment Order		
	Mental Health Act - Community Based Treatment Order		
	Mental Health Act - Transfer for Treatment Direction (*Section 136*)		
	Mental Health Act - Nurse holding powers		
	Criminal Procedure Act - Compulsory Order (*Section 57A*)		
	Criminal Procedure Act - Assessment Order (*Section 52B-J*)		
	Criminal Procedure Act - Treatment Order (*Section 52K-S*)		
	Criminal Procedure Act - Interim Compulsion Order (*Section 53 & 57(2)(bb)*)		
	Criminal Procedure Act - Temporary Compulsion Order		
	Criminal Procedure Act - Hospital Direction (*Section 59A*)		
	Criminal Procedure Act - Compulsion Order and Restriction Order (*Section 57(2) (a) and (b)*)		
	Criminal Procedure Act - Restriction Order (*Section 59*)		
	Regulation of Care (Scotland) Act 2001		
	Can select more than 1 legislation		
Offending behaviour	Does the patient have a history of offending behaviour? Yes No Not Known		

Data Item	Definition	Comments	Validation
Security	Is the current level of security appropriate? Yes / No		

Security other detail	If answer 'No' to 'Security', give level of security that would be more appropriate.
	
	    High Security
	    Medium Security
	    Low Security
	    Intensive Psychiatric Care Unit (IPCU)
	    Open Forensic Ward
	    General Psychiatric Ward
	    Community Facility		

Delayed Discharge	Has discharge date been set and patient still in hospital?
	
	    Yes
	
	    Not Applicable
	    Not Known
		Enter 'Not Applicable' where there is no delayed discharge.	

Delayed Discharge Date	Has discharge date set and still in hospital and on EDISON and listed under ISD (Information Services Division) classification for reason for delay. Ready-for-discharge date is the date on which a hospital inpatient is clinically ready to move on to a more appropriate care setting. This is determined by the consultant/GP responsible for the inpatient medical care in consultation with all agencies involved in planning the patient's discharge, both NHS and non-NHS (Multi-Disciplinary Team). If answer to 'Delayed Discharge' is 'Yes', enter the	Taken from Edison system All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or backslashes (/) as the separator, e.g. 09-06-2014 or 09/06/2014 for 9th June 2014. All dates must consist of eight digits by entering preceding zeros for single digits in day or	

Data Item	Definition	Comments	Validation
	recorded ready for discharge date.	month and the full four-digit year must be recorded.	
Anticipated total length of stay within current location since admission to that location - Select Time Period	Number of days / Number of months / Number of years		
Enter anticipated total length of stay within current location since admission to that location	Enter anticipated total length of stay within current location since admission to that location based on response to the previous question on select time period.	This should cover the period from the patient's admission to their current location to when they are expected to leave that location. For long-term patients and those who are likely to remain indefinitely, please enter a period of 5 years. The data for this field will be grouped for analysis, so entering an approximate length of time is acceptable.	
Long Term Need (2 years)	Within the next two years from the census date, which of the following service types/levels do you anticipate the patient requiring: 1 – High Security 2 – Medium Security 3 – Low Security 4 – Intensive Psychiatric Care Unit (IPCU) 5 – Open Forensic Ward 6 – General Psychiatric Ward	**This data item is only to be completed for forensic patients.**	

Data Item	Definition	Comments	Validation
	7 – Community Facility 96 – Not Applicable 99 – Not Known		
Long Term Need (5 years)	Within the next five years from the census date, which of the following service types/levels do you anticipate the patient requiring: 1 – High Security 2 – Medium Security 3 – Low Security 4 – Intensive Psychiatric Care Unit (IPCU) 5 – Open Forensic Ward 6 – General Psychiatric Ward 7 – Community Facility 96 – Not Applicable 99 – Not Known	**This data item is only to be completed for forensic patients.**	
Existing location that may offer the appropriate level of care and support	Are there any support services provided by the local authority, voluntary or private sector that would offer an alternative setting to the NHS which might successfully support the individual patient needs as at the census date? Yes No Not known		
Existing location that may offer the appropriate level of care and support – further detail	If answer 'Yes' to 'Existing location that may offer the appropriate level of care and support', please provide the name of service.		
Total Psychiatric	Will show total number of Psychiatric Admissions in	0 should be entered for any	

Data Item	Definition	Comments	Validation
Admissions in last year	previous year (30th Oct 2013 – 29th Oct 2014) including current admission	patients admitted before 30/10/2013 (i.e. patients who have been continuously in hospital/care home as an inpatient for at least a year).	
Self Harm	Was self harm a feature at admission? Yes – Self – poisoning Yes – Self – injury No Threatened ***Can select more than 1 category***	Collected by Bed Manager Source: Scottish Government: Suicide Prevention Strategy 2013-2016	
Mental Health/Learning Disability diagnosis on admission - full description (Option A)	A main condition (primary) and up to three secondary conditions (four conditions in total) can be recorded in the admission section. The main condition is the diagnosis most relevant to the reason for admission and should be drawn from Chapter V, ICD10 codes (F00- F99). See Annex 3.	**NHS Boards only need to complete either the full description data item or the ICD10 code data item (see next item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* . Including Dementia	Cannot accept Z code for "assessment". Enter the relevant Assessment 'Z' code into the '*Mental Health/Learning Disability diagnosis on admission - ICD10 code only*' field. This will flag up an error as it is a 'Z' code and not a 'F' code, but you can ignore the error and still upload your data. OR Select 'Not yet determined' once IT bug is fixed!
Mental Health/Learning Disability diagnosis on admission - ICD10 code only (Option B)	A main condition (primary) and up to three secondary conditions (four conditions in total) can be recorded in the admission section. The main condition is the diagnosis most relevant to the reason for admission and should be drawn from	**NHS Boards only need to complete either the ICD10 code data item or the full description data item (see**	If an 'assessment' code is available then enter it under this field. This will flag up an error as it is a 'Z' code and not a 'F'

Data Item	Definition	Comments	Validation
	Chapter V, ICD10 codes (F00- F99). See Annex 3.	**previous item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* . Including Dementia	code, but you can ignore the error and still upload your data. OR Select 'Not yet determined' once IT bug is fixed!
Last known Mental Health/Learning Disability diagnosis - primary and secondary (neuro development) - full description (Option A)	Last known diagnosis within this or previous inpatient stay. Main condition (primary) and up to three secondary conditions (four in total). ICD10 codes with description See Annex 3.	This may be verified by Bed Manager through local discussion **NHS Boards only need to complete either the full description data item or the ICD10 code data item (see next item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* .	
Last known Mental Health/Learning Disability diagnosis - primary and secondary (neuro development) - ICD10 code only (Option B)	Last known diagnosis within this or previous inpatient stay. Main condition (primary) and up to three secondary conditions (four in total). ICD10 codes See Annex 3.	This may be verified by Bed Manager through local discussion **NHS Boards only need to complete either the ICD10 code data item or the full description data item (see previous item).** NHS Boards should provide the '*' where the ICD10 code	

Data Item	Definition	Comments	Validation
		requires it e.g. F00.1* .	
Date Last Diagnosis Made	Date the last diagnosis within this or previous inpatient stay was made		
Other diagnosis - co morbidities as at census date - full description (Option A). *Including:* *Sensory impairment/Physical illness/Acquired Brain Injury.*	Sight, hearing, other disability etc ICD10 codes and option to include free text if ICD 10 code is not applicable. A main condition and up to four other conditions (five conditions in total) can be recorded http://www.isdscotland.org/Products-and-Services/Terminology-Services/Coding-and-Terminology-Systems/ See Annex 3.	**NHS Boards only need to complete either the full description data item or the ICD10 code data item (see next item).** NHS Boards should provide the '*' where the ICD10 code requires it. Collected by Bed Manager Can select multiple codes If entering more than one condition in the free text field, use a comma to separate conditions.	
Other diagnosis - co morbidities as at census date - ICD10 code only (Option B) *Including:* *Sensory impairment/Physical illness/Acquired Brain Injury*	Sight, hearing, other disability etc ICD10 codes and option to include free text if ICD 10 code is not applicable. A main condition and up to four other conditions (five conditions in total) can be recorded http://www.isdscotland.org/Products-and-Services/Terminology-Services/Coding-and-Terminology-Systems/ See Annex 3.	**NHS Boards only need to complete either the ICD10 code data item or the full description data item (see previous item).** Collected by Bed Manager Can select multiple codes If entering more than one condition in the free text field, use a comma to separate	

Data Item	Definition	Comments	Validation
		conditions.	
ADHD	Diagnosis as secondary to MH Yes / No	Collected by Bed Manager	
Acquired brain injury	Exclude injury due to alcohol use Yes / No	Collected by Bed Manager	
Alcohol acquired brain injury	Injury through alcohol use Yes / No	Collected by Bed Manager	
Autism	Diagnosis recorded as secondary Yes / No	Collected by Bed Manager	

Mental Health and Learning Disability Patients: Out of Scotland and Out of NHS Placements Census

Inclusion Criteria

Information must be returned on every learning disability, addiction or mental health inpatient who NHS Scotland funds, but is treated either out of Scotland or out of NHS (e.g. in a private care home or private hospital) on the census day (midnight, 29th October 2014).

The Mental Health Patients: Out of Scotland and Out of NHS Placements Census should include every dementia, learning disability, addiction, mental health, child mental health and forensic inpatient who is occupying a bed out of Scotland or out with the NHS on the census day.

Each NHS Board is responsible for supplying data for the **psychiatric, addiction or learning disability inpatients who they are responsible for overseeing the care package and who receive treatment either out of Scotland or out of the NHS** (e.g. in a private care home, local authority care home, private hospital).

Information on patients who receive funding from NHS National Service Scotland for treatment out with Scotland or out of the NHS should be provided by the NHS Board who is responsible for overseeing the care package. This will usually be the territorial health board.

Variables and definitions

Data Item	Definition	Comments	Validation
Organisation Unique ID	The NHS Board code code which is responsible for overseeing the care of the patient, irrespective of the location where the patient is being treated. Example: S08000010 (NHS Lothian) is overseeing the care of the patient, but the patient is receiving treatment at The Priory Hospital, North London. Code S08000010 should be entered in this field. <table><tr><td>S08000001</td><td>NHS Ayrshire & Arran</td></tr><tr><td>S08000002</td><td>NHS Borders</td></tr><tr><td>S08000003</td><td>NHS Dumfries & Galloway</td></tr><tr><td>S08000004</td><td>NHS Fife</td></tr><tr><td>S08000005</td><td>NHS Forth Valley</td></tr><tr><td>S08000006</td><td>NHS Grampian</td></tr><tr><td>S08000007</td><td>NHS Greater Glasgow & Clyde</td></tr><tr><td>S08000008</td><td>NHS Highland</td></tr><tr><td>S08000009</td><td>NHS Lanarkshire</td></tr><tr><td>S08000010</td><td>NHS Lothian</td></tr><tr><td>S08000011</td><td>NHS Orkney Islands</td></tr><tr><td>S08000012</td><td>NHS Shetland Islands</td></tr><tr><td>S08000013</td><td>NHS Tayside</td></tr><tr><td>S08000014</td><td>NHS Western Isles</td></tr></table>		Any letters in this code need to be in upper case.

Data Item	Definition		Comments	Validation
	S08100008	The State Hospital		
Out of Scotland/NHS Placement	The facility that is providing care/treatment for the patient. In the example above, 'The Priory Hospital, North London' should be entered in this field. If the facility is not on the list then please select 'other (please specify)'.		See Annex 2 for the list of locations.	
Out of Scotland/NHS Placement other detail	If the facility that is providing care/treatment is not on the list in Annex 2 (i.e. the 'Out of Scotland/NHS Placement' field has been left blank), provide details of location as free text.			
PIMS no/Patient identifier number (not CHI Number)	A Patient Health Record Identifier is a code (set of characters) used to uniquely identify a patient within a health register or a HEALTH RECORDS SYSTEM, e.g. PIMS		Optional data item in this instance	
CHI	The Community Health Index (CHI) is a population register, which is used in Scotland for health care purposes. The CHI number uniquely identifies a person on the index. The current CHI number consists of the 6 digit Date of Birth (DDMMYY) followed by a 3 digit sequence number and a check digit. The tenth digit is always even for females and odd for males.		Optional data item in this instance This information will be encrypted once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the CHI number, but instead a string of numbers. The encryption method will be shared with the CHI Team at	10-digit number

Data Item	Definition	Comments	Validation
		ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Patient Forename	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the patient's forename, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Patient middle names	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This data item is **Not Mandatory**. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy.	

Data Item	Definition	Comments	Validation
		This means the Scottish Government will not be able to see the patient's middle name, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Patient Surname	ProcXed.Net will convert into BLOCK CAPITALS for encryption purposes. NHS Boards will not need to convert to BLOCK CAPITALS in advance of uploading/manually entering data into ProcXed.Net.	This is additional information for quality assurance purposes and to enable matching to other data. This information will be encrypted one way once the data has been uploaded to Procxed.Net to protect patient privacy. This means the Scottish Government will not be able to see the patient's surname, but instead a string of numbers. The encryption method will be shared with the CHI Team at ISD Scotland to enable data linkage (e.g. to SMR04) in the future.	
Date of Birth	The date on which a person was born, or is officially deemed to have been born, as recorded on the Birth Certificate.	All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or	

Data Item	Definition	Comments	Validation
	If only the patient's age is known the year of birth should be calculated and the day and month put as zero e.g. an Age of 55 in 2000 would be 00-00-1945. If all avenues have been explored and neither the date of birth nor age is available then the clinician's or nursing staff's estimate of age should be used to calculate the year of birth, with zero entered for the day and month of birth. If this is not possible, refer to your Health Records Manager.	backslashes (/) as the separator, e.g. 09-02-1942 or 09/02/1942 for 9th February 1942. All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded. It is essential that date of birth is completed as accurately as possible to enable analysis by age to be undertaken.	
Gender	Codes and Values: Sex (gender) codes Male Female Other		
Postcode of Patient's home address	Up to 8 characters. Will show the patient's Current Postcode	This is the postcode of the private home, care home or hospice where the patient resides as at the date of the census. Every effort should be made to accurately record this data item. The postcode should be left justified and include the space, e.g. KY4 8DW, EH12 8JH, G4 6HR. If a postcode cannot be found	

Data Item	Definition	Comments	Validation
		using the Postcode Directory, the appropriate Postcode Enquiry Office should be contacted. Where a patient's address is not known and all reasonable means of attempting to trace the address have been exhausted, the following entry should be put in the postcode field: NK01 0AA. If the patient has no fixed abode, NF1 1AB should be recorded for the postcode.	
Health Board Responsible for providing Care Package	Provide details of the Health Board responsible for providing the Care Package as this may be different from the Health Board responsible for funding e.g. the patient's treatment may be funded by National Services Division but the territorial NHS Board would still be responsible for providing/overseeing the treatment of the patient.	NHS Ayrshire & Arran NHS Borders NHS Dumfries & Galloway NHS Fife NHS Forth Valley NHS Grampian NHS Greater Glasgow & Clyde NHS Highland NHS Lanarkshire NHS Lothian NHS Orkney Islands NHS Shetland Islands NHS Tayside NHS Western Isles The State Hospital England/Wales/Northern Ireland No Fixed Abode Not Known Outside U.K.	

Data Item	Definition	Comments	Validation
Health Board Responsible for Funding	Provide details of the Health Board responsible for funding the patient's current inpatient treatment e.g. the patient's treatment may be funded by National Services Division.	NHS Ayrshire & Arran NHS Borders NHS Dumfries & Galloway NHS Fife NHS Forth Valley NHS Grampian NHS Greater Glasgow & Clyde NHS Highland NHS Lanarkshire NHS Lothian NHS Orkney Islands NHS Shetland Islands NHS Tayside NHS Western Isles The State Hospital England/Wales/Northern Ireland No Fixed Abode Not Known Outside U.K. National Services Division	
Local Authority Responsible for Funding	Please provide the code representing the local authority responsible for providing funding if the patient requires local authority services (e.g. social care services, housing support services).	Aberdeen City Aberdeenshire Angus Argyll & Bute Clackmannanshire Dumfries & Galloway Dundee City East Ayrshire East Dunbartonshire East Lothian East Renfrewshire	

Data Item	Definition	Comments	Validation
		Edinburgh, City of Eilean Siar Falkirk Fife Glasgow City Highland Inverclyde Midlothian Moray North Ayrshire North Lanarkshire Orkney Islands Perth & Kinross Renfrewshire Scottish Borders Shetland Islands South Ayrshire South Lanarkshire Stirling West Dunbartonshire West Lothian Not Applicable	
Placement Funding Sources in addition to NHS and Local Authority	Voluntary Private Other Not Known Not Applicable		
Placement Funding Sources in addition to NHS and Local Authority other detail	If select 'Other' in 'Placement Funding Sources in addition to NHS and Local Authority', provide details as free text.		
Admission date	Admission Date is the date on which the patient starts their inpatient stay in the out of Scotland/out of	All dates must be entered in the format DD/MM/CCYY, using	Must be on or before date of Census.

Data Item	Definition	Comments	Validation
	NHS facility.	either dashes (-) or backslashes (/) as the separator, e.g. 09-06-2014 or 09/06/2014 for 9th June 2014. All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded.	
Reason for admission	Admission reason indicates the primary reason why a patient is admitted for an inpatient stay to the out of Scotland/out of NHS facility. See Annex 1 for full list of codes		
Is the patient being managed primarily by forensic services?	Yes / No		
Level of observation at time of census	Level of observation at time of census (midnight, 29th Oct 2014): General Observation Constant Observation Special Observation Not applicable	Definition from the CRAG report, 2002: General Observation Staff on duty should have knowledge of the patients' general whereabouts at all times, whether in or out of the ward. Constant Observation The staff member should be constantly aware of the precise whereabouts of the patient through visual observation or hearing.	

Data Item	Definition	Comments	Validation
		Special Observation The patient should be in sight and within arm's reach of a member of staff at all times and in all circumstances. Not applicable	
Mental Health/Learning Disability diagnosis on admission (to the out of Scotland/out of NHS facility) - full description (Option A).	A main condition (primary) and up to three secondary conditions (four conditions in total) can be recorded in the admission section. The main condition is the diagnosis most relevant to the reason for admission and should be drawn from Chapter V, ICD10 codes (F00- F99). See Annex 3.	**NHS Boards only need to complete either the full description data item or the ICD10 code data item (see next item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* . Including Dementia	Cannot accept Z code for "assessment". Enter the relevant Assessment 'Z' code into *the 'Mental Health/Learning Disability diagnosis on admission (to the out of Scotland/out of NHS facility) - ICD10 code only'* field. This will flag up an error as it is a 'Z' code and not a 'F' code, but you can ignore the error and still upload your data. OR Select 'not yet determined' once IT bug has been fixed!
Mental Health/Learning Disability diagnosis on admission (to the out of Scotland/out of NHS facility) - ICD10 code only (Option B)	A main condition (primary) and up to three secondary conditions (four conditions in total) can be recorded in the admission section. The main condition is the diagnosis most relevant to the reason for admission and should be drawn from Chapter V, ICD10 codes (F00- F99). See Annex 3.	**NHS Boards only need to complete either the ICD10 code data item or the full description data item (see previous item).** NHS Boards should provide the '*' where the ICD10 code	If an 'assessment' code is available then enter it under this field. This will flag up an error as it is a 'Z' code and not a 'F' code, but you can ignore the error and still upload your data.

Data Item	Definition	Comments	Validation
		requires it e.g. F00.1* . Including Dementia	OR Select 'not yet determined' once IT bug has been fixed!
Other diagnosis - morbidities as at census date - full description (Option A). *Including:* *Sensory impairment/Physical illness/Acquired Brain Injury/mental health (if not/ different to recorded at admission)*	Sight, hearing, other disability, physical illness, mental health (if not/ different to recorded at admission etc ICD10 codes and option to include free text if ICD 10 code is not applicable. See Annex 3. A main condition and up to four other conditions (five conditions in total) can be recorded http://www.isdscotland.org/Products-and-Services/Terminology-Services/Coding-and-Terminology-Systems/	**NHS Boards only need to complete either the full description data item or the ICD10 code data item (see next item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* . Collected by Bed Manager / Management Information Systems Can select multiple codes If entering more than one condition in the free text field, use a comma to separate conditions.	
Other diagnosis - morbidities as at census date - ICD10 code only (Option B). *Including:* *sensory impairment/Physical illness/Acquired Brain Injury/mental health (if not/ different to*	Sight, hearing, other disability, physical illness, mental health (if not/ different to recorded at admission etc ICD10 codes and option to include free text if ICD 10 code is not applicable. See Annex 3. A main condition and up to four other conditions (five conditions in total) can be recorded	**NHS Boards only need to complete either the ICD10 code data item or the full description data item (see previous item).** NHS Boards should provide the '*' where the ICD10 code requires it e.g. F00.1* . Collected by Bed Manager /	

Data Item	Definition	Comments	Validation
recorded at admission)	http://www.isdscotland.org/Products-and-Services/Terminology-Services/Coding-and-Terminology-Systems/	Management Information Systems Can select multiple codes If entering more than one condition in the free text field, use a comma to separate conditions.	
Cost to NHS Scotland of Current Placement	Cost of the out of Scotland/out of NHS inpatient stay to NHS Scotland for financial year 2013/14 (if applicable)		
Cost to NHS Scotland of Current Placement from Admission	Cost of the out of Scotland/out of NHS inpatient stay to NHS Scotland from admission to the out of Scotland/out of NHS facility.		
Anticipated Discharge/Transfer back to NHS Scotland Date	Anticipated date of return to home or ordinary residence or anticipated date of transfer back to NHS Scotland. If this is not available, please include the Review Date for this patient.	All dates must be entered in the format DD/MM/CCYY, using either dashes (-) or backslashes (/) as the separator, e.g. 09-06-2014 or 09/06/2014 for 9th June 2014. All dates must consist of eight digits by entering preceding zeros for single digits in day or month and the full four-digit year must be recorded.	Must be on or after census date
Anticipated Discharge/Transfer back to NHS Scotland Date type	Anticipated Discharge Anticipated Transfer back to NHS Scotland Review Date		

Annex 1: Admission Reason

10   Acute Admission no additional detail added
11   Acute Admission for treatment
12   Acute Admission for Pre-operative preparation
13   Acute Admission for Observation
14   Acute Admission for Radiotherapy/Chemotherapy
15   Acute Admission for Rehabilitation
16   Acute Admission for Convalescence
17   Acute Admission for Self-medication training
18   Other type of Acute Admission
19   Acute Admission, type not known

1A   Acute Admission for Professional examinations (i.e. medical staff undergoing exams)
1B   Acute Readmission for treatment, same condition (e.g. incomplete abortion following complete abortion episode)
1C   Acute Admission for Self-inflicted injury
1D   Acute Admission for Assessment
1E   Acute Admission for Accidental Injury
1F   Acute Admission for Other injury
1G   Acute Admission for Clinical drug trials
1H   Acute Admission for Assault
1J   Acute Admission for Respite care
1K   Acute Admission for Investigation

40   Geriatric Admission, no additional detail added
41   Geriatric Admission for Continuing Care
42   Geriatric Admission for Respite Care - planned
43   Geriatric Admission for Respite Care - non-elective
44   Geriatric Admission awaiting local authority residential home
45   Geriatric Admission awaiting private residential home
46   Geriatric Admission awaiting voluntary residential home
47   Geriatric Admission awaiting nursing home care
48   Other type of geriatric admission
49   Geriatric admission, type not known
4A   Geriatric Admission for Assessment

50   Mental Health Admission, no additional detail added
51   Mental Health Admission for Diagnostic
52   Mental Health Admission for Therapeutic/Clinical crisis
53   Mental Health Admission for Self-inflicted injury
54   Mental Health Admission for Poisoning
55   Mental Health Admission for Accidental injury
56   Mental Health Admission for Other injury
57   Mental Health Admission for Rehabilitation
58   Mental Health Admission for Other type of psychiatric admission
5A   Mental Health Admission for Admission after extended pass
5B   Mental Health Admission for Respite/holiday care
5C   Mental Health Admission for Learning disability

Annex 2: Location code

Location Code	Hospital/Care Home
NHS Ayrshire & Arran / Ayrshire & Arran geographical area for non NHS facilities	
A103H	Ayrshire Central Hospital
A105H	Kirklandside Hospital
A111H	Crosshouse Hospital
A121V	Buckreddan Care Centre
A144V	Thorntoun Care Centre Crosshouse
A201H	Ailsa Hospital
A208H	Biggart Hospital
A211H	Arrol Park Resource Centre
A213B	The Ayr Clinic
A215H	East Ayrshire Community Hospital
A215W	Daldorch House School
A240V	Cumbrae Lodge Nursing Home
NHS Borders / Borders geographical area for non NHS facilities	
B103H	Knoll Hospital
B104H	Galavale Hospital
B114H	Kelso Hospital
B118H	Hay Lodge Hospital
B120H	Borders General Hospital
B128H	Crumhaugh Hospital
B129H	Melburn Lodge
NHS Dumfries & Galloway / Dumfries & Galloway geographical area for non NHS facilities	
Y121V	Allanbank
Y126H	Acorn House (LD)
Y143H	Darataigh
Y145H	Midpark Hospital
NHS Fife / Fife geographical area for non NHS facilities	
F711H	Whytemans Brae Hospital
F712H	Stratheden Hospital
F805H	Queen Margaret Hospital
F810H	Lynebank Hospital
NHS Forth Valley / Forth Valley geographical area for non NHS facilities	
V102H	Falkirk Community Hospital
V105H	Bo'ness Hospital
V106H	Bellsdyke Hospital
V201H	Stirling Community Hospital
V214H	Lochview Hospital
V216H	Clackmannanshire Community Healthcare Centre
V217H	Forth Valley Royal Hospital

NHS Grampian / Grampian geographical area for non NHS facilities	
N102H	Woodend General Hospital
N103H	City Hospital
N121R	Northfield Lodge
N151H	Aboyne Hospital
N181H	Glen O' Dee Hospital
N198H	Royal Cornhill Hospital
N331H	Inverurie Hospital
N332H	Insch & District War Memorial Hospital
N334H	Fraserburgh Hospital
N336H	Turriff Hospital
N352H	Ugie Hospital
N353H	Campbell Hospital
N429S	Richmond Fellowship
N431H	Seafield Hospital
N432H	Stephen Cottage Hospital
N434H	Leanchoil Hospital
N451H	Fleming Cottage Hospital
N492H	Rehabilitation Hospital
N495H	Pluscarden Clinic
N496H	375 Great Western Lodge
N498H	Arradoul Farm House
N498V	Auchtercrag Care Home
N499H	Elmwood
NHS Greater Glasgow & Clyde / Greater Glasgow & Clyde geographical area for non NHS facilities	
C204H	Dumbarton Joint Hospital
C206H	Vale of Leven Hospital
C310H	Ravenscraig Hospital
C313H	Inverclyde Royal Hospital
C403H	Dykebar Hospital
C406H	Johnstone Hospital
C407H	Merchiston Hospital
C418H	Royal Alexandra Hospital
C419H	Larkfield Unit
C420H	Blythswood House
G105V	Greenfield Park Care Centre
G111H	Parkhead Hospital
G203V	Four Hills Care Home
G206H	Ruchill Hospital
G207H	Stobhill Hospital
G302H	Leverndale Hospital
G303H	Mearnskirk Hospital
G307H	Mansionhouse Unit
G315V	Rowantree Nursing Home
G317V	Rodger Park Partnership
G405H	Southern General Hospital
G424V	Darnley Court Nursing Home
G501H	Blawarthill Hospital

G501K	St Margaret's Hospice
G503H	Drumchapel Hospital
G505H	Gartnavel Royal Hospital
G516H	Gartnavel General Hospital
G541V	Birdston Nursing Home
G544V	Almond View
G557V	Rowantree/Rodger ParkCare Home
G606H	Overtoun Court
G608H	Waterloo Close
G610H	Pineview
G611H	Netherton
G612H	Rowanbank
G613H	Skye House
G1	Royal Hospital for Sick Children
G2	Priory at Bonsecour
NHS Highland / Highland geographical area for non NHS facilities	
C101H	Argyll & Bute Hospital
H108H	Migdale Hospital
H221H	St Vincent's Hospital
H223H	New Craigs Hospital Inverness
H224H	Mid-Argyll Community Hospital
NHS Lanarkshire / Lanarkshire geographical area for non NHS facilities	
L103H	Coathill Hospital
L106H	Monklands Hospital
L112V	Cumbernauld Care Home
L203H	Cleland Hospital
L213V	Hatton Lea Care Home
L216H	Kirklands Hospital
L218H	Airbles Road Centre
L302H	Hairmyres Hospital
L305H	Udston Hospital
L307H	Caird House
L308H	Wishaw General Hospital
NHS Lothian / Lothian geographical area for non NHS facilities	
S102H	Belhaven Hospital
S103H	Corstorphine Hospital
S107H	Edenhall Hospital
S108H	Edington Cottage Hospital
S109H	Herdmanflat Hospital
S113H	Roodlands Hospital
S114H	Royal Victoria Hospital
S116H	Western General Hospital
S146V	Belgrave Lodge Nursing Home
S153V	Murrayfield Nursing Home
S201H	Astely Ainslie Hospital
S209H	Liberton Hospital

S210H	Loanhead Hospital
S214H	Rosslynlee Hospital
S217H	Royal Edinburgh Hospital
S226H	Royal Infirmary of Edinburgh
S234H	William Fraser Unit
S235H	The Islay Centre
S304B	Craigshill Health Centre
S305H	St Michael's Hospital
S306H	Tippethill Hospital
S308H	St John's Hospital
S310H	Ferryfield House
S312H	Primrose Lodge
S312H1	Glen Lomond
S312H2	Carnethy House
S312H3	Camus Tigh
S312H4	Alpha Hospital (Private)
S312H5	Dunedin
S312R	Craigshill Care Home
S313H	Ellen's Glen House
S315H	Findlay House
S318H	Midlothian Community Hospital
S327V	Murraypark Nursing Home
S385C	Leonard Cheshire Home
S1	Huntercombe Hospital
NHS Tayside / Tayside geographical area for non NHS facilities	
T115H	Strathmartine Hospital
T122H	Dudhope House
T215H	Murray Royal Hospital
T304H	Arbroath Infirmary
T312H	Stracathro Hospital
T313H	Whitehills Hospital
T316H	Crieff Community Hospital
T317H	Carseview Centre
T320H	Pitlochry Community Hospital
T322H	Kingsway Care Centre
T330V	Monroe House
T1	Ninewells Hospital, Dundee
T18	Discovery Unit, Clement Park Care Home
NHS Western Isles / Western Isles geographical area for non NHS facilities	
W106H	St Brendans Barra Western Isles
W107H	Western Isles Hospital
W108H	Uist & Barra Hosp Western Isles
State Hospital	
D101H	State Hospital, Carstairs
Outwith Scotland	
2	Tavistock and Portman NHS Foundation Trust
3	Brighton Nuffield Hospital
4	St Peter's Andrology Centre, London

5	Manchester NHS Trust
7	John Denmark Unit, Manchester
8	Ryecroft Unit
9	Gardener Unit
10	Bill Yule Adolescent Unit
11	Wells Unit
13	Northumberland, Tyne & Wear NHS Trust
14	South West London & St George's Mental Health NHS Trust
15	Hertfordshire NHS Foundation Trust
16	South London and Maudsley NHS Foundation Trust
17	The Priory Hospital, North London
Other	
98	Other (please specify)

Annex 3: ICD10 Codes (International Classification of Diseases)

Available on the World Health Organisation website:

http://apps.who.int/classifications/icd10/browse/2010/en

Also available in

- The document "Data Specification: Mental Health and Learning Disability Bed Census 2014" defines the format, potential values and number of occurrences of each data item in the collection.
- The document "Data Specification: Learning Disability and Mental Health Patients: Out of Scotland and Out of NHS Placements Census 2014" defines the format, potential values and number of occurrences of each data item in the collection.