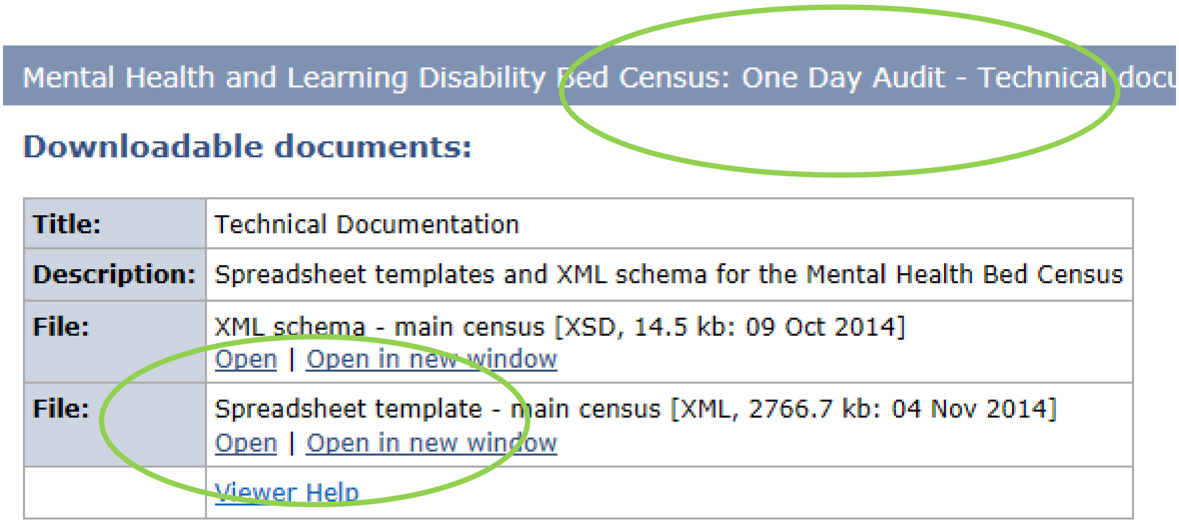
Mental Health Bed Census 2014 – Main Census Spreadsheet Template Guide

The Spreadsheet Template for both the main census and out of scotland/NHS placements – and all other supporting materials - can be found on the Scottish Government Mental Health Web Page. Please check the website regularly for any updates to key documents – announcements will be made under 'Latest News'. A reminder that both the main census and out of scotland/NHS placements collections follow the same timescales:

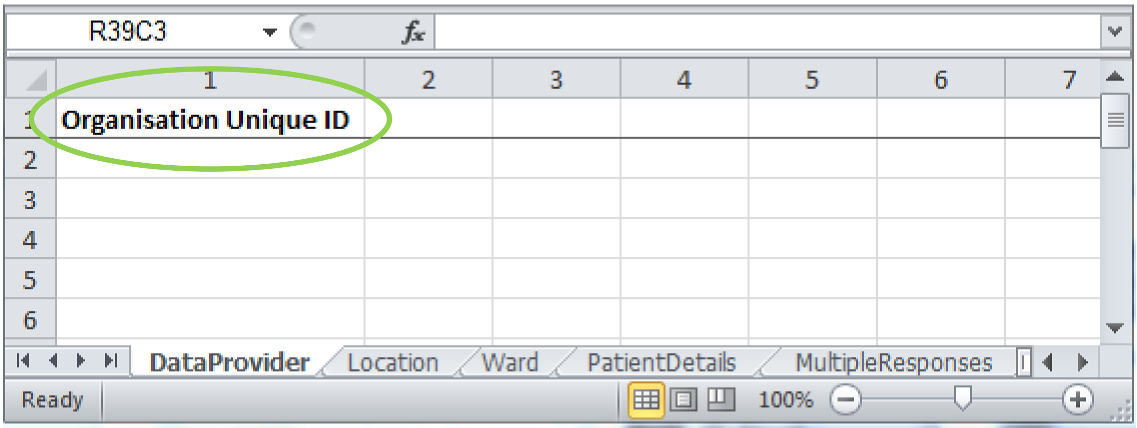
- Census date – 29th October 2014
  Submission Deadline – 30th November 2014

Please note – the examples used in the screenshots below are based on fictitious data.

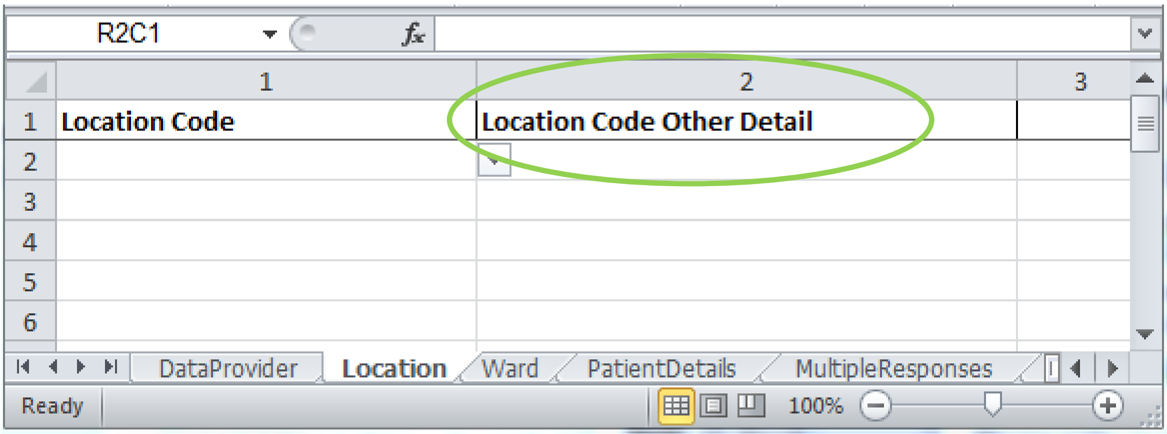


Please note, in order to avoid issues when submitting your data please refrain from altering the the format of the Spreadsheet Template i.e. adding columns or changing the size of data cells.

DataProvider Tab - in this section please enter the location code for your Hospital/Care Home (which can be found in Annex 2 of the main guidance) in the cell circled below.

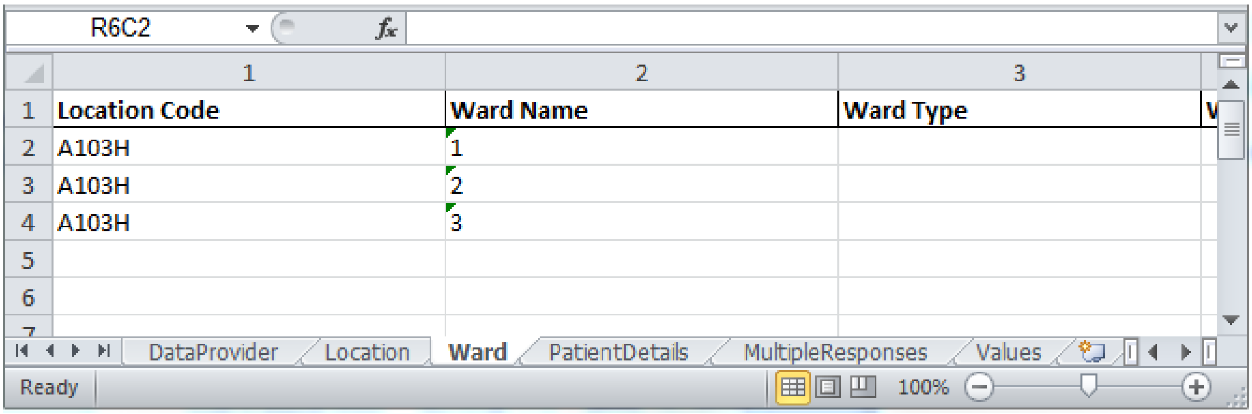


Location Tab – in this section please select the location code from the drop down list. If not listed, select “98)” and enter free text within the “other detail” cell, which is circled below.



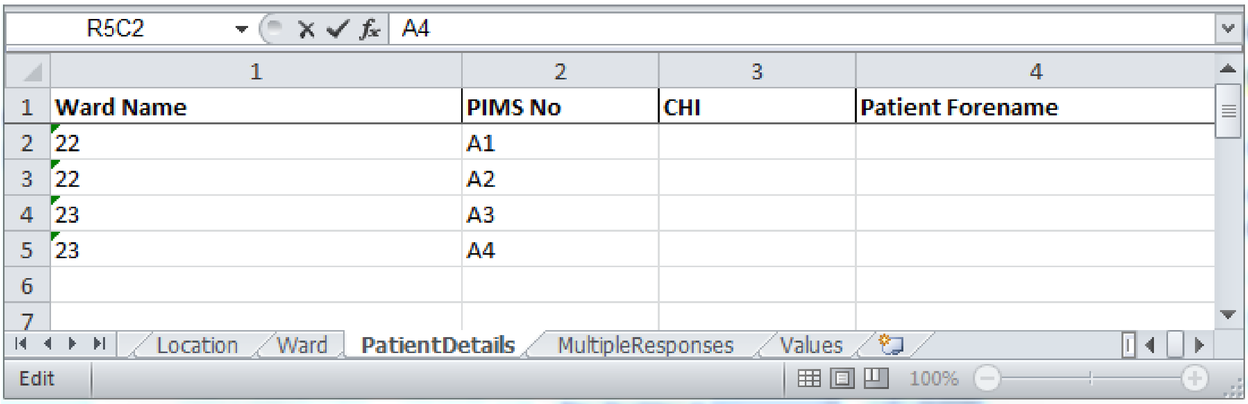
	1	2	3
1	Location Code	Location Code Other Detail	
2			
3			
4			
5			
6			

Ward Tab – in this section please enter the location code and then work along the row filling in details about the ward. If there is more than one ward applicable then please add as a new row against the same location code, as shown below.



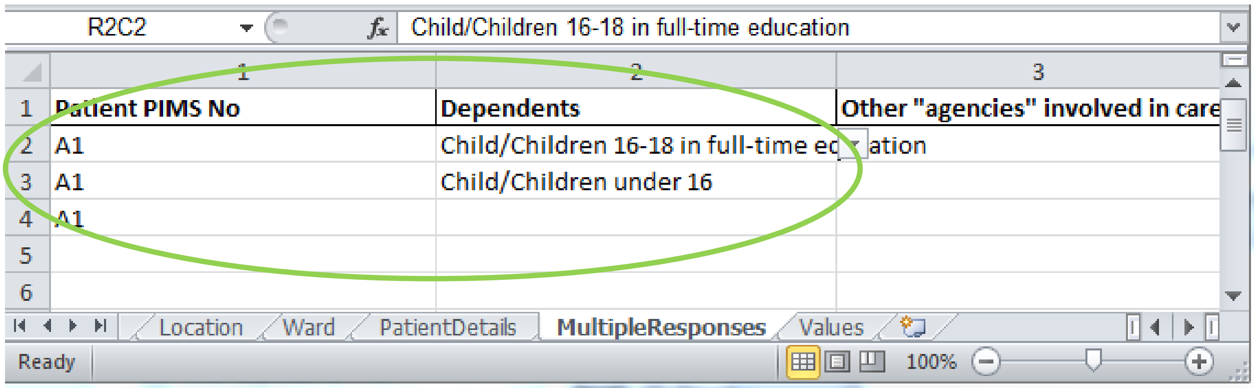
	1	2	3
1	Location Code	Ward Name	Ward Type
2	A103H	1	
3	A103H	2	
4	A103H	3	
5			
6			

PatientDetails Tab – in this section please work along the row to complete all patient data. If there is more than one patient in a ward then these should be added as a new row against the same ward name, as shown in the image below.

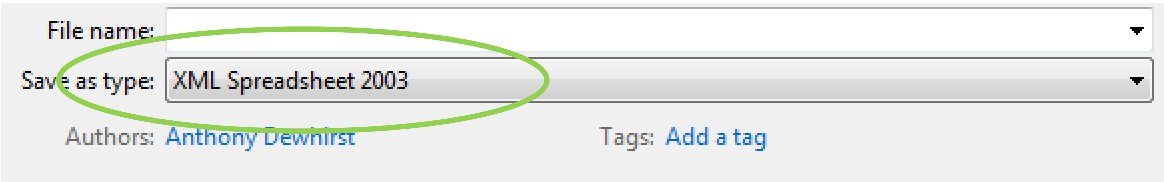


	1	2	3	4
1	Ward Name	PIMS No	CHI	Patient Forename
2	22	A1		
3	22	A2		
4	23	A3		
5	23	A4		
6				

MultipleResponses Tab – in this section please enter the Patient PIMS No and then work along the row filling in any relevant information. If the patient has more than one applicable drop down option for any of the information then please add another row and complete, as circled on the next page.

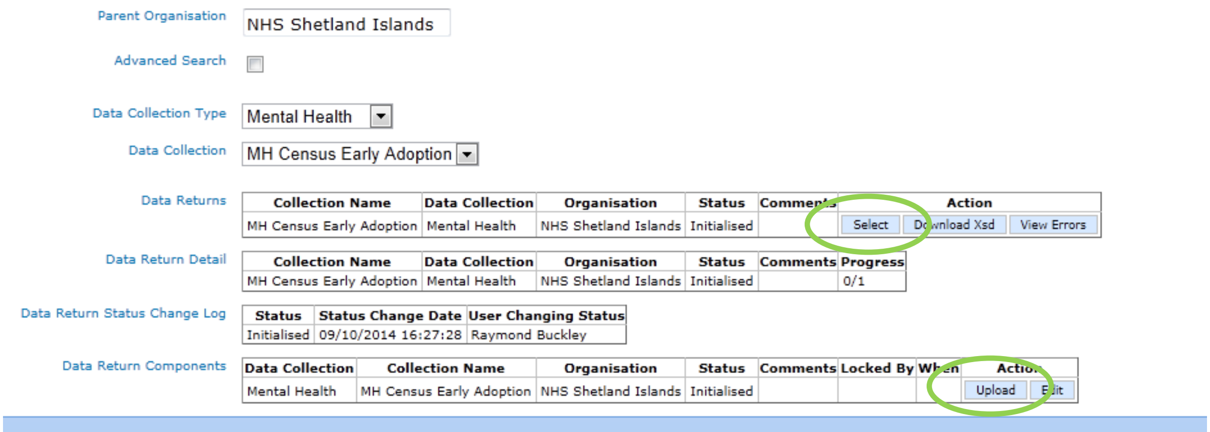


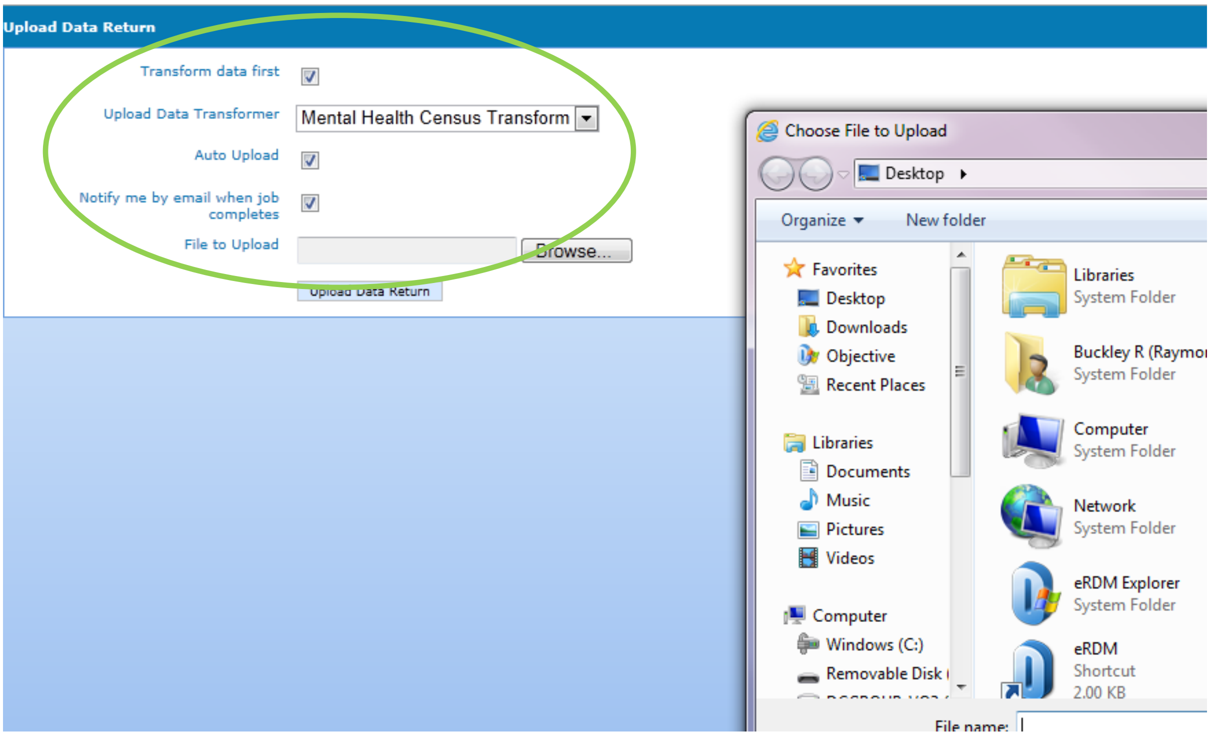
Once you have completed the spreadsheet you must make sure the file is saved as the following type; **<u>XML Spreadsheet 2003</u>**. This will allow the data to be easily transferred onto the web platform.



Uploading the Spreadsheet – now you have completed and saved the Spreadsheet and are satisfied with the data you need to get the data uploaded. Once logged on to ProcXed.net, select "<u>Menu</u>" (top left corner), then "<u>Data Returns</u>" and then "<u>Manage Data Returns</u>".

You will then be presented with a table and by clicking "<u>Overview</u>" you will see the table shown in the image below. It is at this point where you will be able to upload your spreadsheet by clicking "<u>Select</u>" and then "<u>Upload</u>". When you're directed to the next page, make sure all the boxes (circled on the next page) are ticked before uploading.





Once your spreadsheet has been uploaded onto the system you are encouraged to check data quality before submission.

Validation report – Click on "<u>Data Returns</u>", "<u>Validation Errors</u>", select the data collection using the drop downs and then any errors will be displayed. At this point you will be able to check for any errors in the data which can then be amended. Amendments can be made either by re-submitting a spreadsheet or manually in ProcXed. **<u>Please note, every time a spreadsheet is uploaded onto ProcXed it will re-write all data from the previous submission.</u>** To enter data in manually in to the form you need to ensure that you are in "<u>Edit</u>" mode. By clicking on "<u>Edit</u>" as shown below – you will be presented automatically with the data entry form.

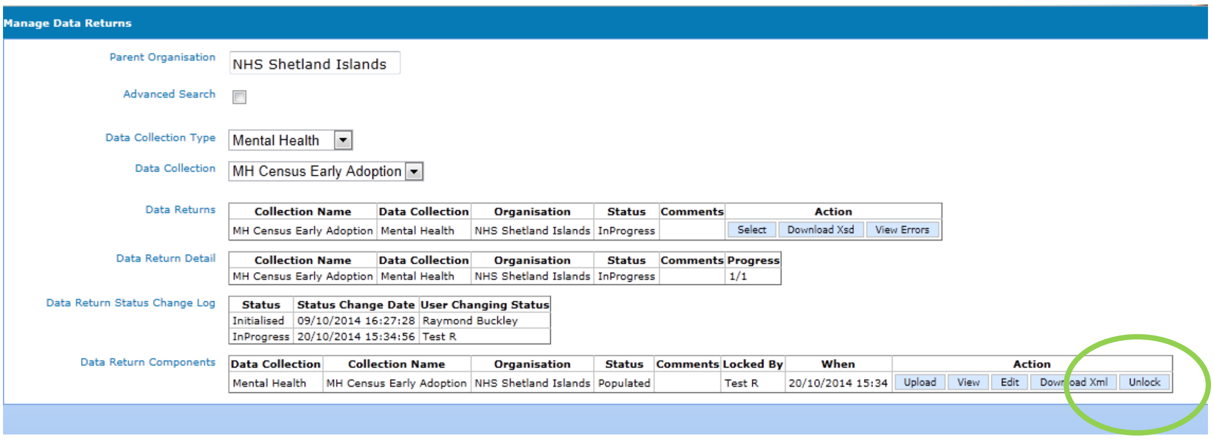
Summary Reports – click on "<u>Menu</u>", "<u>Reports</u>", "<u>View reports</u>". Use the drop downs to select the report you wish to run. The reports will provide you with summary level information to double check patient numbers. A variety of cuts of the data are presented to allow you to check data quality.

Remember to regularly press the "<u>Save</u>" button . The system will automatically time out if inactive for longer than 10 minutes and will any unsaved work will be lost.

Additionally, if multiple users from the same location (hospital/care home)plan to do any manual editing, please note there can only be one person editing the form at any one time. If a new person logging in decides to make further edits they should ensure the form is in "Edit Mode", otherwise any changes that may have been made will not be saved. To release the form for someone else to "Edit", please select unlock.

Submitting Data – Now that you have checked the quality of your data and you are satisfied and ready to submit, you can either click on the top toolbar next to save (when you are in edit mode) – there is a button named "<u>save and submit</u>". Alternatively, if you click on "<u>Menu</u>", "<u>Data Returns</u>", "<u>Manage Data returns</u>" – you should get a screen as shown below. You need to click on "unlock" first to have the submit button made available to you for selection.

Locked – Select Unlock



Submit Button now becomes available as shown below.