



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 – 29<sup>th</sup> October 2014  
Submission Deadline – 30<sup>th</sup> November 2014

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

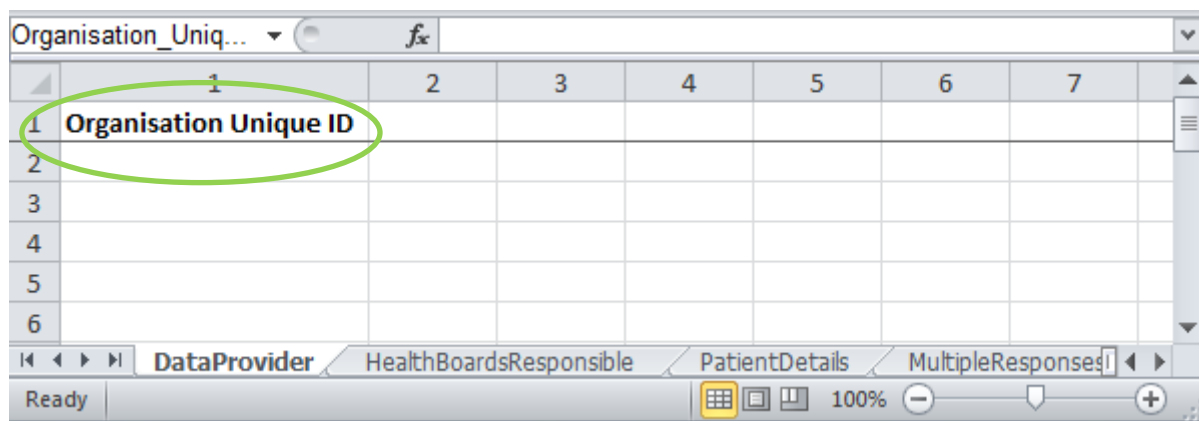
Mental Health and Learning Disability Patients: Out of Scotland and Out of NHS Placements - Technical documentation

**Downloadable documents:**

<b>Title:</b>	Technical Documentation
<b>Description:</b>	Spreadsheet templates and XML schema for the Mental Health Bed Census
<b>File:</b>	XML schema - Outwith NHS Provision census [XSD, 5.3 kb: 09 Oct 2014] <a href="#">Open</a>   <a href="#">Open in new window</a>
<b>File:</b>	Spreadsheet template - Outwith NHS Provision census [XML, 2802.8 kb: 05 Nov 2014] <a href="#">Open</a>   <a href="#">Open in new window</a>
	<a href="#">Viewer Help</a>

**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 your Health Board code in the cell circled below. Your health board code can be found in the latest version of the guidance (v2.4): (pg38)



**HealthBoardsResponsible Tab** – in this section please select the placement location from the drop down list. If not listed, select other (please specify) and enter free text within the “other detail” cell, which is circled on the next page.

	1	2	3
1	Out Of Scotland/NHS Placement	Out Of Scotland/NHS Placement Other Detail	
2	Wells Unit		
3	Other (please specify)	XX, England Hospital	
4			
5			
6			
7			
8			

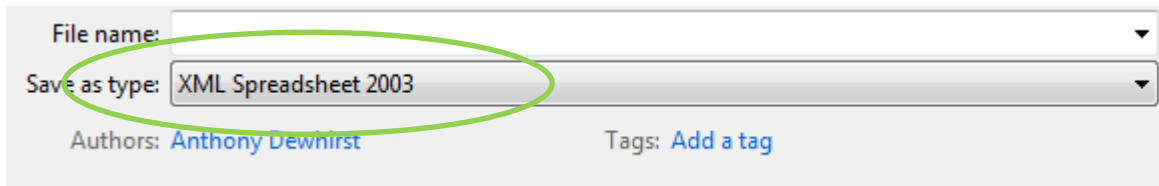
**PatientDetails Tab** – in this section please work along the row to complete all patient data. If there is more than one patient at the same placement – these should be added as a new row against the same location name, as shown in image below. If a facility is not on the dropdown menu, please paste “Other (Please Specify)” into the cell as circled below.

	1	2	3	4
	Out Of Scotland/NHS Placement	Out of Scotland/NHS Placement Other Detail	PIMS No	CHI
	Wells Unit		2222	
	Other (please specify)	xx, England Hospital	1111	
	Other (please specify)	xx, England Hospital	1234	
	Other (please specify)	xx, England Hospital	5678	

**MultipleResponses Tab** – in this section please enter ICD10 codes that relate to each patient. If there is more than one relevant code for the same patient a new row should be added but a different code entered, as shown in the image below. NHS boards should provide the [\*] where the ICD10code requires it. If the ICD10 is not known and you want to look up a list, then please select the relevant one within the drop down/column within the patientdetails tab. **Please note, there is no need to enter the code in this section if you have already entered data within the PatientDetails tab.**

	1	2	3
1	Patient PIMS No	Mental Health/Learning Disability diagnosis (ICD10 Codes)	Other I
2	1234	F01	
3	1234	F41	
4			
5			
6			
7			
8			

Once you have completed the spreadsheet you must make sure the file is saved as the following type; **XML Spreadsheet 2003**. This will allow the data to be easily transferred onto the data submission system.



**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 “Menu” (top left corner), then “Data Returns” and then “Manage Data Returns”.

You will then be presented with a table and by clicking “Overview” 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 “Select” and then “Upload”. When you’re directed to the next page, make sure all the boxes (circled below) are ticked before uploading.

Parent Organisation: NHS Shetland Islands

Advanced Search:

Data Collection Type: Mental Health

Data Collection: MH Census Early Adoption

Data Returns

Collection Name	Data Collection	Organisation	Status	Comments	Action
MH Census Early Adoption	Mental Health	NHS Shetland Islands	Initialised		Select Download Xsd View Errors

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MH Census Early Adoption	Mental Health	NHS Shetland Islands	Initialised		0/1

Data Return Status Change Log

Status	Status Change Date	User Changing Status
Initialised	09/10/2014 16:27:28	Raymond Buckley

Data Return Components

Data Collection	Collection Name	Organisation	Status	Comments	Locked By When	Action
Mental Health	MH Census Early Adoption	NHS Shetland Islands	Initialised			Upload Edit

**Upload Data Return**

Transform data first

Upload Data Transformer: Mental Health Census Transform

Auto Upload

Notify me by email when job completes

File to Upload:

Choose File to Upload

Desktop

Organize New folder

Favorites: Desktop, Downloads, Objective, Recent Places

Libraries: Documents, Music, Pictures, Videos

Computer: Windows (C:), Removable Disk

Libraries: Libraries (System Folder), Buckley R (Raymond) (System Folder), Computer (System Folder), Network (System Folder), eRDM Explorer (System Folder), eRDM (Shortcut, 2.00 KB)

File name: |

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

**Validation report** – Click on “[Data Returns](#)”, “[Validation Errors](#)”, 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. **Please note, every time a spreadsheet is uploaded onto ProcXed it will re-write all data from the previous submission.** To enter data in manually in to the form you need to ensure that you are in “[Edit](#)” mode. By clicking on “[Edit](#)” as shown below – you will be presented automatically with the data entry form.

**Summary Reports** – click on “[Menu](#)”, “[Reports](#)”, “[View reports](#)”. 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 “[Save](#)” 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 “[save and submit](#)”. Alternatively, if you click on [Menu](#), [Data Returns](#), [Manage Data returns](#) – 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

Manage Data Returns

Parent Organisation: NHS Shetland Islands

Advanced Search:

Data Collection Type: Mental Health

Data Collection: MH Census Early Adoption

Collection Name	Data Collection	Organisation	Status	Comments	Action
MH Census Early Adoption	Mental Health	NHS Shetland Islands	InProgress		Select Download Xsd View Errors

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MH Census Early Adoption	Mental Health	NHS Shetland Islands	InProgress		1/1

Status	Status Change Date	User Changing Status
Initialised	09/10/2014 16:27:28	Raymond Buckley
InProgress	20/10/2014 15:34:56	Test R

Data Collection	Collection Name	Organisation	Status	Comments	Locked By	When	Action
Mental Health	MH Census Early Adoption	NHS Shetland Islands	Populated	Test R		20/10/2014 15:34	Upload View Edit Download Xml <b>Unlock</b>

Submit Button

Manage Data Returns

Parent Organisation: NHS Shetland Islands

Advanced Search:

Data Collection Type: Mental Health

Data Collection: MH Census Early Adoption

Collection Name	Data Collection	Organisation	Status	Comments	Action
MH Census Early Adoption	Mental Health	NHS Shetland Islands	InProgress		Select <b>Submit</b> Download Xsd View Errors

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MH Census Early Adoption	Mental Health	NHS Shetland Islands	InProgress		1/1

Status	Status Change Date	User Changing Status
Initialised	09/10/2014 16:27:28	Raymond Buckley
InProgress	20/10/2014 15:34:56	Test R

Data Collection	Collection Name	Organisation	Status	Comments	Locked By	When	Action
Mental Health	MH Census Early Adoption	NHS Shetland Islands	Populated				Upload View Edit Download Xml