

Mental Health Bed Census 2014 Online Web Platform Guide

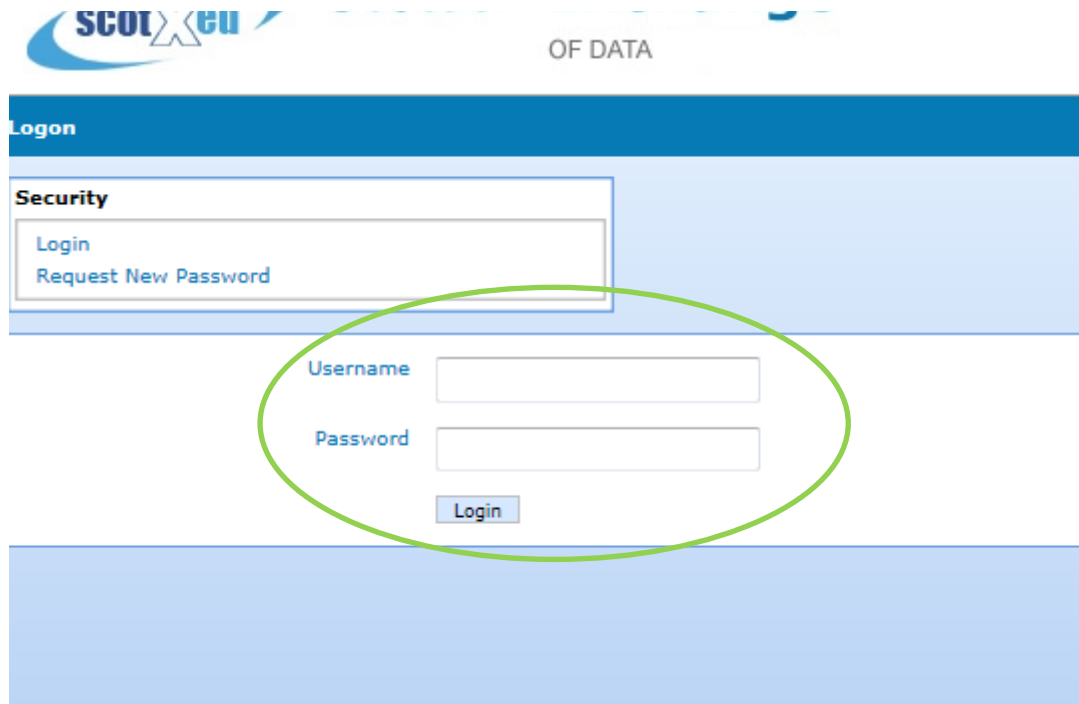


All supporting materials can be found on the [Scottish Government Mental Health Web Page](#). A reminder that there are two collections: the main census and a smaller collection to capture out of scotland/NHS placements. Both collections follow the same timescales:

- Census date – 29th October 2014
Submission Deadline – 14th November 2014

You need to log into the web Platform to enter or upload data. Please enter your username and password which has already been provided to you.

Log in – Provide Link - <https://procxed.scotxed.net/health/Security/Logon.aspx>



Upon Successful Log in you will be presented with a table similar to the one shown below. Depending on how you have been set up within the system, you will see your organisation listed as a health board, a specific hospital or in fact all relevant hospitals within your heal board area.

System Messages There are no system messages to display

Data Return Components

Collection Name	Organisation	Status	Locked By	Action
MH Census Early Adoption	NHS Shetland Islands	Initialised		Edit Overview

By clicking on “Overview” you will see the following tables displayed. This allows you to upload data (see below)

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

Data Upload – You will be able to upload a file for data that you have prepared in advance (either via the early adoption and saved the xml file or will use the template provided which is in format xml spread sheet 2003).

- XML File Only – There is no need to click on the “Transform data first”. Instead, just click on “Browse” and go to the destination of the file on your drive. Then click on “Upload data return”.

OF DATA

Upload Data Return

Transform data first

File to Upload

- Template Upload – When using the template to upload your data in bulk follow the steps as circled below ticking the three boxes and selecting the appropriate transformer from the drop down (should only be one offered for each of the collections).

Upload Data Return

Transform data first

Upload Data Transformer: Mental Health Census Transform

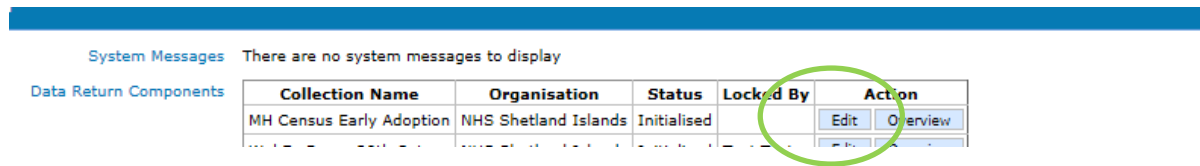
Auto Upload

Notify me by email when job completes

File to Upload

Manual Data Entry Using Form – “Edit” mode.

You may decide to enter data in manually directly in to the form. To do this 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.



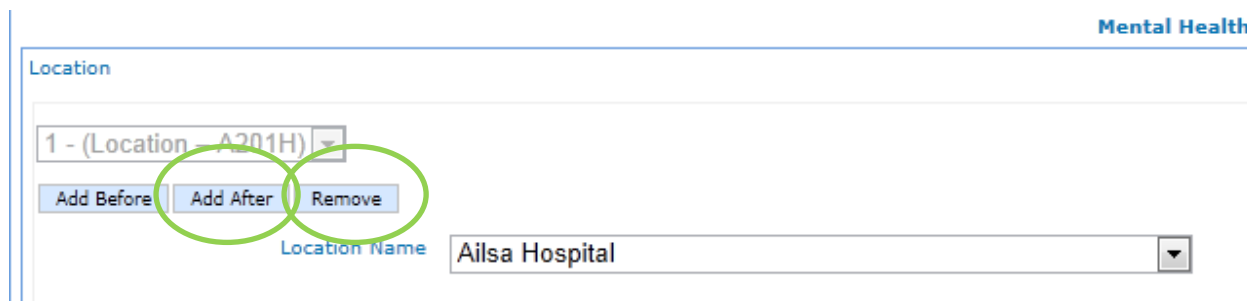
System Messages There are no system messages to display

Data Return Components

Collection Name	Organisation	Status	Locked By	Action
MH Census Early Adoption	NHS Shetland Islands	Initialised		Edit Overview

Please ensure that you refer to the Guidance document available on the [Mental Health Web Page](#), this will help you to clarify the data to be entered. There will be a combination of manual entry, data selectors and drop lists to use.

- Adding multiple entries. There are a number of fields where it is possible to add more than one answer for the question. For example, Location, ward, patient, diagnosis codes. To do this click on “add after” which will provide you with another entry for selection. It is the same process throughout the two forms.
- Removing entries. It is possible to remove multiple entries. A good example would be that you uploaded 20 patients as part of a bulk upload but then realised that a patient was discharged before midnight on the 29th October. Click on “remove” and you will be asked to confirm this action – click on “remove” for a second time for that entry to be removed.



Mental Health

Location

1 - (Location - A201H) >

[Add Before](#) [Add After](#) [Remove](#)

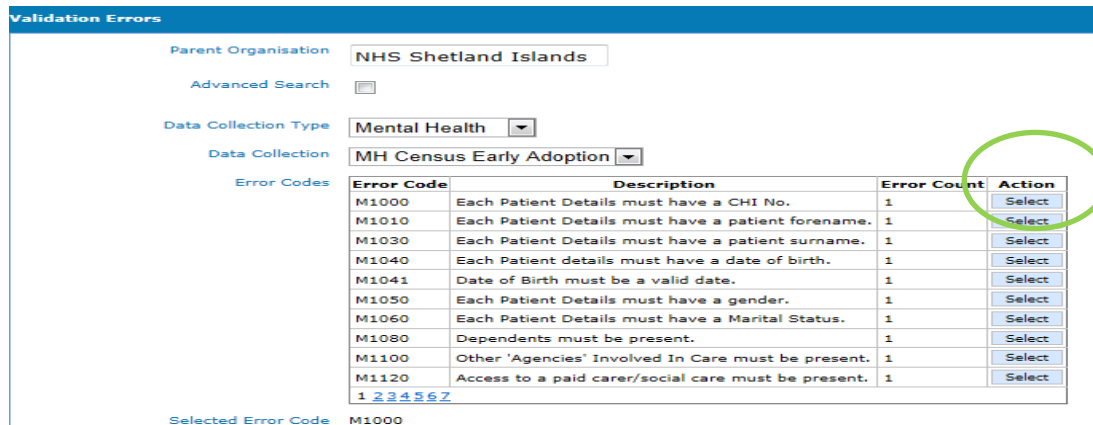
Location Name Ailsa Hospital

Data Quality Checking prior to submission

Validation errors – You can check the quality of the data in two ways:

Validation report – Click on Data Returns, Validation Errors, select the data collection using the drop downs and then any errors will be displayed as shown below.

To address any listed - click on “select” which will then provide a table of each validation error. You can then click on “edit” which will take you straight to the error drawing a red box around the field. With you being in “edit” mode you can now update the field and then click on save. You will need to do this for each error.



Validation Errors

Parent Organisation NHS Shetland Islands

Advanced Search

Data Collection Type Mental Health

Data Collection MH Census Early Adoption

Error Codes

Error Code	Description	Error Count	Action
M1000	Each Patient Details must have a CHI No.	1	Select
M1010	Each Patient Details must have a patient forename.	1	Select
M1030	Each Patient Details must have a patient surname.	1	Select
M1040	Each Patient details must have a date of birth.	1	Select
M1041	Date of Birth must be a valid date.	1	Select
M1050	Each Patient Details must have a gender.	1	Select
M1060	Each Patient Details must have a Marital Status.	1	Select
M1080	Dependents must be present.	1	Select
M1100	Other 'Agencies' Involved In Care must be present.	1	Select
M1120	Access to a paid carer/social care must be present.	1	Select

Selected Error Code M1000

Managing bulk errors – It is recommended that you go back to your source data to enter/amend the data. For example, within the template and then repeat the process for uploading data. Remember that each data upload will overwrite the previous data but you can do this as many times as you wish.

Cleared	Comments	Comments By	Comments Created	Comments Data Return State	Action
False					View Edit Comment Clear

The second way to quality assure your data is to run the summary level reports built within the system. There are approximately 10 such tables for the bed census and just one for the patients outwith collection. It is recommended that you run these reports in order to check the overall number of patients that you are reported on within the system before you submit.

Reports – click on Menu, Reports, View reports. Use the drop downs to select the report you wish to run. Remember that these can be exported to help you share this information locally. Click on the icon as circled below and select the format you wish.

View Reports

Parent Organisation:

Advanced Search:

Data Collection Type:

Reports:

Data Collection:

[View Report](#)



OF DATA



ProcXed Report
v6.6.0.0

⏪
⏴
 of 10
 ⏵
⏩

⏴
⏵

Part 1: Summary reports for the 'Mental Health and Learning Disability Bed Census'

Table 1: All Patients in health board of treatment: age group by gender between 1 October 2014 - 29 October 2014

Health Board in Treatment	Gender	Age Group Unknown	Total
NHS Ayrshire & Arran	Not Known	1	1
	Total Patients	1	1
Health Board Total		1	1

Early Adoption Data Entry

If you took part of the early adoption data collections and entered real data and you would like to use the same data for the actual census, then you can save this data as an xml file and then go straight to the upload data process as detailed above.

To do this, go to Menu, Data returns, Manage Data Returns, then click on "Download Xml" as circled below. You will then be presented with the opportunity to save the file within your own destination drive.

The screenshot shows the 'Manage Data Returns' interface. The 'Parent Organisation' is 'NHS Shetland Islands'. The 'Data Collection Type' is 'Mental Health' and the 'Data Collection' is 'MH Census Early Adoption'. The 'Data Returns' table shows one record with status 'InProgress'. The 'Data Return Components' table shows one record with status 'Populated'. The 'Download Xml' button in the 'Data Return Components' table is circled in green.

Manage Data Returns

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	InProgress		Select Submit Download Xsd View Errors

Data Return Detail

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

Data Return Status Change Log

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 Return Components

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

Do you want to open or save NHS Shetland Islands-MH Census Early Adoption-20141020-153608.xml (5.37 KB) from proxcd.scotxed.net?

Open Save Cancel

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

Data Returns

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

Data Return Status Change Log

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 Return Components

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 Unlock

Submit Button

Manage Data Returns

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	InProgress		Select Submit Download Xsd View Errors

Data Return Detail

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

Data Return Status Change Log

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 Return Components

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

SUPPORT

Please do not hesitate to get in touch with us should you encounter any difficulties:

Website or Technical issues – Raymond Buckley, 0131 244 0233 or e-mail – Raymond.buckley@scotland.gsi.gov.uk

Data – Ellen Lynch, 0131 244 4093 or e-mail – ellen.lynch@scotland.gov.uk

Policy – Beth Hamilton, 0131 244 2591