Inpatient Census 2016 Template– Part 3: Hospital Based Complex Clinical Care Spreadsheet Template Guide

The Spreadsheet Template for the main census, Hospital Based Complex Clinical Care and Patients Out With Scotland– and all other supporting materials - can be found on the Scottish Government Inpatient Census Web Page. Please check the website regularly for any updates to key documents – announcements will be made under 'Latest News'. A reminder that all three parts to the census follow the same timescales

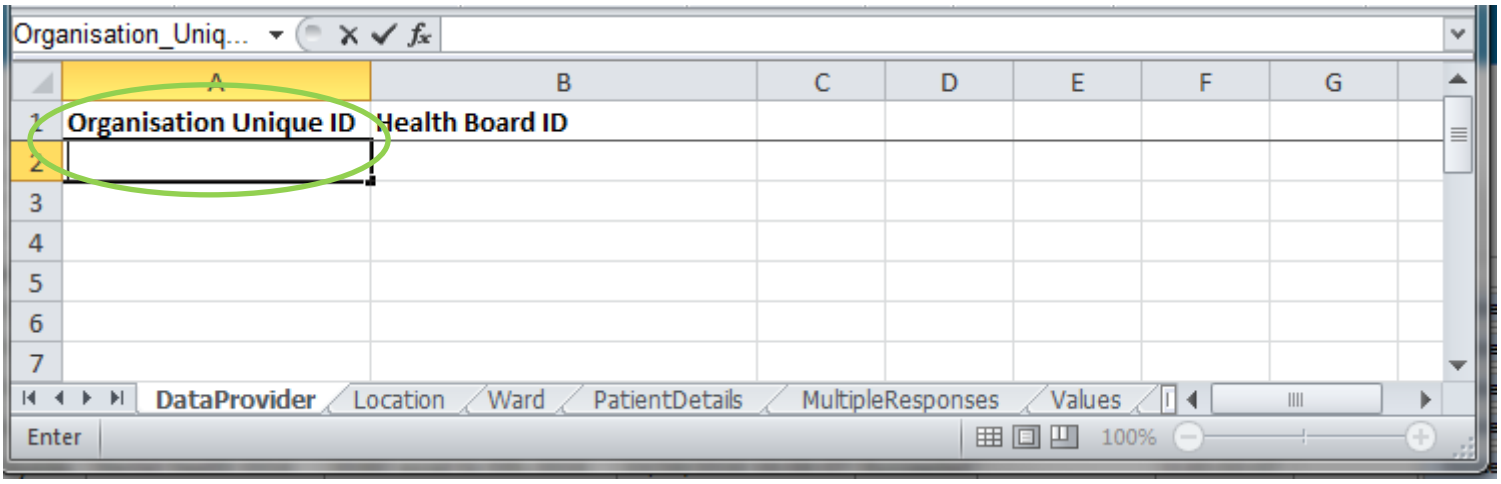
- Census date – 31st March 2016 at Midnight
- Submission Deadline – 31st May 2016

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

Downloading the template – Navigate to the website and select the relevant download under 'Technical Documentation':

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 Health Board ((which can be found in on page 14-15 of the Hospital Based Complex Clinical Care Guidance) in the cell circled below.



Completing the rest of the Template – There are two ways to complete the template. The first is **manual completion**, whereby all fields are completed using the drop-down options. The other is to cut and paste **coded information** (i.e. directly from Management Information systems) directly into the relevant cells. **Please note -** All coded information must match the codes set out in the guidance document and must be input by using the 'paste' function. You will be unable to enter codes manually into cells

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. You will also need to select the "Sector Name". If the sector you require is not listed, please select "Other (please specify)" and enter free text within the "other detail" cell. Both of these are circled below

Location Name	Location Name Other Detail	Sector Name	Sector Name Other Detail
98	Facility X	Other (please specify)	Sector X

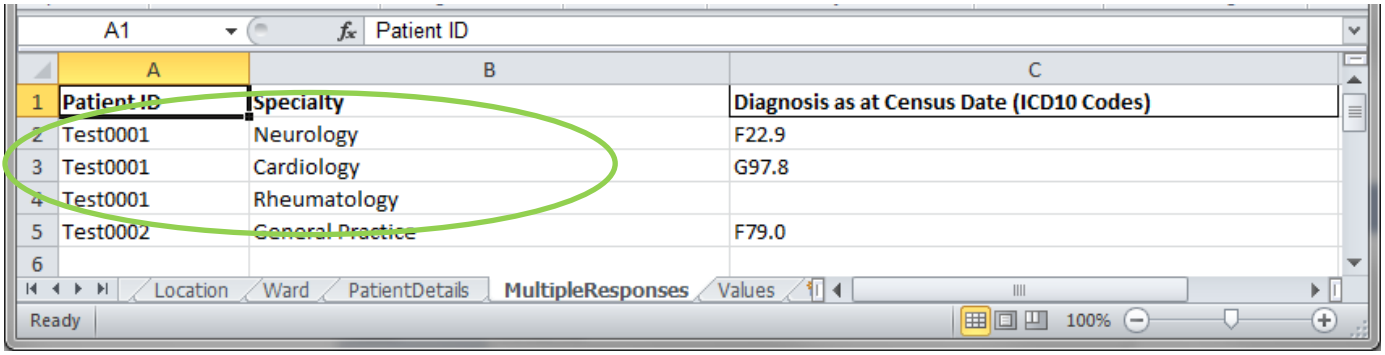
Ward Tab – in this section please enter the location code and then work along the row filling in details about the ward. If there is more than one ward applicable then please add as a new row against the same location code, as shown below.:

Location Name	Ward Name
A103H	Ward 1
A103H	Ward 2
A121V	Ward A

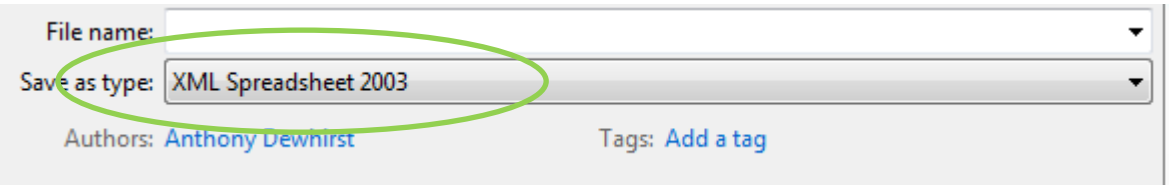
PatientDetails Tab – in this section please work along the row to complete all patient data. If there is more than one patient in a ward then these should be added as a new row against the same ward name, as shown in the image below. The Ward Name entered in column A must match that entered in column B of the Ward Tab.

Ward Name	Patient ID	CHI	Patient Forename	Pat
Ward 1	Test0001	1908702000	Adam	Bri
Ward 1	Test0002	1808322000	David	Edg
Ward 2	Test0003	2111802000	Graham	Har
Ward 2	Test0004	4102620000	Jack	Kev

MultipleResponses Tab – in this section please enter the Patient ID 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 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 in the relevant column(s) within the PatientDetails tab.**

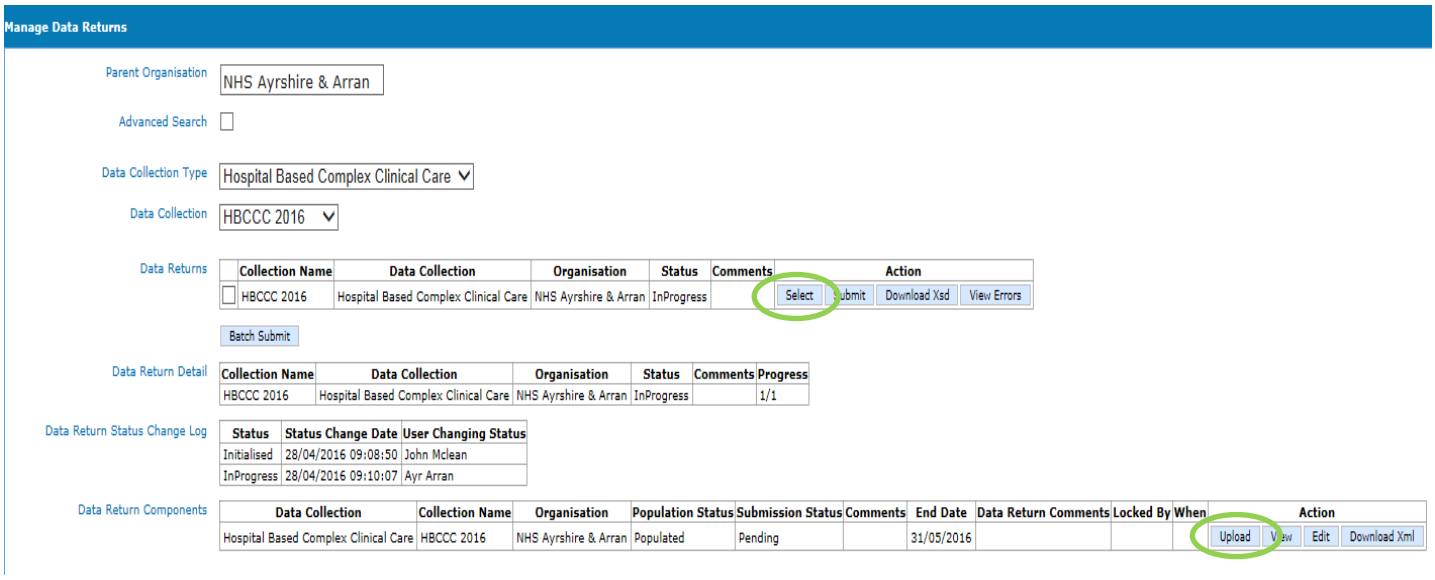


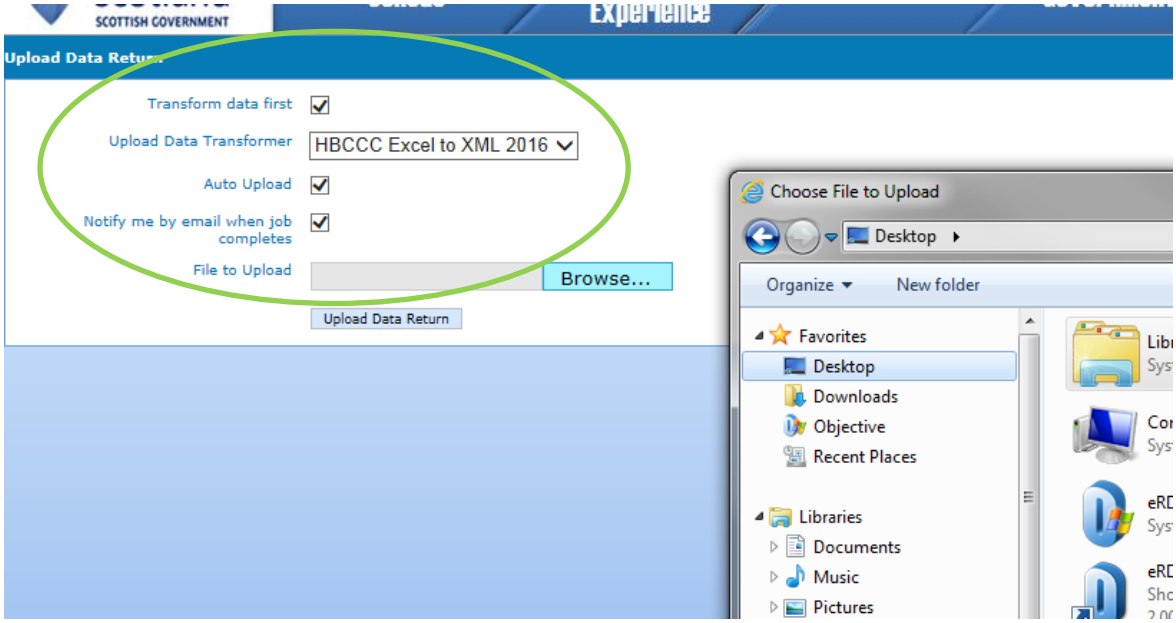
Once you have completed the spreadsheet you must make sure the file is saved as the following type; **XML Spreadsheet 2003**. This will allow the data to be easily transferred onto the web platform.



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 "Menu" (top left corner), then "Data Returns" and then "Manage Data Returns".

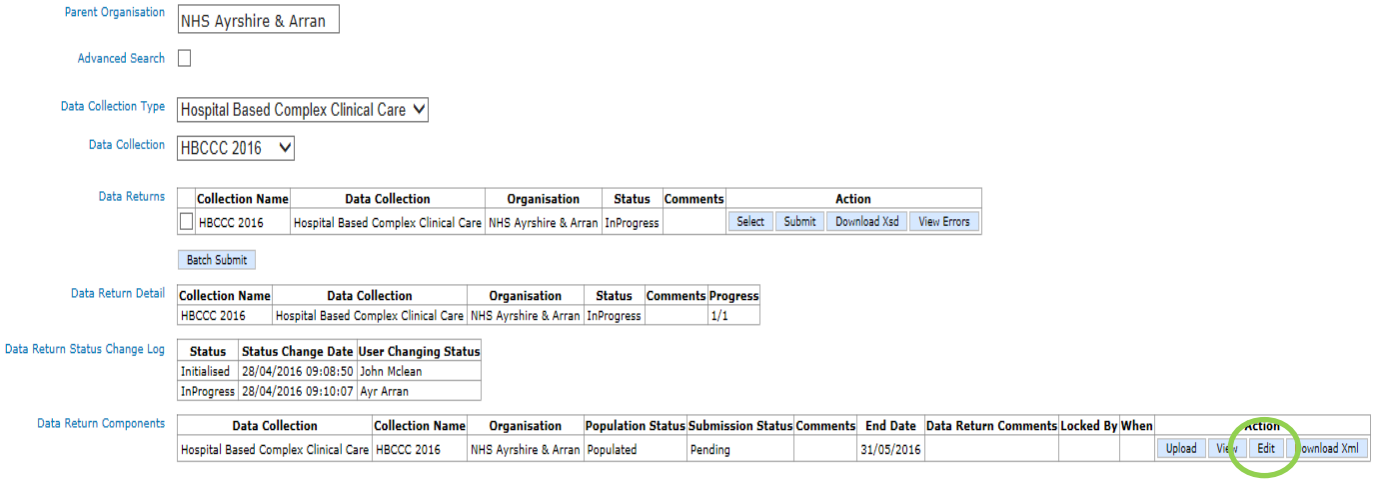
You now need to select "Hospital Based Complex Clinical Care", under the "Data Collection Type" drop down box and "HBCCC 2016" under "Data Collection". It is at this point where you will be able to upload your spreadsheet by clicking "Select", under "Data Returns" and then "Upload". When you're directed 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 "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 over-write all data from the previous submission.** To enter data 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 any unsaved work will be lost.

Additionally, if multiple users from the same Health Board 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

Parent Organisation: NHS Ayrshire & Arran

Advanced Search: ☐

Data Collection Type: Hospital Based Complex Clinical Care

Data Collection: HBCCC 2016

Data Returns

Collection Name	Data Collection	Organisation	Status	Comments	Action
HBCCC 2016	Hospital Based Complex Clinical Care	NHS Ayrshire & Arran	InProgress		Select Download Xsd View Errors

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
HBCCC 2016	Hospital Based Complex Clinical Care	NHS Ayrshire & Arran	InProgress		1/1

Data Return Status Change Log

Status	Status Change Date	User Changing Status
Initialised	28/04/2016 09:08:50	John Mclean
InProgress	28/04/2016 09:10:07	Ayr Arran

Data Return Components

Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
Hospital Based Complex Clinical Care	HBCCC 2016	NHS Ayrshire & Arran	Populated	Pending		31/05/2016		Ayr Arran	28/04/2016 09:14	Upload View Edit Download Xml Unlock

Submit Button

Parent Organisation: NHS Ayrshire & Arran

Advanced Search: ☐

Data Collection Type: Hospital Based Complex Clinical Care

Data Collection: HBCCC 2016

Data Returns

	Collection Name	Data Collection	Organisation	Status	Comments	Action
☐	HBCCC 2016	Hospital Based Complex Clinical Care	NHS Ayrshire & Arran	InProgress		Select Submit Download Xsd View Errors

Batch Submit

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
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Hospital Based Complex Clinical Care	HBCCC 2016	NHS Ayrshire & Arran	Populated	Pending		31/05/2016				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:

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