

Inpatient Census 2017 Template – Part 3: Hospital Based Complex Clinical Care and Long Stay – “XML Spreadsheet 2003” 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 point – midnight (end of) Thursday 30 March 2017
- Submission Deadline – Wednesday 31 May 2017

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’:

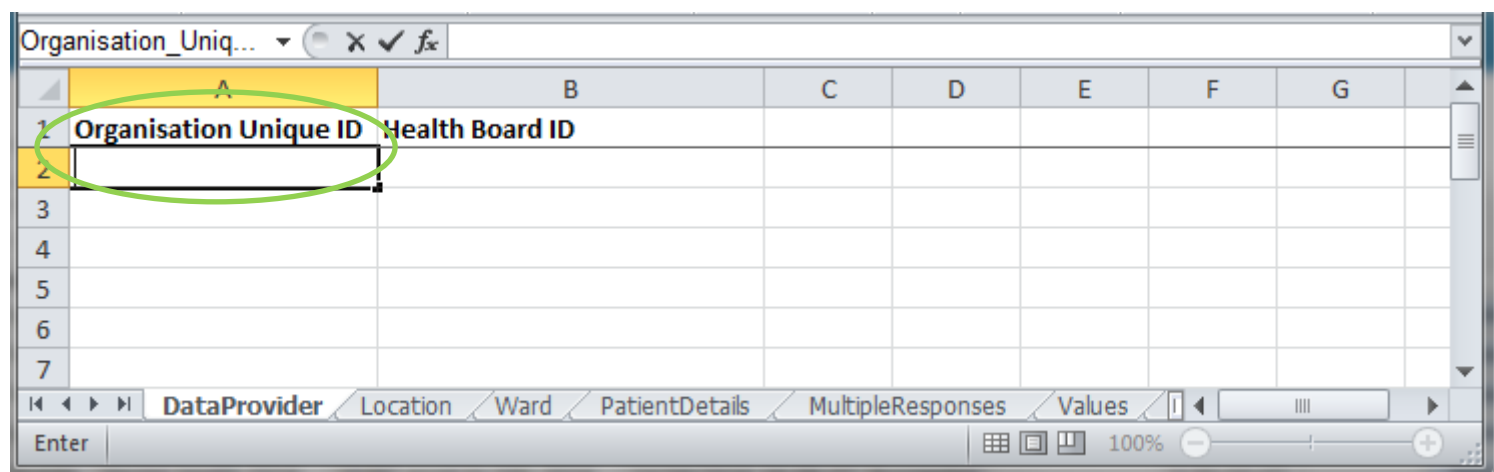


Downloadable documents:

Title:	TechDoc17
Description:	Technical Documentation for the 2017 Inpatient Census
File:	Part 1: Inpatient Census 2017 - Template [XML, 14145.4 kb: 21 Mar 2017] Open Open in new window
File:	Inpatient Census - Part 2 – Patients out with NHS Scotland Provision [XML, 6626.5 kb: 28 Mar 2017] Open Open in new window
File:	Inpatient Census - Part 3 – HBCCC [XML, 5333.9 kb: 28 Mar 2017] Open Open in new window
	Viewer Help

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

	A	B	C	D
1	Location Name	Location Name Other Detail	Sector Name	Sector Name Other Detail
2		98 Facility X	Other (please specify)	Sector X
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.

	A	B	C	D	E	F	G
1	Location Name	Ward Name					
2	A103H	Ward 1					
3	A103H	Ward 2					
4	A121V	Ward A					
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. The Ward Name entered in column A must match that entered in column B of the Ward Tab.

	A	B	C	
1	Ward Name	Patient ID	CHI	Pat
2	Example Ward B	101	1234567890	Jos
3	Example Ward E	102	1234567891	Ma
4	Example Ward A	103	1234567892	Wi
5	Example Ward A	104	1234567893	Sc
6				

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.**

	A	B	C
1	Patient ID	Specialty	Diagnosis as at Census Date (ICD10 Codes)
2	Test0001	Neurology	F22.9
3	Test0001	Cardiology	G97.8
4	Test0001	Rheumatology	
5	Test0002	General Practice	F79.0
6			

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 and Long Stay”, under the “Data Collection Type” drop down box and “HospitalBasedComplexClinicalCareAndLongStay2017” under “Data Collection”. It is at this point where you will be able to upload your spreadsheet by clicking “Select”, on “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*.

Parent Organisation:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns	Collection Name	Data Collection	Organisation	Status	Comments	Action
	HospitalBasedComplexClinicalCareAndLongStay2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	Initialised		<input type="button" value="Select"/> <input type="button" value="Download Xsd"/> <input type="button" value="View Errors"/>

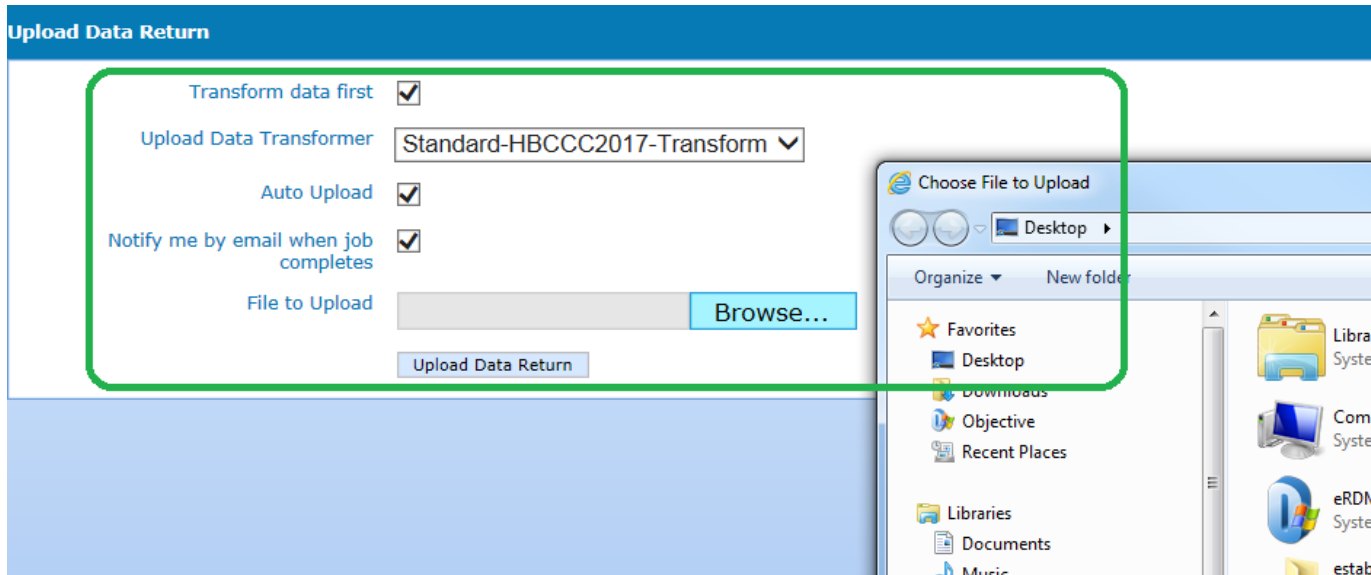
Data Return Detail	Collection Name	Data Collection	Organisation	Status	Comments	Progress
	HospitalBasedComplexClinicalCareAndLongStay2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	Initialised		0/1

n Status Change Log

Status	Status Change Date	User Changing Status
Initialised	03/04/2017 12:13:55	Colin Gallacher

i Return Components

Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
Complex Clinical Care and Long Stay	HospitalBasedComplexClinicalCareAndLongStay2017	NHS Ayrshire & Arran	Initialised	Pending		31/05/2017				<input type="button" value="Upload"/> <input type="button" value="Edit"/>



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 into the form, you need to ensure you are in “[Edit](#)” mode. By clicking on “[Edit](#)” as shown below – you will be presented automatically with the data entry form.

urns

Parent Organisation:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns

Collection Name	Data Collection	Organisation	Status	Comments	Action
<input type="checkbox"/>	HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	InProgress	Select Submit Download Xsd View Errors

[Batch Submit](#)

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	InProgress		1/1

n Status Change Log

Status	Status Change Date	User Changing Status
Initialised	15/03/2017 15:20:33	Stewart McIntosh
InProgress	11/04/2017 11:43:32	Colin Gallacher

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 and Long Stay	HBCCC&LS 2017	NHS Ayrshire & Arran	Populated	Pending		31/03/2017				Upload View Edit Download

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 use the ProcXed “[Back](#)” button to come out of the form (not the Explorer back arrow), or alternatively click the “[Unlock](#)” button on the “[Manage Data Returns](#)” screen.

Submitting Data – Now that you have checked the quality of your data and you are satisfied and ready to submit, you can click the “[Save and Submit](#)” (twice, second time to confirm) on the top toolbar next to “[Save](#)” (when you are in edit

mode). Alternatively, if you navigate 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 – click the “Unlock” button

Parent Organisation: NHS Ayrshire & Arran

Advanced Search:

Data Collection Type: Hospital Based Complex Clinical Care and Long Stay

Data Collection: HBCCC&LS 2017

Data Returns

Collection Name	Data Collection	Organisation	Status	Comments	Action
HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	Initialised		Select Download Xsd View Errors

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	Initialised		0/1

Status Change Log

Status	Status Change Date	User Changing Status
Initialised	15/03/2017 15:20:33	Stewart McIntosh

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 and Long Stay	HBCCC&LS 2017	NHS Ayrshire & Arran	Initialised	Pending		31/03/2017		Colin Gallacher	10/04/2017 :8:57	Upload Edit Unlock

Submit Button

Parent Organisation: NHS Ayrshire & Arran

Advanced Search:

Data Collection Type: Hospital Based Complex Clinical Care and Long Stay

Data Collection: HBCCC&LS 2017

Data Returns

Collection Name	Data Collection	Organisation	Status	Comments	Action
<input type="checkbox"/> HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	InProgress		Select Submit Download Xsd View Errors

Batch Submit

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
HBCCC&LS 2017	Hospital Based Complex Clinical Care and Long Stay	NHS Ayrshire & Arran	InProgress		1/1

Status Change Log

Status	Status Change Date	User Changing Status
Initialised	15/03/2017 15:20:33	Stewart McIntosh
InProgress	11/04/2017 11:43:32	Colin Gallacher

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 and Long Stay	HBCCC&LS 2017	NHS Ayrshire & Arran	Populated	Pending		31/03/2017				Upload View Edit Download

SUPPORT

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

Website or Technical issues:

Colin Gallacher, 0131 244 0317 or email colin.gallacher@gov.scot

Keith McFerran, 0131 244 2365 or email keith.mcferran@gov.scot

alternatively, please email scotxed@gov.scot

Data:

Ellen Lynch, 0131 244 4093 or email swstat@gov.scot

Guy McGivern, 0131 244 5523 or email swstat@gov.scot