# Inpatient Census 2017 Online Web Platform Guide: Part 1 – Mental Health Bed Census



All supporting materials can be found on the <u>Scottish Government Mental Health Web Page</u>. A reminder that there are three collections. This guide covers part 1 – The mental Health Bed Census. All three collections follow the same timescales:

- Census point midnight (end of) Thursday 30 March 2017
- Submission Deadline Wednesday 31 May 2017

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 - <u>https://procxed.scotxed.net/health/</u> (shown below)

healthier scotland	Mental Health Bed Census	$\rangle$	People with Lived Experience	$\geq$	Third
Logon					
Security					
Login Request New Password					
Usernan Passwo	nerd				

Upon Successful Log in, you will be presented with a table similar to the one shown below. The collection has been set up with two levels, 'Health Board' and 'Hospital'. If you have been set up at Health Board Level, you will see all relevant hospitals within your health board area, as well as the other parts of the Inpatient Census collection. If you have been set up at hospital level, you will only see your specific hospital.

Data Return Components	Collection Name	Organisation	Status	End Date	Locked By	A	ction
	${\sf HospitalBasedComplexClinicalCareAndLongStay2017}$	NHS Ayrshire & Arran	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	Ailsa Hospital	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	Arrol Park Resource Centre	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	Ayrshire Central Hospital	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	Crosshouse Hospital	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	East Ayrshire Community Hospital	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	NHS Ayrshire & Arran	Initialised	2017-05-31		Edit	Overview
	Patients Outwith NHS provision 2017	NHS Ayrshire & Arran	Initialised	2017-05-31		Edit	Overview

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

Manage Data Returns											
Parent Organisation	NHS Ayrshire &	Arran									
Advanced Search											
Data Collection Type	Mental Health 20	17	~								
Data Collection	MHLD Inpatient N	1ain 2017 🗸									
Data Returns	Collection Nan	Data Collection	Organisation	Status	Comments	Action	•				
	MHLD Inpatient Mair	2017 Mental Health 2017	NHS Ayrshire & Arr	an Initialised	Select	Download Xs	d View Erro	rs			
Data Return Detail	Collection Nan	ne Data Collection	Organisation	Status	Comments Progress						
	MHLD Inpatient Mair	2017 Mental Health 2017	NHS Ayrshire & Arr	an Initialised	0/6	]					
Data Return Status Change Log	Status Status C	hange Date User Changir	ng Status								
	Initialised 03/04/20	17 11:40:52 Keith McFerra	n								
Data Return Components	Data Collection	Collection Name	Organisation Pop	ulation Statu	s Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
	Mental Health 2017	MHLD Inpatient Main 2017	Ailsa Hospital Initi	alised	Pending		31/05/2017				Upload Edit

If you are logging in as a 'Health Board' you can click on the 'select' button under data returns to bring up all of the hospitals in your area. If you are logged in as a 'Hospital' clicking this will have no effect.

There two ways to enter data into the form, by Data Upload and Manual Data Entry. Both are explained below.

#### Data Upload

You will be able to upload a file for data that you have prepared in advance (either via an xml file- created using data Specification- or by using 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".

ZAL	OF DATA
Upload Data Return	
Transform data first	
File to Upload	Browse
	Upload Data Return

 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).



Please Note: If inputting data by template upload, a separate upload is required for each hospital.

# 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.

Data Return Components	Collection Name	Organisation	Status	End Date	Locked By	A	ction
	${\it Hospital Based Complex Clinical Care And Long Stay 2017}$	NHS Ayrshire & Arran	Initialised	2017-05-31		Edit	Overview
	MHLD Inpatient Main 2017	Ailsa Hospital	Initialised	2017-05-31	(	Edit	Overview
	MHLD Inpatient Main 2017	Arrol Park Resource Centre	Initialised	2017-05-31		Edit	Overview
	MHLD Innatient Main 2017	Avrehire Central Hoenital	Initialicad	2017-05-31		Edit	Overview

Please ensure that you refer to the Guidance document available on the <u>Mental Health Web Page</u>, 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 29<sup>th</sup> 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.

Patient Details
1 - (Patient Details - ) V
Add Before Add After Remove
Patient ID 123456

The values in CHI. Patient Forename. Patient Middle Names and Patient Surname fields will be encrypted one way wh

## Creating data by Hospital and Ward

Each Hospital should comprise of one record for that hospital. Each Hospital can contain records for multiple wards.

Selecting Location: When the record for the hospital is first selected, the location of that hospital must be selected. To do this, click on the first drop down box within the Hospitals record:

1 - (Location – ) V Add Before Add After Remove Location Name	Location	
Add Before Add After Remove	1 - (Location – ) 🗸	
Location Name	Add Before Add After Remove	
	Location Name	✓ ✓

This will bring up a list of all NHS Hospitals in Scotland. Select the one that matches the return you are completing:

	<b>~</b>	~	t		
_	~	-	-	-	

1 - (Location – ) 🗸		
Add Before Add After Remove		_
Location Name	NHS AYRSHIRE & ARRAN	^
Ward	Alisa Hospital Arroi Park Resource Centre Ayrshire Central Hospital	
1 - (Ward – ) 🗸	Biggart Hospital Buckreddan Care Centre Crosshouse Hospital	
Add Before Add After Remove Ward Name	Cumbrae Lodge Nursing Home Daldorch House School East Ayrshire Community Hospital	
Ward Type	Kirklandside Hospital The Ayr Clinic	
Security Leve	Thorntoun Care Centre Crosshouse NHS BORDERS	nt
No. of Available Beds	Borders General Hospital	

Only select **one location per Hospital** return. Using the 'Add Before' or 'Add After' options to create multiple locations will cause problems with the data.

#### Adding Ward data

If there is no ward data present in the return then you can type the data for your ward directly into the ward section, as below. If there is ward data already present, and you wish to add details of patients **in the same ward**, then you can use the 'Add Before' or 'Add After buttons in the 'Patient Details' as shown below:

Patient Details	
1 - (Patient Details – ) V	
Add Before Add After Femove	
Patient ID 123456	
The values in CHI. Patient Forename. Patient Middle Names and Patient Surname fields will be encrypted one way wh	

If you wish to add data for a **different ward**, and there is no data present for that word then you will have to add a new ward. To do this, use the 'Add Before' or 'Add After' buttons in the Ward section:

Location		
1 - (Location – A201H) V		
Add Before Add After Remove		
Location Name	Ailsa Hospital 🗸 🗸	
Ward   1 - (Ward – Example Ward 1) ∨   Add Before		
Ward Name	Example Ward 1	
Ward Type	Acute	
Security Level	Community Facility	
No. of Available Beds	10	
No. of Occupied Beds	8	

A new ward will now be created. The ward details can now be completed. This can be repeated for each new ward:

1 - (Location – A201H) 🗸
Add Before Add After Remove
Location Name Ailsa Hospital
Ward
2 - (Ward - ) V
Add Before Add After Remove
Ward Name
Ward Type Volue Selected
Security Level Vo Value Selected
No. of Available Beds
No. of Occupied Beds

To navigate between different wards at the same hospital, use the drop down option by clicking in the first box of the Ward section:

Location	
1 - (Location − A201H) ∨ Add Before Add After Remove	
Location Name	Ailsa Hospital
Ward	
1 - (Ward – Example Ward 1) 2 - (Ward – Example Ward 2)	
Add Before Add After Remove	
Ward Name	Example Ward 2
Ward Type	Rehabilitation (non addiction)
Security Level	Low Security
No. of Available Beds	15

## **Notes on Multiple Users**

LOCATION

Each Hospital may have multiple users, each completing data for their own ward. If this is the case there are several things to bear in mind:

- Only the first person accessing the hospital record and creating data will need to select the 'Location'. Subsequent users will only need to select or create 'Wards'.
- only one person can be in 'Edit' at any one time, so make sure a colleague from another ward is not trying to enter data at the same time, or the person who went in second will lose all of their data.
- Remember to save the form regularly when you are updating information, but **do not** click 'save and submit for review' (see section on **submitting data** below) until you are confident that everybody else from every other ward in your Hospital has finished inputting their information.

#### Data Quality Checking prior to submission

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

Validation screen – Navigate Menu / Data Returns / Validation Errors, select the data collection using the dropdowns and then any errors will be displayed as shown below.

Validation Errors													
Parent Organisation	NHS Avr	shire & Arran											
Advanced Search													
Advanced Scaren													
Organisation	Ailsa Hos	spital (A201H)											
Organisation	Enter Or	Organisation Name here											
Selected Organisation and All	•												
Descendants	0												
Selected Organisation	$\bigcirc$												
All Descendents	0												
Only Direct Children	0												
	0												
Data Collection Type	Montol He	volth 2017											
Data Collection	MHBC 20	BC 2017 🗸											
Filter Errors													
Error Codes	Error Code	Description	Error Count	Action									
	M1000	Boarding in from other hospital must be present.	1	Select									
	M1030	Previously Known must be present.	1	Select									
	M1040	Status must be present.	1	Select									
	M1050	Current Detained Status must be present.	1	Select									
	M1060	Level of Observation at time of census must be present.	1	Select									
	M1110	Is the patient clinically ready for discharge must be present.	1	Select									
	M1120	Delayed Discharge must be present.	1	Select									
	M1150	Total Psychiatric Admission in last year must be present.	1	Select									
	M1151	Total Psychiatric Admission in last year must be a valid integer value.	1	Select									
	M1160	Each Patient Details must have a main Mental Health/Learning Disability diagnosis on admission (first item).	1	Select									
	1 234567	8											
Selected Error Code													
Validation Errors	There are n	o data items to display											

To address any listed - click on "Select" (as shown above) which will then provide a table of validation errors. You can then click on "Edit" which will take you straight to the error with 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.

	M1120	Delayed Disc	harge must be pre	sent.			1	Select						
	M1150	Total Psychia	tric Admission in la	ast year must be present.			1	Select						
	M1151	Total Psychia	tric Admission in la	ast year must be a valid integer value.			1	Select						
	M1160	Each Patient	Details must have	a main Mental Health/Learning Disabili	ity diagnosis on admission (f	irst item).	1	Select			Ed	it butto	n	
	1 234567	8												
Selected Error Code	M1040											ᡛ		
Validation Errors												V		
Organisation Error Code Error D	escription	Error Value	Error Message	Error Locati	on	Cleared	Comments (	Comments B	Comments Created	Comments Data Return State		Ac	tion	
Ailsa Hospital M1040 Status mu	st be present.		Must be present.	(Location - A201H) : (Ward - Tulip) :	(Patient Details - ) : Status	False					View	Edit	Comment	Clear
Export														
Batch Comment Batch Clear	Batch Unclea	ar												

Tip: If you are a Heath Board, you can filter your errors by individual hospital. To do this, tick the "Advanced Search" and begin typing the name of the hospital (e.g. Ail...) in the 'Organisation' box, as follows:

alidation Errors	
Parent Organisation	NHS Ayrshire & Arran
Advanced Search	
Organisation	ail ×
Organisation	Ailsa Hospital (A201H)
Selected Organisation and All Descendants	۲
Selected Organisation	0
All Descendents	0
Only Direct Children	0
-	·,

The system will bring up a suggestion based on what you are typing, as above. Click on this to filter errors by the desired location.

## Managing bulk errors

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

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 – navigate Menu / Reports / View Reports. Use the drop downs to select the report you wish to run.

View Reports	
Parent Organisation	NHS Ayrshire & Arran
Advanced Search	
Data Collection Type	Mental Health 2017
Reports	Summary V
Data Collection	MHBC 2017 V
View Report	

These reports can be exported to help you share this information locally. Click on the icon as circled below and select the format you wish.

#### 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 April 2016 - 31 March 2017

Health Board in Treatment	Gender	Age Group Unknown	Total
NHS Ayrshire & Arran	Not Known	3	3
	Total Patients	3	3
Not Known	Not Known	2	2
	Total Patients	2	2
Health Board Total		5	5

**Submitting Data** – If you are entering data at 'Hospital' level, when you are satisfied that you have entered all of your data and addressed any validation errors, you will have the option to 'Submit for Review'. This lets your health board know that you have finished submitting your data and gives them the chance to review the data before final submission to the Scottish Government. Once your data is 'submitted for review' you will be unable to perform any further edits (as will other users assigned to your hospital), unless it is released back to you.

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 for review". Alternatively, if you click on Menu, Data Returns, Manage Data returns – you should get a screen as shown below. You may need to click on "unlock" first to have the 'submit for review' button made available to you for selection.

Locked – Select Unlock

_														
Mana	age Data Returns													
	Parent Organisation	NHS Ayrshire & Arran												
	Advanced Search													
	Data Collection Type	Mental Health 2017		~										
	Data Collection	MHBC 2017 V												
	Data Returns	Collection Name Data Collection	Organisation	Status Com	ments	Action								
		MHBC 2017 Mental Health 2017	NHS Ayrshire & Arra	n InProgress	Select	Download Xsd	View Errors							
	Data Return Detail	Collection Name Data Collection	Organisation	Status Com	ments Progre	55								
		MHBC 2017 Mental Health 2017	NHS Ayrshire & Arra	n InProgress	4/5									
	Data Return Status Change Log	Status Status Change Date Us	er Changing Status											
		Infransed 10/03/2017 09:20:03 St InProgress 03/04/2017 18:14:36 Cr	lin Gallacher											
	Data Return Components							$\frown$						
	Data Collection Collection N	ame Organisation	Population Status	Submission Statu	s Comments	End Date Dat	a Return Commer	nts Locked By	When			Action		
	Mental Health 2017 MHBC 2017	Ailsa Hospital	Populated	Rejected		31/03/2017				Upload	View Edit	Download Xml	Submit For R	eview
	Mental Health 2017 MHBC 2017	Arrol Park Resource Centre	Populated	Rejected		31/03/2017				Upload	View Edit	Download Xml	Submit For R	eview
	Mental Health 2017 MHBC 2017	Ayrshire Central Hospital	Populated	SubmittedForRevie	w	31/03/2017				Upload	View Edit	Download Xml	THE TYPE	Reject
	Mental Health 2017 MHBC 2017	Crosshouse Hospital	Populated	Pending		31/03/2017		Colin Gallacher	64/04/2017 15:46	Upload	View Edit	Download X 1	Unlock Su	bmit For Review
	Mental Health 2017 MHBC 2017	East Ayrshire Community Hospita	Initialised	Pending		31/03/2017		$\sim$		Upload	Edit		N	
		Batch Submit for Review Batch A	pprove Batch Rei	ect									Unlock button	

/ Submit for Review Button

## Submit for Review Button:

Manage Data Returns														V0.2
Parent Organisation	NHS Ayrshire	& Arran												
Advanced Search														
Data Collection Type	Mental Health 2	017		~										
Data Collection	MHBC 2017	$\checkmark$												
Data Returns	Collection Name	Data Collection	Organisation	Status Co	mments	Action								
	MHBC 2017	Mental Health 2017 NH	HS Ayrshire & Arran	InProgress	Select	Download Xsd V	ew Errors							An overnele of the
Data Return Detail	Collection Name	Data Collection	Organisation	Status Co	mments Progress	1								Submit For Review
	MHBC 2017	Mental Health 2017 NH	HS Ayrshire & Arran	InProgress	4/5									button
Data Return Status Change Log	Status Statu Initialised 10/03 InProgress 03/04	<b>s Change Date User C</b> /2017 09:26:03 Stewar /2017 18:14:36 Colin C	Changing Status rt McIntosh Gallacher											Å
Data Return Components	Data Collec	tion Collection Name	e Organis	ation	Population Stat	us Submission St	ntus Comment	s End Date	Data Return Comments	Locked By Wher			Action	
	Mental Health	2017 MHBC 2017	Ailsa Hospital		Populated	Rejected		31/03/2017	r		Upload	View Ed	lit Download Xm	Submit For Review
	Mental Health	2017 MHBC 2017	Arrol Park Resource	e Centre	Populated	Rejected		31/03/2017	,		Upload	View Ed	lit Download Xml	Submit For IXEVIEW
	Mental Health	2017 MHBC 2017	Ayrshire Central Ho	ospital	Populated	SubmittedForRe	view	31/03/2017	r		Upload	View Ed	lit Download Xml	Approve Reject
	Mental Health	2017 MHBC 2017	Crosshouse Hospita	al	Populated	Pending		31/03/2017	r		Upload	View Ed	lit Download Xml	Submit For Review
	Mental Health	2017 MHBC 2017	East Ayrshire Com	munity Hospita	al Initialised	Pending		31/03/2017	,		Upload	Edit		
	Batch Submit for Re	eview Batch Approv	ve Batch Reject											

Submitting the Entire Return (Health Board Level)

For a Health Board to submit the Mental Health Bed Census Return, all of the individual data return components (Hospitals) **must** first have been submitted. Also any components that are 'locked' **must** be 'unlocked' as detailed above.

If you are unsatisfied with any of the returns that have been submitted then you have the option to 'reject' them back to the user. To do this, select the 'data component' (Hospital) you wish to return and press 'reject' as below. You will then be prompted to complete a dialogue box stating your reasons for rejecting the return. It is important to complete this box as this will be emailed to the user who submitted the return as the reason for the rejection.

Parent Organisation	NHS A	Ayrshire &	Arran																		
Advanced Search																					
Data Collection Type	Mental	Health 201	7			~															
Data Collection	MHBC	2017	~																		
Data Returns	Collecti	ion Name [	ata Collection	0	rganisation	Status Co	omments		Action												
	MHBC 2	017 Me	ental Health 201	7 NHS	Ayrshire & Arran	InProgress		Select	Download Xsd	View Erro	irs										
Data Return Detail	Collecti MHBC 2	on Name E	Data Collection ental Health 201	7 NHS	Organisation Ayrshire & Arran	Status Co InProgress	omments	Progress 4/5													
Data Return Status Change Log	Statu	s Status (	hange Date U	ser Cha	nging Status																
	Initialise	ed 10/03/20	17 09:26:03 S	tewart M	McIntosh																
	Inprogr	ess 03/04/20	17 18:14:36 0	oim Gali	lacher																
Data Return Components	Di	ata Collectio	n Collection	Name	Organis	ation	Popula	tion Statu	s Submission	Status C	Comments	End Date	Data Return Comments	5 Locked By V	Vhen				Action		
	Mer	ntal Health 20	17 MHBC 2017	· 4	Ailsa Hospital		Populat	ed	Rejected			31/03/2017				Upload	View	Edit	Download Xml	Submit For	Review
	Mer	ntal Health 20	17 MHBC 2017	· 4	Arrol Park Resourc	e Centre	Populat	ed	Rejected			31/03/2017				Upload	View	Edit	Download Xml	Submit For	Bertine:
	Mer	ntal Health 20	17 MHBC 2017	4	Ayrshire Central H	ospital	Populat	ed	SubmittedFor	Review		31/03/2017				Upload	View	Edit	Download Xml	Approve	Reject
	Mer	ntal Health 20	17 MHBC 2017		Crosshouse Hospit	al	Populat	ed	Pending			31/03/2017				Upload	View	Edit	Download Xml	Submit For	Review
	Mer	ntal Health 20	17 MHBC 2017	E	East Ayrshire Com	munity Hospit	al Initialis	ed	Pending			31/03/2017				Upload	Edit				4
	Batch S	ubmit for Revie	w Batch A	Approve	Batch Reject														Exam	ple of Rejec	t button

Once all of the returns have been submitted, the submit button will become available. Click on this to submit your return to the Scottish Government

Manage Data Returns												
Parent Organisation	NHS Ayrshire & Arran											
Advanced Search		O St s	nce all hospitals' returns an ubmit button becomes avai	e SubmittedForReview and lable, if content please ther	Approved, this use the buttor	n to						
Data Collection Type	Mental Health 2017	v se	econd time to confirm.		eed to click it tv	vice,						
Data Collection	MHBC 2017 V		4	ታ								
Data Returns	Collection Name Data Collection	Organisation Status	Comments	Action	Errora							
	Batch Submit	NITS Ayranne & Arran InFrogress	Jeret. Ju	Jointe Download Asd	EW EITOIS							
Data Return Detail	Collection Name     Data Collection       MHBC 2017     Mental Health 2017     N	Organisation Status Co HS Ayrshire & Arran InProgress	mments Progress 5/5									
Data Return Status Change Log	Status Status Change Date User	Changing Status										
	Initialised 10/03/2017 09:26:03 Stewa	art McIntosh										
	InProgress 03/04/2017 18:14:36 Colin	Gallacher										
Data Return Components	Data Collection Collection Nam	e Organisation	Population Status Subr	mission Status Comment	s End Date	Data Return Comments Lo	cked By When			Action	n	
	Mental Health 2017 MHBC 2017	Ailsa Hospital	Populated Appr	roved	31/03/2017			Upload	View	Edit Dow	nload Xml	Un Approve
	Mental Health 2017 MHBC 2017	Arrol Park Resource Centre	Populated Appr	roved	31/03/2017			Upload	View	Edit Dow	vnload Xml	Un Approve
	Mental Health 2017 MHBC 2017	Ayrshire Central Hospital	Populated Appr	oved	31/03/2017			Upload	View	Edit Dow	nload Xml	Un Approve
	Mental Health 2017 MHBC 2017	Crosshouse Hospital	Populated Appr	roved	31/03/2017			Upload	View	Edit Dow	vnload Xml	Un Approve
	Mental Health 2017 MHBC 2017	East Ayrshire Community Hospital	Populated Appr	roved	31/03/2017			Upload	View	Edit Dow	vnload Xml	Un Approve
	Batch Un Approve					I						

### 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 <a href="mailto:scotxed@gov.scot">scotxed@gov.scot</a>

# Data:

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