The Spreadsheet Template for the main census, "Hospital Based Complex Clinical Care And Long Stay", and "Patients Outwith NHS 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':


Please note, in order to avoid issues when submitting your data please refrain from altering 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 underlined below. Your health board code can be found in the latest version of the guidance (page 19-20)
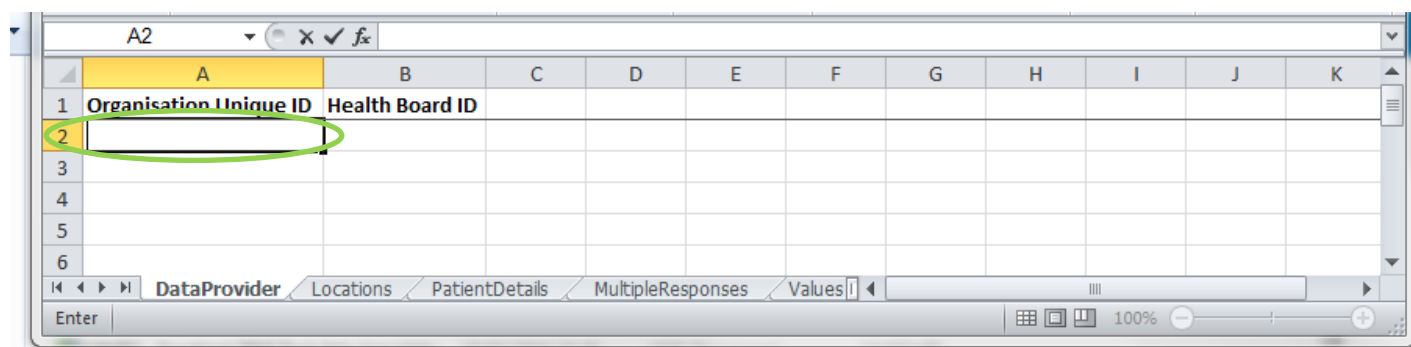
Completing the rest of the Template – There are two ways to complete the template:

(1) The first is **manual completion**, whereby you complete all fields using the template dropdowns.

(2) The other is to copy 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, "Part 2: 2017 Guidance", which can be found on this page and must be input by using the 'paste' function. You will be unable to enter codes manually into cells.

Locations tab – in this section please select the placement location from the drop down list of all locations where you have patients outwith Scotland. If not listed, select other (please specify) and enter free text within the "other detail" cells, which are circled below.

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 select "Other (Please Specify)" into the cell as circled below, and add an 'other detail' into the adjacent free-text box, that matches that of the 'Locations' tab.

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 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 upload the data. Once logged on to ProcXed.net, select "Menu" (top left corner), then "Data Returns" and then "Manage Data Returns".

You now need to select "Patients Out With NHS Provision 2017", under the "Data Collection Type" drop down box and "Patients Out With NHS Provision 2017" under "Data Collection". It is at this point where you will be able to upload your spreadsheet by clicking "Select" beside "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.


/File upload screen

The file upload screen:
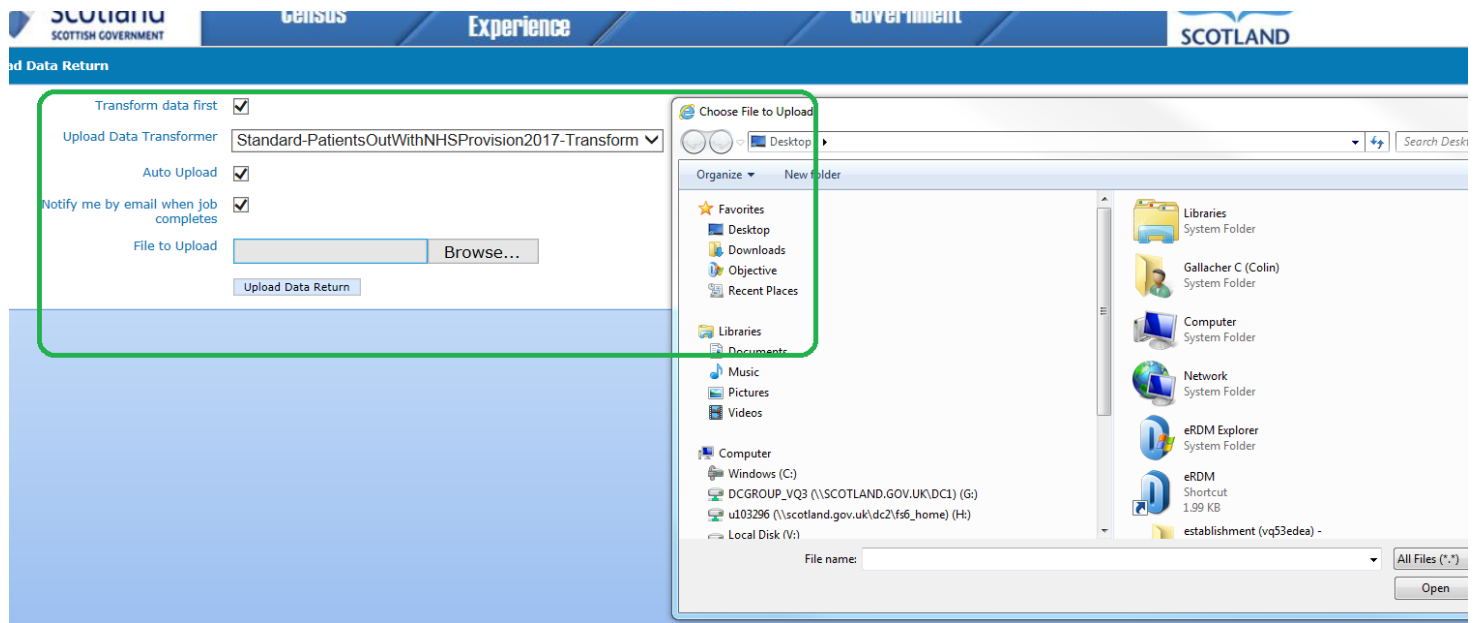
Once your spreadsheet has been uploaded onto the system you are encouraged to check data quality before submission.

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 overwrite all data from the previous upload.** To enter data manually onto 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.
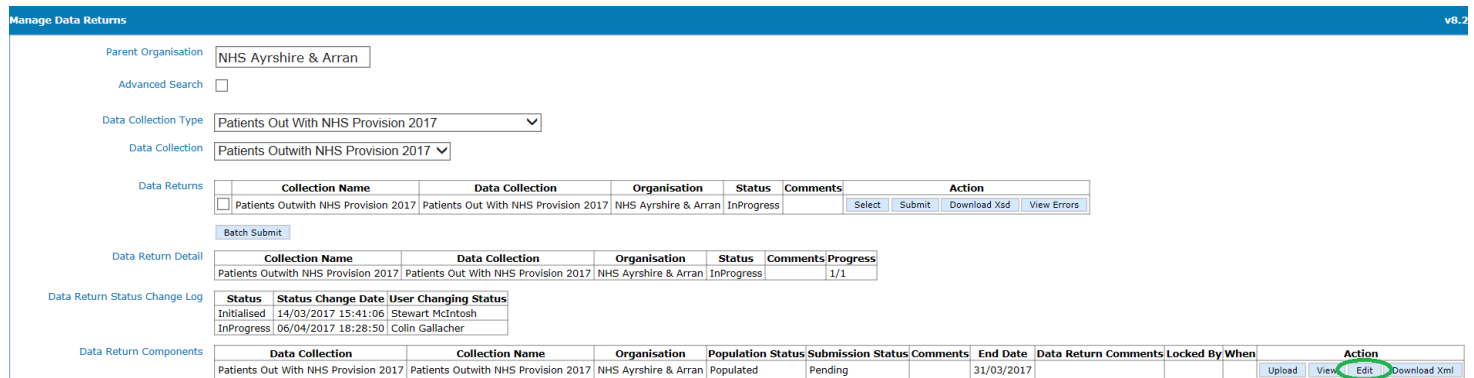
Summary Reports – click on "Menu", "Reports", "View reports". Use the dropdowns to select the report you wish to run. The reports will provide you with summary level information to double check patient numbers. A variety of tables of the data are presented to allow you to check data quality.

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

Submit Button

SUPPORT

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

Website or Technical issues:

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