# Inpatient Census 2016 Online Web Platform Guide: Part 1 – Mental Health Bed Census
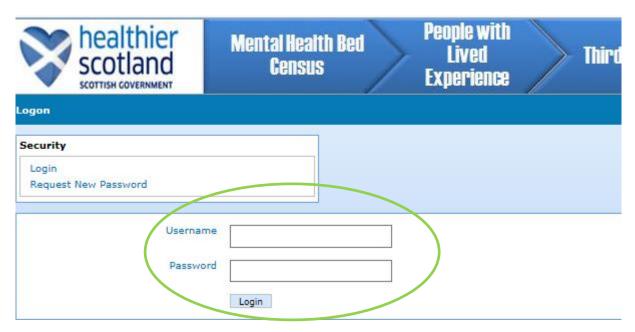


All supporting materials can be found on the Scottish Government Mental Health Web Page. A reminder that there are three collections. This guide covers part 1 – The mental Health Bed Census. All three collections follow the same timescales:

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

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.

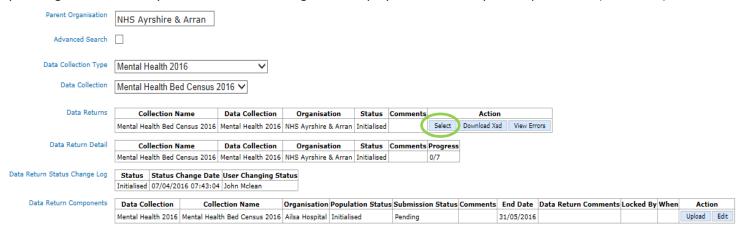Log in - https://procxed.scotxed.net/health/  (shown below)



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.



| | Collection Name | Organisation | Status | End Date | Locked By | Action | |
|---|---|---|---|---|---|---|---|
| Data Return Components | HBCCC 2016 | NHS Ayrshire & Arran | Initialised | 2016-05-31 | | Edit | Overview |
| | Mental Health Bed Census 2016 | Ailsa Hospital | Initialised | 2016-05-31 | | Edit | Overview |

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

Parent Organisation: NHS Ayrshire & Arran

Advanced Search: ☐

Data Collection Type: Mental Health 2016

Data Collection: Mental Health Bed Census 2016

Data Returns

| Collection Name | Data Collection | Organisation | Status | Comments | Action |
|---|---|---|---|---|---|
| Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | Initialised | | Select  Download Xsd  View Errors |

Data Return Detail

| Collection Name | Data Collection | Organisation | Status | Comments | Progress |
|---|---|---|---|---|---|
| Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | Initialised | | 0/7 |

Data Return Status Change Log

| Status | Status Change Date | User Changing Status |
|---|---|---|
| Initialised | 07/04/2016 07:43:04 | John Mclean |

Data Return Components

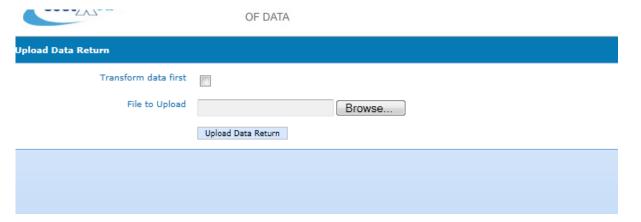| Data Collection | Collection Name | Organisation | Population Status | Submission Status | Comments | End Date | Data Return Comments | Locked By | When | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| Mental Health 2016 | Mental Health Bed Census 2016 | Ailsa Hospital | Initialised | Pending | | 31/05/2016 | | | | 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.
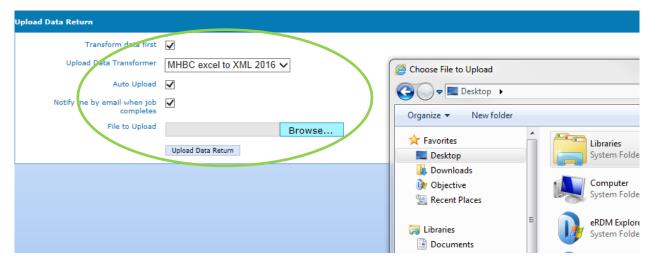
**Data Upload**

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".

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).

**Upload Data Return**

Transform data first: ☑

Upload Data Transformer: MHBC excel to XML 2016

Auto Upload: ☑

Notify me by email when job completes: ☑

File to Upload: [_____] Browse...

Upload Data Return

Choose File to Upload

Desktop ▶

Organize ▼   New folder

Favorites
  Desktop
  Downloads
  Objective
  Recent Places

Libraries
  Documents

Libraries — System Folder

Computer — System Folder

eRDM Explorer — System Folder

**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.

| | Collection Name | Organisation | Status | End Date | Locked By | Action | |
|---|---|---|---|---|---|---|---|
| Data Return Components | HBCCC 2016 | NHS Ayrshire & Arran | Initialised | 2016-05-31 | | Edit | Overview |
| | Mental Health Bed Census 2016 | Ailsa Hospital | Initialised | 2016-05-31 | | Edit | Overview |
| | Mental Health Bed Census 2016 | Arrol Park Resource Centre | Initialised | 2016-05-31 | | 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.
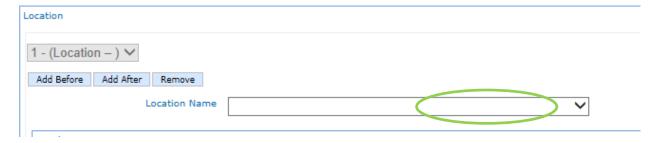
- Adding multiple entries. There are a number of fields where it is possible to add more than one answer for the question. For example, Location, ward, patient, diagnosis codes. To do this click on "add after" which will provide you with another entry for selection. It is the same process throughout 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.

**Patient Details**

1 - (Patient Details – ) ∨

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:

**Location**

1 - (Location – ) ∨

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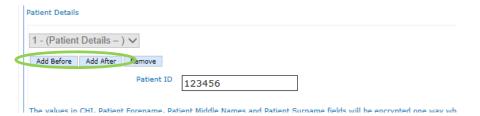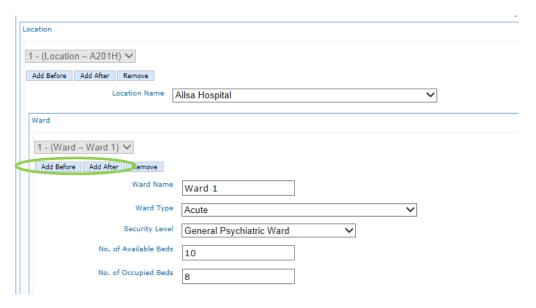
Only select **one location per Hospital** return. Using the 'Add Before' or 'Add After' options to create multiple locations will cause problems with the data.

**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:
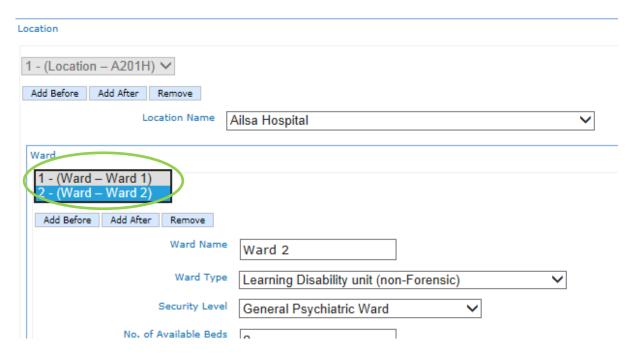


If you wish to add data for a **different ward,** and there is no data present for that word then you will have to add a new ward. To do this, use the 'Add Before' or 'Add After' buttons in the Ward section:



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

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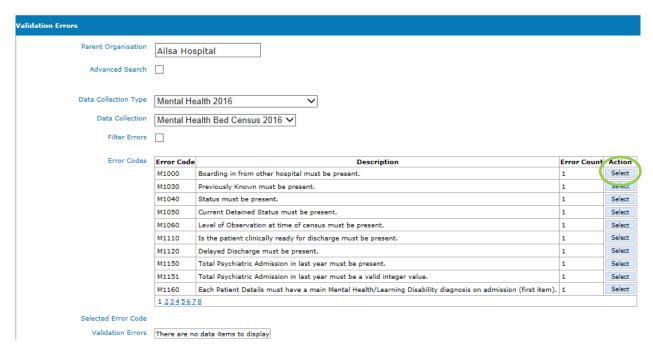


**Notes on Multiple Users**

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.
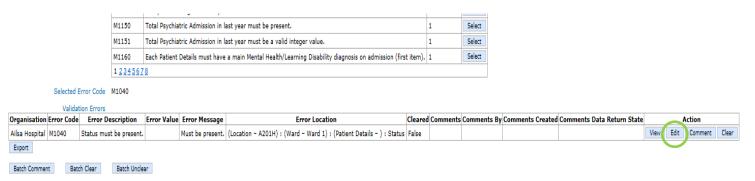
**Data Quality Checking prior to submission**

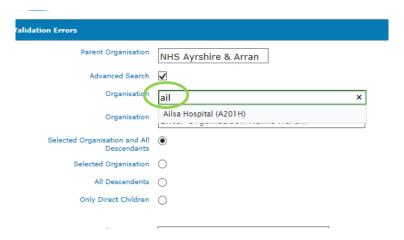Validation errors – You can check the quality of the data in two ways:

Validation 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" (as shown above) 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.



Tip: If you are a Heath Board, you can sort your errors by individual hospital. To do this, click the advanced search function and begin typing the name of the hospital in the 'Organisation' box:

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, 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.

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



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 2015 - 31 March 2016

| Health Board in Treatment | Gender | Age Group Unknown | Total |
|---|---|---|---|
| Not Known | Not Known | 7 | 7 |
| | Total Patients | 7 | 7 |
| Health Board Total | | 7 | 7 |

**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.
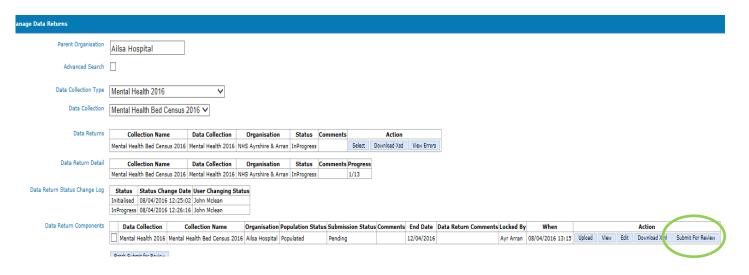
Now that you have checked the quality of your data and you are satisfied and ready to submit, you can either click on the top toolbar next to save (when you are in edit mode) – there is a button named "save and submit for review". Alternatively, if you click on Menu, Data Returns, Manage Data returns – 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



Submit for Review Button:



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.

Data Collection | Mental Health Bed Census 2016 ▽

eturn Breakdown

| Data Return Count | Initialised | In Progress | Submission Requested | Submitted | Approved |
|---|---|---|---|---|---|
| 1 | 0 | 1 | 0 | 0 | 0 |

Data Returns

| | Collection Name | Data Collection | Organisation | Status | Comments | Action | | | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | InProgress | | Select | Submit | Download Xsd | View Errors |

Batch Submit

ata Return Detail

| Collection Name | Data Collection | Organisation | Status | Comments | Progress |
|---|---|---|---|---|---|
| Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | InProgress | | 3/3 |

tatus Change Log

| Status | Status Change Date | User Changing Status |
|---|---|---|
| Initialised | 08/04/2016 12:25:02 | John Mclean |
| InProgress | 08/04/2016 12:26:16 | John Mclean |

turn Components

| | Data Collection | Collection Name | Organisation | Population Status | Submission Status | Comments | End Date | Data Return Comments | Locked By | When | Action | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | Ailsa Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | View | Edit | Download Xml | Approve | Reject |
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | Crosshouse Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | View | Edit | Download Xml | Approve | Reject |
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | East Ayrshire Community Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | View | Edit | Download Xml | Approve | Reject |

Batch Approve    Batch Reject

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**

All Organisations ☑

Advanced Search ☐

Data Collection Type | Mental Health 2016 ▽

Data Collection | Mental Health Bed Census 2016 ▽

Data Return Breakdown

| Data Return Count | Initialised | In Progress | Submission Requested | Submitted | Approved |
|---|---|---|---|---|---|
| 1 | 0 | 1 | 0 | 0 | 0 |

Data Returns

| | Collection Name | Data Collection | Organisation | Status | Comments | Action | | | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | InProgress | | Select | Submit | Download Xsd | View Errors |

Batch Submit

Data Return Detail

| Collection Name | Data Collection | Organisation | Status | Comments | Progress |
|---|---|---|---|---|---|
| Mental Health Bed Census 2016 | Mental Health 2016 | NHS Ayrshire & Arran | InProgress | | 3/3 |

Data Return Status Change Log

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Data Return Components

| | Data Collection | Collection Name | Organisation | Population Status | Submission Status | Comments | End Date | Data Return Comments | Locked By | When | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | Ailsa Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | Vie |
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | Crosshouse Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | Vie |
| ☐ | Mental Health 2016 | Mental Health Bed Census 2016 | East Ayrshire Community Hospital | Populated | SubmittedForReview | | 12/04/2016 | | | | Upload | Vie |

Batch Approve    Batch Reject

## SUPPORT

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

**Website or Technical issues:**

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