

# Inpatient Census 2016 Template– Part 1: Mental Health Bed Census Spreadsheet Template Upload Guide



This guide is for individuals who intend to upload their data by using the XML template provided by the Scottish Government. If you are intending to input your data manually into the Web Platform (and for further information on the Web Platform itself), please see the 'Part 1 - Web Platform Guide', available [here](#).

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 Mental Health 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 – 31<sup>st</sup> March 2016 at Midnight
- Submission Deadline – 31<sup>st</sup> May 2016

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

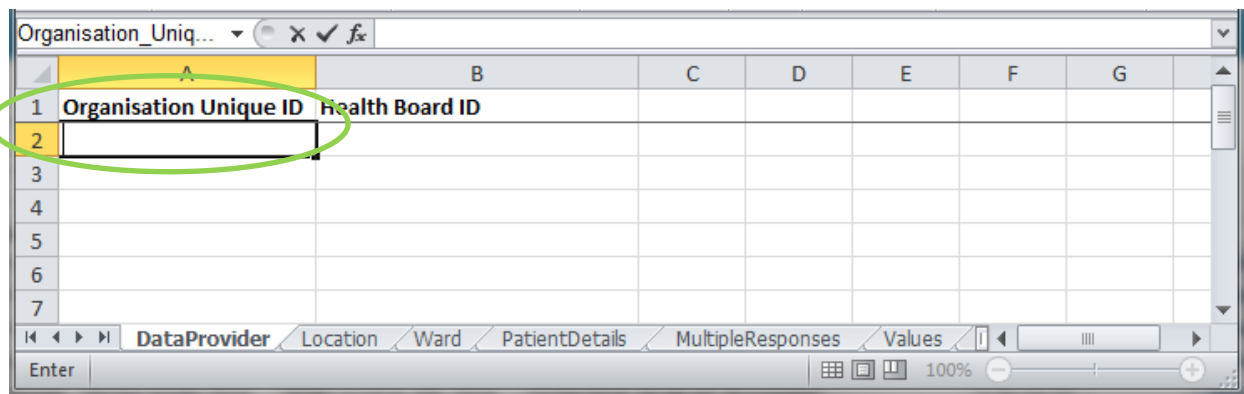
## Part 1: Mental Health Bed Census, Technical Documentation

### Downloadable document:

<b>Title:</b>	Technical Documentation
<b>Description:</b>	Technical Documentation accompanying the 2016 Inpatient Census
<b>File:</b>	Part 1: MHBC Spreadsheet Template [XML, 14143.1 kb: 01 Apr 2016] <a href="#">Open</a>   <a href="#">Open in new window</a>
	<a href="#">Viewer Help</a>

**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 Hospital/Care Home ( or the one for which you wish to upload data for (which can be found in Annex 2 of the main 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, which is circled below.

	1	2	3
1	Location Code	Location Code Other Detail	
2			
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. You will also need to input the “Ward Type”, using the dropdowns. If the drop down is set to “Other (please specify)”, please provide information in the adjacent “Ward Type Other Detail”, as circled below:

	A	B	C	D
1	Location Name	Ward Name	Ward Type	Ward Type Other Detail
2	A103H	Ward 1	Acute	
3	A103H	Ward 2	IPCU (Intensive Psychiatric Care Unit)	
4	A103H	Ward X	Other (please specify)	Type X
5				

**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	D	E
1	Ward Name	Patient ID	CHI	Patient Forename	Pat
2	Ward 1	Test0001	1908702000	Adam	Bri
3	Ward 1	Test0002	1808322000	David	Edg
4	Ward 2	Test0003	2111802000	Graham	Har
5	Ward 2	Test0004	4102620000	Jack	Kev
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:

	A	B	
1	Patient ID	Dependents	Subject to other legislation
2	Test0001	Child(ren) under 5	The Adult Support and Protection Act 2000
3	Test0001	Child(ren) aged 5 - under 16	The Adult Support and Protection Act 2000
4	Test0001	Child(ren) 16-18 in full time education	The Adult Support and Protection Act 2000
5	Test0002	Partner	Mental Health Act 1983
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 “Mental Health 2016”, under the “Data Collection Type” drop down box and “Mental Health Bed Census 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.

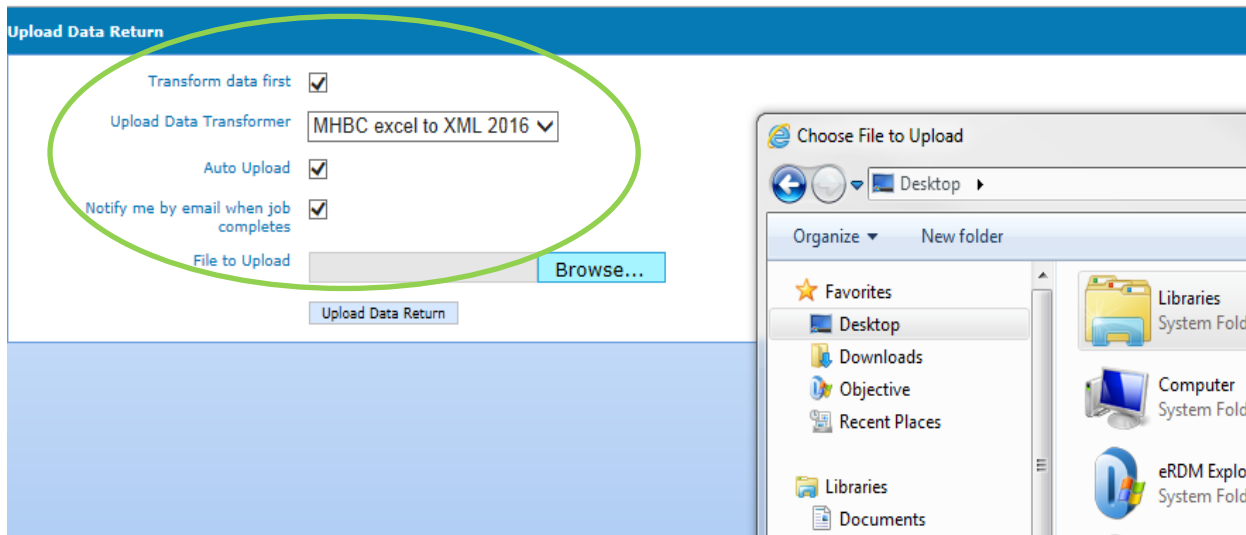
Collection Name	Data Collection	Organisation	Status	Comments	Action
Mental Health Bed Census 2016	Mental Health 2016	NHS Ayrshire & Arran	Initialised		Select Download Xsd View Errors

Collection Name	Data Collection	Organisation	Status	Comments	Progress
Mental Health Bed Census 2016	Mental Health 2016	NHS Ayrshire & Arran	Initialised		0/3

Status	Status Change Date	User Changing Status
Initialised	27/04/2016 15:19:08	John Mclean

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
Mental Health 2016	Mental Health Bed Census 2016	Crosshouse Hospital	Initialised	Pending		31/05/2016				Upload Edit
Mental Health 2016	Mental Health Bed Census 2016	East Ayrshire Community Hospital	Initialised	Pending		31/05/2016				Upload Edit

**Tip:** If you are a Health Board you will be able to select from a list of hospitals that you wish to upload to. You can only select one at a time, and a separate template will need to be uploaded for each. If you are a Hospital, you will only be able to upload a template for your current location.



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.

Collection type:

Data Collection:

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
<input type="checkbox"/> Mental Health Bed Census 2016	Mental Health 2016	NHS Ayrshire & Arran	InProgress		<a href="#">Select</a> <a href="#">Submit</a> <a href="#">Download Xsd</a> <a href="#">View Errors</a>

Batch Submit: [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

Status 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

Return Components:

Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Ailsa Hospital	Populated	SubmittedForReview		12/04/2016				<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download Xml</a> <a href="#">Approve</a> <a href="#">Reject</a>
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Crosshouse Hospital	Populated	SubmittedForReview		12/04/2016				<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download Xml</a> <a href="#">Approve</a> <a href="#">Reject</a>
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	East Ayrshire Community Hospital	Populated	SubmittedForReview		12/04/2016				<a href="#">Upload</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download Xml</a> <a href="#">Approve</a> <a href="#">Reject</a>

Batch Approve: [Batch Approve](#) Batch Reject: [Batch Reject](#)

**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 location (hospital/care home) 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** – 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

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	InProgress		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	InProgress		1/13

Data Return Status 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

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	Populated	Pending		12/04/2016		Ayr Arran	08/04/2016 13:15	Upload View Edit Download Xsd <b>Unlock</b> <b>Submit For Review</b>

### Submit for Review Button:

Parent Organisation: Ailsa Hospital

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	InProgress		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	InProgress		1/13

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	Action
Mental Health 2016	Mental Health Bed Census 2016	Ailsa Hospital	Populated	Pending		12/04/2016		Ayr Arran	08/04/2016 13:15	Upload View Edit Download Xsd <b>Submit For Review</b> <b>Unlock</b>

### 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.

Collection Type: Mental Health 2016

Data Collection: Mental Health Bed Census 2016

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
<input type="checkbox"/> 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

Status 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

Return Components:

Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Ailsa Hospital	Populated	SubmittedForReview		12/04/2016				Upload View Edit Download Xml Approve <b>Reject</b>
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Crosshouse Hospital	Populated	SubmittedForReview		12/04/2016				Upload View Edit Download Xml Approve <b>Reject</b>
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	East Ayrshire Community Hospital	Populated	SubmittedForReview		12/04/2016				Upload View Edit Download Xml Approve <b>Reject</b>

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
<input type="checkbox"/> Mental Health Bed Census 2016	Mental Health 2016	NHS Ayrshire & Arran	InProgress		Select <b>Submit</b> 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

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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	Action
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Ailsa Hospital	Populated	SubmittedForReview		12/04/2016				Upload View
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	Crosshouse Hospital	Populated	SubmittedForReview		12/04/2016				Upload View
<input type="checkbox"/> Mental Health 2016	Mental Health Bed Census 2016	East Ayrshire Community Hospital	Populated	SubmittedForReview		12/04/2016				Upload View

Batch Approve Batch Reject

## SUPPORT

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

### Website or Technical issues:

John Mclean, 0131 244 8492 or email – [john.mclean@gov.scot](mailto:john.mclean@gov.scot)

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### Data:

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### Policy:

Beth Hamilton, 0131 244 2591