

Inpatient Census 2018 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 point – midnight (end of) Wednesday 28th March 2018
- Submission Deadline – Thursday 31st May 2018

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.

Data Return Components

Collection Name	Organisation	Status	End Date	Locked By	Action
HospitalBasedComplexClinicalCareAndLongStay2018	NHS Ayrshire & Arran	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Ailsa Hospital	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Arrol Park Resource Centre	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Ayrshire Central Hospital	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Crosshouse Hospital	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	East Ayrshire Community Hospital	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	NHS Ayrshire & Arran	Initialised	2018-05-31		Edit Overview
Patients Outwith NHS provision 2018	NHS Ayrshire & Arran	Initialised	2018-05-31		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:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns:

Collection Name	Data Collection	Organisation	Status	Comments	Action
MHLD Inpatient Main 2018	Mental Health 2018	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
MHLD Inpatient Main 2018	Mental Health 2018	NHS Ayrshire & Arran	Initialised		0/6

Data Return Status Change Log:

Status	Status Change Date	User Changing Status
Initialised	03/04/2018 11:40:52	Keith McFerran

Data Return Components:

Data Collection	Collection Name	Organisation	Population	Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
Mental Health 2018	MHLD Inpatient Main 2018	Ailsa Hospital	Initialised		Pending		31/05/2018				<input type="button" value="Upload"/> <input type="button" value="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”.

Upload Data Return

Transform data first:

File to Upload:

- 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:

Auto Upload:

Notify me by email when job completes:

File to Upload:

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	Action
HospitalBasedComplexClinicalCareAndLongStay2018	NHS Ayrshire & Arran	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Ailsa Hospital	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Arrol Park Resource Centre	Initialised	2018-05-31		Edit Overview
MHLD Inpatient Main 2018	Ayrshire Central Hospital	Initialised	2018-05-31		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

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:

Location

1 - (Location -) ▾

Add Before Add After Remove

Location Name

Ward

1 - (Ward -) ▾

Add Before Add After Remove

Ward Name

Ward Type

Security Level

No. of Available Beds

- NHS Ayrshire & Arran--
- Ailsa Hospital**
- Arrol Park Resource Centre
- Ayrshire Central Hospital
- Biggart Hospital
- Buckreddan Care Centre
- Crosshouse Hospital
- Cumbræ Lodge Nursing Home
- Daldorch House School
- East Ayrshire Community Hospital
- Kirklandside Hospital
- The Ayr Clinic
- Thorntoun Care Centre Crosshouse
- NHS Borders--
- 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 -) ▾

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

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) ▾

Add Before Add After Remove

Location Name Ailsa Hospital ▾

Ward

1 - (Ward - Example Ward 1) ▾

Add Before Add After Remove

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:

Location

1 - (Location – A201H) ▼

Add Before Add After Remove

Location Name Ailsa Hospital ▼

Ward

2 - (Ward –) ▼

Add Before Add After Remove

Ward Name

Ward Type ▼

Security Level ▼

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

Ward Type ▼

Security Level ▼

No. of Available Beds

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 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:

Advanced Search:

Organisation:

Organisation:

Selected Organisation and All Descendants:

Selected Organisation:

All Descendants:

Only Direct Children:

Data Collection Type:

Data Collection:

Filter Errors:

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 2 3 4 5 6 7 8

Selected Error Code:

Validation Errors:

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 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 2 3 4 5 6 7 8

Selected Error Code: M1040

Validation Errors

Organisation	Error Code	Error Description	Error Value	Error Message	Error Location	Cleared	Comments	Comments By	Comments Created	Comments Data Return State	Action
Ailsa Hospital	M1040	Status must be present.		Must be present.	(Location - A201H) : (Ward - Tulip) : (Patient Details -) : Status	False					View Edit Comment Clear

Export

Batch Comment Batch Clear Batch Unclear

Edit button



Tip: If you are a Health 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:

Validation Errors

Parent Organisation

Advanced Search

Organisation

Organisation

Selected Organisation and All Descendants

Selected Organisation

All Descendants

Only Direct Children

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

Advanced Search

Data Collection Type

Reports

Data Collection

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 2017 - 28 March 2018

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

Manage Data Returns

Parent Organisation: NHS Ayrshire & Arran

Advanced Search:

Data Collection Type: Mental Health 2018

Data Collection: MHBC 2018

Collection Name	Data Collection	Organisation	Status	Comments	Action
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		Select Download Xsd View Errors

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		4/5

Status	Status Change Date	User Changing Status
Initialised	10/03/2018 09:26:03	Stewart McIntosh
InProgress	03/04/2018 18:14:36	Colin Gallacher

Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Ailsa Hospital	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Arrol Park Resource Centre	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Ayrshire Central Hospital	Populated	SubmittedForReview	31/03/2018				Upload View Edit Download Xml Approve Reject
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Crosshouse Hospital	Populated	Pending	31/03/2018		Colin Gallacher	04/04/2017 15:46	Upload View Edit Download Xml Unlock Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	East Ayrshire Community Hospital	Initialised	Pending	31/03/2018				Upload Edit

Batch Submit for Review Batch Approve Batch Reject

Unlock button

/ Submit for Review Button

Submit for Review Button:

Manage Data Returns v8.2

Parent Organisation:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns:

Collection Name	Data Collection	Organisation	Status	Comments	Action
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		Select Download Xsd View Errors

Data Return Detail:

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		4/5

Data Return Status Change Log:

Status	Status Change Date	User Changing Status
Initialised	10/03/2018 09:26:03	Stewart McIntosh
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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 2018	MHBC 2018	Ailsa Hospital	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Arrol Park Resource Centre	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Ayrshire Central Hospital	Populated	SubmittedForReview	31/03/2018				Upload View Edit Download Xml Approve Reject
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Crosshouse Hospital	Populated	Pending	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	East Ayrshire Community Hospital	Initialised	Pending	31/03/2018				Upload Edit

Batch Submit for Review Batch Approve Batch Reject

An example of the 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.

Parent Organisation:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns:

Collection Name	Data Collection	Organisation	Status	Comments	Action
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		Select Download Xsd View Errors

Data Return Detail:

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		4/5

Data Return Status Change Log:

Status	Status Change Date	User Changing Status
Initialised	10/03/2018 09:26:03	Stewart McIntosh
InProgress	03/04/2018 18:14:36	Colin Gallacher

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 2018	MHBC 2018	Ailsa Hospital	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Arrol Park Resource Centre	Populated	Rejected	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Ayrshire Central Hospital	Populated	SubmittedForReview	31/03/2018				Upload View Edit Download Xml Approve Reject
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Crosshouse Hospital	Populated	Pending	31/03/2018				Upload View Edit Download Xml Submit For Review
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	East Ayrshire Community Hospital	Initialised	Pending	31/03/2018				Upload Edit

Batch Submit for Review Batch Approve Batch Reject

Example of Reject 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:

Advanced Search:

Data Collection Type:

Data Collection:

Data Returns:

Collection Name	Data Collection	Organisation	Status	Comments	Action
<input type="checkbox"/>	MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress	Select Submit Download Xsd View Errors

Batch Submit

Data Return Detail:

Collection Name	Data Collection	Organisation	Status	Comments	Progress
MHBC 2018	Mental Health 2018	NHS Ayrshire & Arran	InProgress		5/5

Data Return Status Change Log:

Status	Status Change Date	User Changing Status
Initialised	10/03/2018 09:26:03	Stewart McIntosh
InProgress	03/04/2018 18:14:36	Colin Gallacher

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 2018	MHBC 2018	Ailsa Hospital	Populated	Approved	31/03/2018				Upload View Edit Download Xml Un Approve
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Arrol Park Resource Centre	Populated	Approved	31/03/2018				Upload View Edit Download Xml Un Approve
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Ayrshire Central Hospital	Populated	Approved	31/03/2018				Upload View Edit Download Xml Un Approve
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	Crosshouse Hospital	Populated	Approved	31/03/2018				Upload View Edit Download Xml Un Approve
<input type="checkbox"/>	Mental Health 2018	MHBC 2018	East Ayrshire Community Hospital	Populated	Approved	31/03/2018				Upload View Edit Download Xml Un Approve

Batch Un Approve

Once all hospitals' returns are SubmittedForReview and Approved, this Submit button becomes available, if content please then use the button to Submit the whole return to Scottish Government. You need to click it twice, second time to confirm.

SUPPORT

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

Website or Technical issues:

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

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