

## MHE NMDS 2010/2011 DATA ENTRY TOOL

# **USER GUIDE**

For version 22 of MHE-NMDS-2010-2011-Interface.mdb

Edition 2011 - Produced on behalf of the Australian Government Department of Health and Ageing by Strategic Data Pty Ltd.

The MHE NMDS Data Entry Tool allows for manual data entry of the MHE NMDS data and subsequent creation of a DAT file for validation and submission.

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## 1. Getting Started

You will require Microsoft Access on your system to use the MHE NMDS Data Entry Tool.

The MHE NMDS 2010/2011 Data Entry Tool consists of two files:

**MHE-NMDS-2010-2011-Interface.mdb** - the interface for data entry.

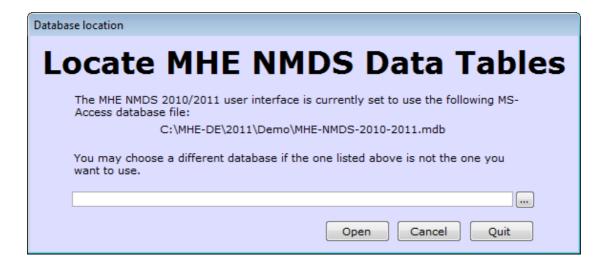
MHE-NMDS-2010-2011.mdb - an empty database for your state's data.

You should download both files and place them in an empty folder. To begin using the tool, open the interface file in Microsoft Access.

#### 2. Locating your data tables

Start the Data Entry Tool by opening the MHE-NMDS-2010-2011-Interface.mdb file in Microsoft Access.

If this is your first time running the tool, you will be asked for the location of your 'data tables' – the empty database you have just downloaded.



Use the browse button to select the empty database file, MHE-NMDS-2010-2011.mdb, from the folder where you have placed it. Click *New Db* to select this database and proceed.

*Note: To change the data tables at a later stage, choose* **Connect to Different Tables** *from the* **Data Utilities** *menu of the tool. See section 8.* 

Note that if the detailed structure of the selected data tables container does not match with that expected by the user interface, the following message will appear:

Microsoft Office Access	×
The connected data file does not seem to be the correct 2010-1 connect to a current format data file	1 format - please
	ОК

When you click the OK button, the "Locate MHE NMDS Data Tables" form will be re-opened, and you can select a different database.

You should not just rename a copy of last year's data tables file and use it this year, as their may be subtle changes that are not readily visible – always go to the MHE-DS web site (http://validator.com.au/twiki/bin/view/Main/MHEDEToolHome/) and download an empty data file for the current year.

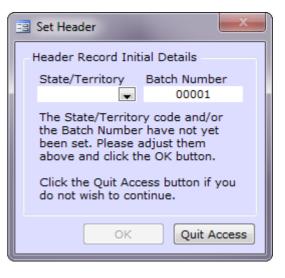
#### 3. Identifying your state and batch number

If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

Choose your state from the drop down menu.

If this is your first submission for the year, begin your batch number at 1.

Press OK to continue.



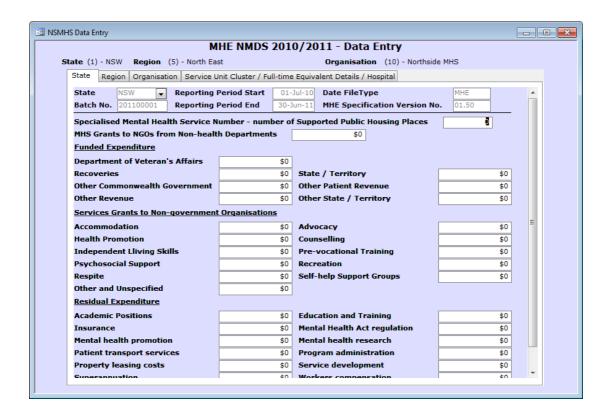
#### 4. The Main Switchboard

Data entry, previewing and data manipulation functions are accessed via the main switchboard, pictured below.

🖼 Main Switchboard 📃		
	MHE NMDS 2010/2011 Data Entry	
Australian Government Department of Health and Ageing	Enter / View NSMHS Information	
Department of Health and Ageing	Preview Service Profile (Codes) Report	
	Preview Service Profile (Names) Report	
Edition 2011 Version 22	Preview Regional Level Summary Report	
Produced on behalf of the Australia Government	Preview Inpatient Services Summary	
Department of Health and Ageing by Strategic Data Pty Ltd	Preview Residential Services Summary	
	Preview Ambulatory Services Summary	
http://www.strategicdata.com.au/	🗌 Data Utilities	

## 5. Entering data

To begin entering data, choose *Enter / View NSMHS Information* from the main switchboard. This will present the state data entry screen:



When entering data, navigate between entities using the *State*, *Region*, *Organisation* and *Service Unit Cluster / Full-time Equivalent Details / Hospital* tabs.

State, Region and Organisation markers at the top of the screen show the current entity.

To create regions within your state, use the 'Record' advancer shown at the bottom of the screen:

INSMHS Data Entry	INSMHS Data Entry				
	MHE NMDS	2010/2011 - Data Entry			
State (1) - NSW Region (5) - North E	last	Organisation (10) - Nor	thside MHS		
State Region Organisation Service	Unit Cluster / Full-ti	me Equivalent Details / Hospital			
Region Code 5	Region Code 5 Name North East				
Funded Expenditure					
Department of Veterans' Affairs	\$0	1			
Recoveries	\$0	State or Territory Health Authority	\$0		
Other Commonwealth Government	\$0	Other Patient Revenue	\$0		
Other Revenue	\$0	Other State or Territory	\$0		
Services Grants to Non-governmen			<del>_</del>		
	\$0	Advocacy	\$0		
Health Promotion	\$0	Counselling	\$0		
Independent Living Skills Support	\$0	Pre-vocational Training	\$0		
Psychosocial Support	\$0	Recreation	\$0		
Respite	\$0	Self-helpSupport Groups	\$0		
Other and Unspecified	\$0				
Residual Expenditure		,			
Academic Positions	\$0	Education and Training	\$0		
Insurance	\$0	Mental Health Act Regulation	\$0		
Mental Health Promotion	\$0	Mental Health Research	\$0		
Patient Transport Services	\$0	Program Administration	\$0		
Property Leasing Costs	\$0	Service Development	\$0		
Superannuation	\$0	Support Services	\$0		
Workers Compensation	\$0	Other Indirect Expenditure	\$0		
Record: II I FIF* of 1					
Record: 1	tj of 1 🖣				

To create organisations within a region, use the Organisations tab:

HHE NMDS 2010/2011 - Data Entry         State (1) - NSW Region (5) - North East Organisation (10) - Northside MHS         State (1) - NSW Region (5) - North East Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital         ID 0 Details Northside MHS         Funded Expenditure         Department of Veterans' Affairs       \$0         Recoveries       \$0         Other Commonwealth Government       \$0         Other Revenue       \$0         Depreciation       \$0         Non-salary Recurrent Expenditure       \$0         Administrative Expenses       \$0         Patient Transport       \$0         Repairs and Maintenance       \$0         Salaries and Mages       \$0         Psychiatry Registrars and Trainees       \$0         Other Diagnostic & Health Profs.       \$0         Outper Staff       \$0         Outper Mainistrative and Clerical Staff       \$0         Other Requestion       \$0         Course Staff       \$0         Drug Supplies       \$0         Drug Supplies       \$0         Solaries and Maintenance       \$0         Other Medical Officers       \$0         Coursetions       \$0 <th>ISMHS Data Entry</th> <th></th> <th>0/2011 - Data Entry</th> <th></th> <th></th>	ISMHS Data Entry		0/2011 - Data Entry		
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Occupational Therapists     \$0       Social Workers     \$0       Psychologists     \$0       Other Diagnostic & Health Profs.     \$0       Administrative and Clerical Staff     \$0       Domestic and Other Staff     \$0	<b>Psychiatry Registrars and Trainees</b>	\$0	Other Medical Officers	\$0	
Social Workers     \$0     Psychologists     \$0       Other Diagnostic & Health Profs.     \$0     Administrative and Clerical Staff     \$0       Domestic and Other Staff     \$0     MH Carer Workers     \$0	Registered Nurses	\$0	Enrolled Nurses	\$0	
Other Diagnostic & Health Profs. \$0 Administrative and Clerical Staff \$0 Domestic and Other Staff \$0 WH Carer Workers \$1			Occupational Therapists	\$0	
Domestic and Other Staff Company MH Carer Workers Company	Social Workers	\$0	Psychologists	\$0	
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#### 6. Previewing summaries and reports

Service summaries and service profile reports can be previewed using the report generation options from the main switchboard:

🖻 Main Switchboard	
1 American and a second second	MHE NMDS 2010/2011 Data Entry
Australian Government Department of Health and Ageing	Enter / View NSMHS Information
Department of freath and Agenig	Preview Service Profile (Codes) Report
	Preview Service Profile (Names) Report
Edition 2011 Version 22	Preview Regional Level Summary Report
Produced on behalf of the	Preview Inpatient Services Summary
Australia Government Department of Health and Ageing by Strategic Data Pty Ltd	Preview Residential Services Summary
	Preview Ambulatory Services Summary
http://www.strategicdata.com.au/	🗌 Data Utilities

## 7. Exporting data for submission

To create a DAT file from the data for validation and submission, choose *Data Utilities...* from the main switchboard. From the *Data Utilities* menu, select *Export NSMHS*.

📴 Data Utilities	
	MHE NMDS 2010/2011 Data Entry
Australian Government Department of Health and Ageing	Export NSMHS Information
Department of Health and Ageing	Connect to Different Tables
	Main Switchboard
Edition 2011 Version 22	
Produced on behalf of the Australia Government Department of Health and Ageing by Strategic Data Pty Ltd	
http://www.strateqicdata.com.au/	

х Export DAT File To create a DAT file. Header Record Details choose a Target Folder then select *Export*. State/Territory Financial Year Batch Number 00001 1 - NSW 2011 The DAT file will be Report Start Report End automatically named and 01-Jul-2010 30-Jun-2011 placed in the selected Save folder. Target Folder Full Folder Name C:\MHE-DE\2011\Demo\Export ... Export Cancel

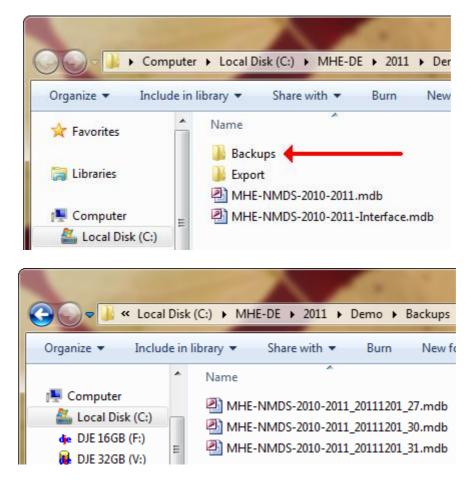
#### 8. Connecting to a different data table

Once a database is established, the Data Entry Tool remembers its location. To change the database in use – for example, when reverting to a backup – choose *Connect to Different Tables* from the *Data Utilities* menu.

📴 Data Utilities	
	MHE NMDS 2010/2011 Data Entry
Australian Government Department of Health and Ageing	Export NSMHS Information
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5 IV 2014	Main Switchboard
Edition 2011 Version 22	
Produced on behalf of the Australia Government Department of Health and Ageing by Strategic Data Pty Ltd http://www.strategicdata.com.au/	
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#### 9. Automated backups

Each time the tool is run, a backup copy of the database is placed in a 'Backups' folder in the same directory as the database file. Backups are created only at the point when the tool is opened. If no 'Backups' folder exists, one is automatically created.



Time stamps for each backup are appended to the filename.

*Note:* To revert to a backup, copy the file to a fresh folder and rename it by removing the time stamp information.

## 10. Getting help

For further help or assistance with any aspect of the Data Entry Tool, please send an email to *support@strategicdata.com.au*.