

MHE NMDS 2009/2010 DATA ENTRY TOOL

USER GUIDE

For version 21 of MHE-NMDS-2009-2010-Interface.mdb

Edition 2010 - 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 2009/2010 Data Entry Tool consists of two files:

MHE-NMDS-2009-2010-Interface.mdb - the interface for data entry.

MHE-NMDS-2009-2010.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-2009-2010-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.

Database location
Locate MHE NMDS Data Tables
The MHE NMDS 2009/2010 user interface is currently set to use the following MS- Access database file:
E:\MHE-DE\2010\Demo\MHE-NMDS-2009-2010.mdb
You may choose a different database if the one listed above is not the one you want to use.
Open Cancel Quit

Use the browse button to select the empty database file, MHE-NMDS-2009-2010.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 2009-10 format - please connect to	a current format data file

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.

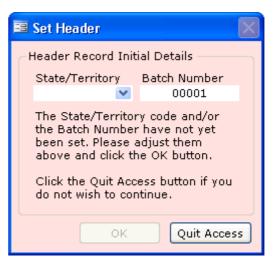
3. Identifying your state and batch number

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 2009/2010 Data Entry
Australian Government Department of Health and Ageing	🔲 Enter / View NSMHS Information
Department of freath and Ageing	Preview Service Profile (Codes) Report
	🗌 Preview Service Profile (Names) Report
Edition 2010 Version 21	Preview Regional Level Summary Report
Produced on behalf of the Australia Government	Preview Inpatient Services Summary
Department of Health and Ageing by	Preview Residential Services Summary
Strategic Data Pty Ltd	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:

NSMHS Data Entry							
MHE NMDS 2009/2010 - Data Entry							
State (1) - NSW Region (5) - North East		Organisation (10) - Northside	мнз				
State Region Organisation Service Unit C	State Region Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital						
State NSW Reporting P	eriod Start 01-Ju	1-2009 Date FileType	MHE				
Batch No. 201000001 Reporting P	eriod End 30-Ju	n-2010 MHE Specification Version No.	01.40				
Specialised Mental Health Service Num	her - number of Su	poorted Public Housing Places					
MHS Grants to NGOs from Non-health D		\$0	- F				
Funded Expenditure							
Department of Veteran's Affairs	\$0						
Recoveries	\$0	State / Territory	\$0				
Other Commonwealth Government	\$0	Other Patient Revenue	\$0				
Other Revenue	\$0	Other State / Territory	\$0				
Services Grants to Non-government O	ganisations						
Accommodation	\$0	Advocacy	\$0				
Health Promotion	\$0	Counselling	\$0				
Independent Lliving Skills	\$0	Pre-vocational Training	\$0				
Psychosocial Support	\$0	Recreation	\$0				
Respite	\$0	Self-help Support Groups	\$0				
Other and Unspecified	\$0						
Residual Expenditure							
Academic Positions	\$0	Education and Training	\$0				
Insurance Mental health promotion	\$0	Mental Health Act regulation Mental health research	\$0				
Patient transport services	\$0	Program administration	\$0				
Property leasing costs	\$0	Superannuation	\$0				
Workers compensation	\$0	Other indirect expenditure	\$0				
	· ·	· ·	·				

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:

🕫 NSMHS Data Entry	MHE NMDS :	2009/2010 - Data Entry				
State (1) - NSW Region (5) - North E			thside MHS			
State Region Organisation Service Un	it Cluster / Full-time	Equivalent Details / Hospital				
Region Code 5	Name	North East				
Funded Expenditure						
Department of Veterans' Affairs	\$0					
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-government	·		+-			
	\$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	Superannuation	\$0			
Support Services	\$0	Workers Compensation	\$0			
Other Indirect Expenditure	\$0					

🖼 NSMHS Data Entry				
1	MHE NMDS 200	19/2010 - Data Entry		
State (1) - NSW Region (5) - North Eas	t	Organisation (10) - Northside I	MHS	
State Region Organisation Service Unit C	Cluster / Full-time Equi	valent Details / Hospital		
ID 10 Details Northside M	MHS			
Funded Expenditure				
Department of Veterans' Affairs	\$0		to	
Recoveries	\$0	State or Territory Health Authority	\$0	
Other Commonwealth Government	\$0	Other Patient Revenue	\$0	
Other Revenue	\$0	Other State or Territory	\$0	
Depreciation				
Non-salary Recurrent Expenditure				
Administrative Expenses	\$0	Domestic Services	\$0	
Drug Supplies	\$0	Food Supplies	\$0	
Interest Payments	\$0	Medical and Surgical Supplies	\$0	
Patient Transport	\$0	Visiting Medical Officers	\$0	
Repairs and Maintenance	\$0	Superannuation Contributions	\$0	
Other Recurrent Expenditure	\$0			
Salaries and Wages				
		Psychiatrists	\$0	
Psychiatry Registrars and Trainees	\$0	Other Medical Officers	\$0	
Registered Nurses	\$0	Enrolled Nurses	\$0	
		Occupational Therapists	\$0	
Social Workers	\$0	Psychologists	\$0	
Other Diagnostic & Health Profs.	\$0	Administrative and Clerical Staff	\$0	
Domestic and Other Staff	\$0	Carer Consultants	\$0	~
Record: I	f 1 ***	04L D I C C4F	*0	

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

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 📃 🗖 🔀		
MHE NMDS 2009/2010 Data Entry		
Enter / View NSMHS Information Preview Service Profile (Codes) Report		
 Preview Service Profile (Codes) Report Preview Service Profile (Names) Report Preview Regional Level Summary Report Preview Inpatient Services Summary Preview Residential Services Summary Preview Ambulatory Services Summary 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	
Australian Government	MHE NMDS 2009/2010 Data Entry
Department of Health and Ageing	Export NSMHS Information Connect to Different Tables
Edition 2010 Version 21	Main Switchboard
Produced on behalf of the Australia Government Department of Health and Ageing by Strategic Data Pty Ltd	
<u>http://www.strategicdata.com.au/</u>	

To create a DAT file, choose a Target Folder then select *Export*.

The DAT file will be automatically named and placed in the selected folder.

-8	Export DAT File				
CI	Header Record De	tails			
	State/Territory 1 - NSW	Financial Year 2010	Batch Number 00001		
		Report Start 01-Jul-2009	Report End 30-Jun-2010		
			Save		
r	Target Folder				
	Full Folder Name		_		
C:\MHE\2009-2010\Data					
		Expo	rt 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	
http://www.com/and/and/and/and/and/and/and/and/and/and	MHE NMDS 2009/2010 Data Entry
Australian Government Department of Health and Ageing	Export NSMHS Information
-70%	Connect to Different Tables
	🗌Main Switchboard
Edition 2010 Version 21	
Produced on behalf of the Australia Government Department of Health and Ageing by Strategic Data Pty Ltd	
http://www.strategicdata.com.au/	

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.

🚞 Demo				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools	Help		
🕒 Back 🝷 🕥 🕤 🏂	, Se	earch 😥 Folders 🛄 🗸		
	۲	Name 🔺	Size	Туре
File and Folder Tasks Make a new folder Mublish this folder to the Web Share this folder Backups	~	Backups MHE-NMDS-2009-2010.mdb MHE-NMDS-2009-2010-Interface.mdb	456 KB 11,068 KB	File Folder Microsoft C Microsoft C
<u>Fi</u> le <u>E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools	Help		
🚱 Back 🔹 🕥 🕤 🤧	jo se	earch 😥 Folders 🛄 🔹		
et is the state		Name 🔺	Size	Туре
File and Folder Tasks	~	MHE-NMD5-2009-2010_20101130_23.n		Microsoft
💋 Make a new folder		MHE-NMD5-2009-2010_20101130_24.n MHE-NMD5-2009-2010_20101130_25.n		
Publish this folder to the Web		MHE-NMDS-2009-2010_20101130_26.n		
Share this folder		MHE-NMD5-2009-2010_20101130_27.n	ndb 456 KB	Microsoft

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*.