



MHE NMDS 2006/2007 DATA ENTRY TOOL

USER GUIDE

Edition 2007 – 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 2006/2007 Data Entry Tool consists of two files:

MHE-NMDS-2006-2007-Interface.mdb - the interface for data entry.

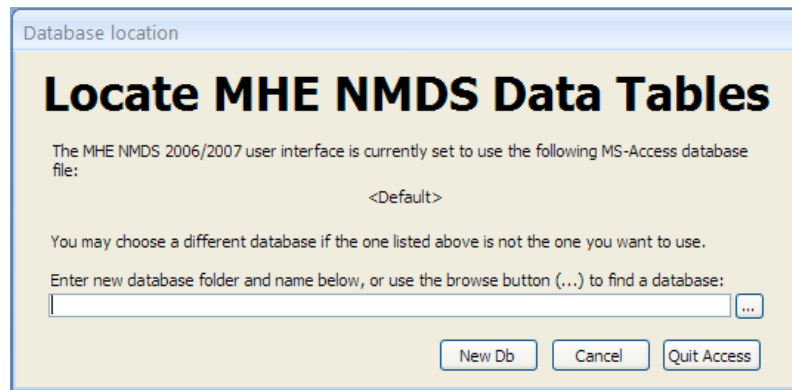
MHE-NMDS-2006-2007.mdb - an empty database for your state's data.

You should download both files and place them in a blank 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-2006-2007-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-2006-2007.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.*

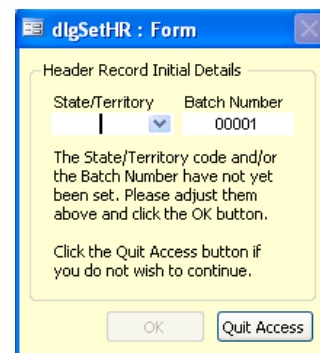
3. Identifying your state and batch number

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

Australian Government
Department of Health and Ageing

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MHE NMDS 2006/2007 Data Entry

- ☒ Enter / View NSMHS Information
- ☐ 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...

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 2006/2007 - Data Entry

State (1) - NSW Region (5) - North East Organisation (10) - Northside MHS

State Region Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital

State Reporting Period Start Date File Type
 Batch No. Reporting Period End MHE Specification Version No.

Specialised Mental Health Service Number - number of Supported Public Housing Places

MHS Grants to NGOs from Non-health Departments

Funded Expenditure

Department of Veteran's Affairs	<input type="text"/>	National Mental Health Strategy	<input type="text"/>
Recoveries	<input type="text"/>	State / Territory	<input type="text"/>
Other Commonwealth Government	<input type="text"/>	Other Patient Revenue	<input type="text"/>
Other Revenue	<input type="text"/>	Other State / Territory	<input type="text"/>

Services Grants to Non-government Organisations

Accommodation	<input type="text"/>	Advocacy	<input type="text"/>
Health Promotion	<input type="text"/>	Counselling	<input type="text"/>
Independent Living Skills	<input type="text"/>	Pre-vocational Training	<input type="text"/>
Psychosocial Support	<input type="text"/>	Recreation	<input type="text"/>
Respite	<input type="text"/>	Self-help Support Groups	<input type="text"/>
Other and Unspecified	<input type="text"/>		

Residual Expenditure

Academic Positions	<input type="text"/>	Education and Training	<input type="text"/>
Insurance	<input type="text"/>	Mental Health Act regulation	<input type="text"/>
Mental health promotion	<input type="text"/>	Mental health research	<input type="text"/>
Patient transport services	<input type="text"/>	Program administration	<input type="text"/>
Property leasing costs	<input type="text"/>	Superannuation	<input type="text"/>
Workers compensation	<input type="text"/>	Other indirect expenditure	<input type="text"/>

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 2006/2007 - Data Entry

State (1) - NSW Region (5) - North East Organisation (10) - Northside MHS

State **Region** Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital

Region Code: 5 Name: North East

Funded Expenditure

Department of Veterans' Affairs	<input type="text"/>	National Mental Health Strategy	<input type="text"/>
Recoveries	<input type="text"/>	State or Territory Health Authority	<input type="text"/>
Other Commonwealth Government	<input type="text"/>	Other Patient Revenue	<input type="text"/>
Other Revenue	<input type="text"/>	Other State or Territory	<input type="text"/>

Services Grants to Non-government Organisation

Accommodation	<input type="text"/>	Advocacy	<input type="text"/>
Health Promotion	<input type="text"/>	Counselling	<input type="text"/>
Independent Living Skills Support	<input type="text"/>	Pre-vocational Training	<input type="text"/>
Psychosocial Support	<input type="text"/>	Recreation	<input type="text"/>
Respite	<input type="text"/>	Self-help Support Groups	<input type="text"/>
Other and Unspecified	<input type="text"/>		

Residual Expenditure

Academic Positions	<input type="text"/>	Education and Training	<input type="text"/>
Insurance	<input type="text"/>	Mental Health Act Regulation	<input type="text"/>
Mental Health Promotion	<input type="text"/>	Mental Health Research	<input type="text"/>
Patient Transport Services	<input type="text"/>	Program Administration	<input type="text"/>
Property Leasing Costs	<input type="text"/>	Superannuation	<input type="text"/>
Support Services	<input type="text"/>	Workers Compensation	<input type="text"/>
Other Indirect Expenditure	<input type="text"/>		

Record: 14 1 of 1

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

NSMHS Data Entry

MHE NMDS 2006/2007 - Data Entry

State (1) - NSW Region (5) - North East Organisation (10) - Northside MHS

State Region Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital

ID 10 Details Northside MHS

Funded Expenditure

Department of Veterans' Affairs		National Mental Health Strategy	
Recoveries		State or Territory Health Authority	
Other Commonwealth Government		Other Patient Revenue	
Other Revenue		Other State or Territory	
Depreciation			

Non-salary Recurrent Expenditure

Administrative Expenses		Domestic Services	
Drug Supplies		Food Supplies	
Interest Payments		Medical and Surgical Supplies	
Patient Transport		Visiting Medical Officers	
Repairs and Maintenance		Superannuation Contributions	
Other Recurrent Expenditure			

Salaries and Wages


Psychiatry Registrars and Trainees		Psychiatrists	
Registered Nurses		Other Medical Officers	
		Enrolled Nurses	
		Occupational Therapists	
Social Workers		Psychologists	
Other Diagnostic & Health Profs.		Administrative and Clerical Staff	
Domestic and Other Staff		Carer Consultants	

Record: 14 1 of 1

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

 **Australian Government**
Department of Health and Ageing

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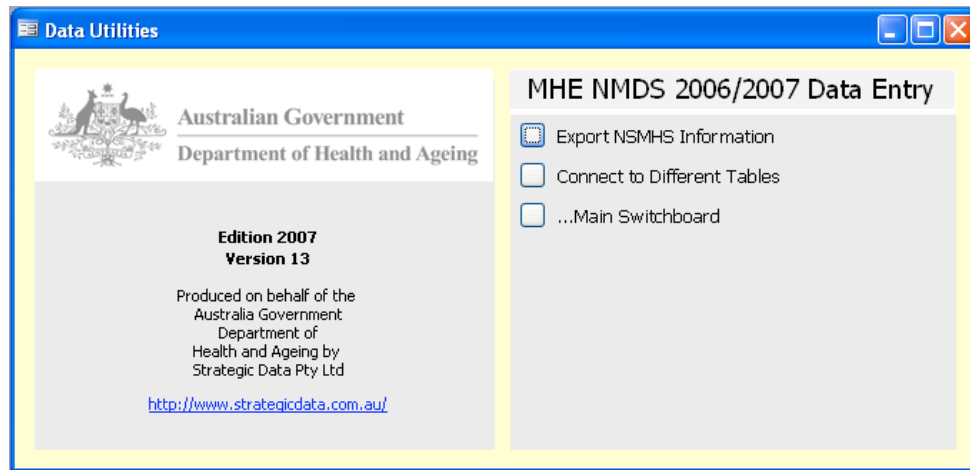
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MHE NMDS 2006/2007 Data Entry

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- ☐ Data Utilities...

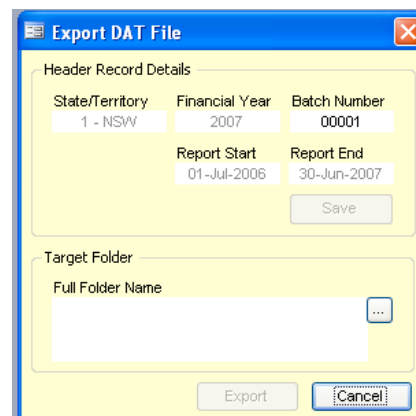
7. Exporting data for submission

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**.



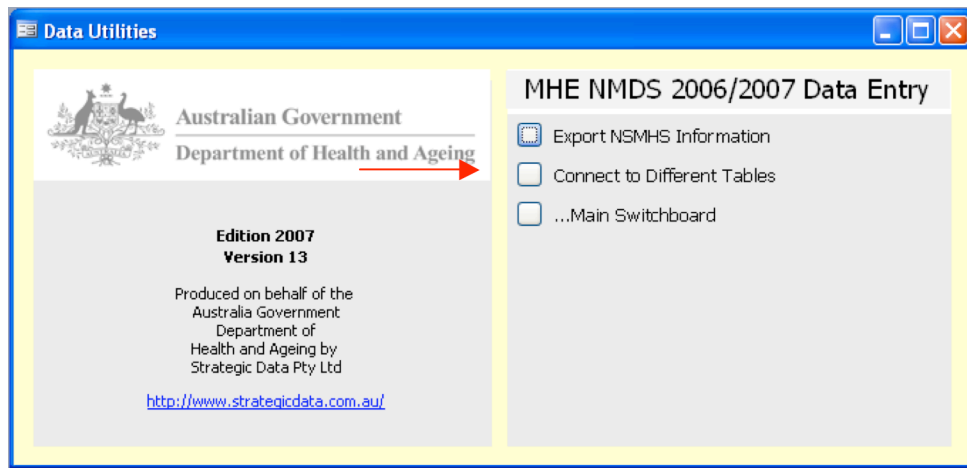
To create a DAT file, choose a Target Folder then select **Export**.

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



8. Connecting to a different data table

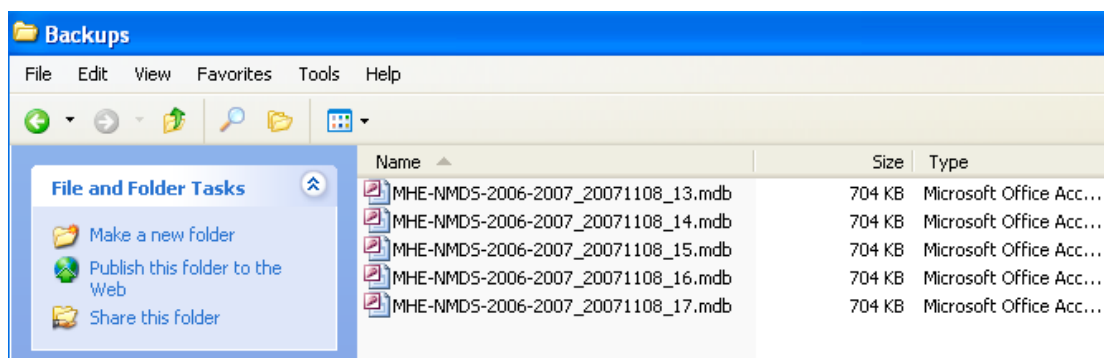
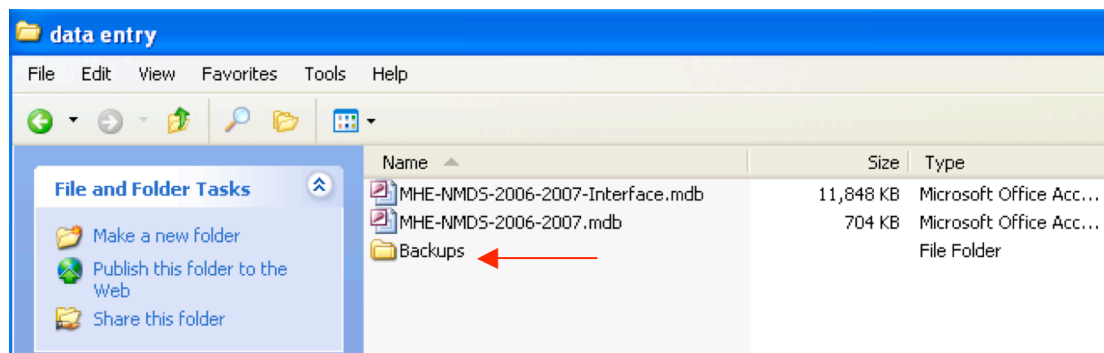
Once a database is established, the Data Entry Tool remembers its location. To change the database in use – for example, when reverting to a backup – choose **Connect to Different Tables** from the *Data Utilities* menu.



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*.