

MHE NMDS 2016/2017 DATA ENTRY TOOL

USER GUIDE

MHE-NMDS-2016-2017-Interface.mdb

Produced on behalf of the Australian Government Department of Health 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.

User Guide Contents:

1.	Getting Started	. 1
2.	Locating your data tables	. 1
3.	Identifying your state and batch number	3
4.	The main switchboard	3
5.	Entering data	4
6.	Previewing summaries and reports	6
7.	Exporting data for submission	6
8.	Connecting to a different data table	7
9.	Automated backups	8
10.	Getting help	8

NOTE: Images in this document refer to the 2012-2013 version of the database, the application remains largely unchanged from this older version other than the displayed dates.

1. Getting Started

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

The MHE NMDS 2015/2016 Data Entry Tool consists of two files:

MHE-NMDS-2016-2017-Interface.mdb - the interface for data entry.

MHE-NMDS-2016-2017.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-2016-2017-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 2012/2013 user interface is currently set to use the following MS- Access database file:
C:\MHE-DE\2013 Demo\MHE-NMDS-2012-2013.mdb
You may choose a different database if the one listed above is not the one you want to use.
Enter new database folder and name below, or use the browse button () to find a database:
Open Cancel Quit Access

Use the browse button to select the empty database file, MHE-NMDS-2016-2017.mdb, from the folder where you have placed it. Click **Open** 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 Access	x
The connected data file does not seem to be the correct 2012-13 format - please connect to a current format data file	
ОК	

When you click the OK button, the "Locate MHE NMDS Data Tables" form will be reopened, 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 website (https://validator.com.au/bin/view/Main/MHEDETHome) 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.

(<u>*Tip:*</u> If the Set Header window doesn't open after selecting your database, close access and reopen the interface again. The Set Header window should open straight away.)

-8	Set Header X					
He	eader Record Initial Details					
s	State/Territory Batch Number					
	00001					
t b	The State/Territory code and/or the Batch Number have not yet been set. Please adjust them above and click the OK button.					
Click the Quit Access button if you do not wish to continue.						
OK Quit Access						

4. The Main Switchboard

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

🖪 Main Switchboard	- 8 %
A Andrew Andrew A	MHE NMDS 2012/2013 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 2013 Version 25	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:

MHE NMDS 2012/2013 - Data Entry State (2) - VIC Region () - Organisation () -								
State Region Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital								
State VIC Reporting Period Start 01-Jul-12 Date FileType MHE Batch No. 201300001 Reporting Period End 30-Jun-13 MHE Specification Version No. 01.70								
		•						
Specialised Mental Health Service			ac 0					
MHS Grants to NGOs from Non-hea	alth Departments	\$0						
Funded Expenditure								
Department of Veteran's Affairs	\$0							
Recoveries	\$0	State / Territory	0					
Other Commonwealth Governmen Other Revenue		Other Patient Revenue	\$0					
	\$0	Other State / Territory	\$0					
Services Grants to Non-governme	ent Organisations							
Accommodation	\$0	Advocacy	\$0					
Health Promotion	\$0	Counselling	\$0					
Independent Lliving Skills	\$0	Pre-vocational Training	\$0					
Psychosocial Support	\$0	Recreation	\$0					
Respite Other and Unspecified	\$0	Self-help Support Groups	\$0					
Residual Expenditure	\$0							
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	Service development	\$0					
Superannuation	\$0	Workers compensation	\$0					
Other indirect expenditure	\$0		40					
	+-							

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:

		Full-time Equivalent Details / Hospital	
Region Code	Name		
Funded Expenditure			
Department of Veterans' Affairs Recoveries	\$ 0 \$0	State or Territory Health Author	\$0
Other Commonwealth Governme		Other Patient Revenue	\$0
Other Revenue	\$0	Other State or Territory	\$0
Services Grants to Non-govern	ment Organisa	- I	
Accommodation	\$0	Advocacy	\$0
Health Promotion	\$0	Counselling	\$0
Independent Living Skills Suppo	\$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 Patient Transport Services	\$0 \$0	Mental Health Research Program Administration	\$0
Property Leasing Costs	\$0	Service Development	\$0
Superannuation	\$0	Support Services	\$0
Workers Compensation	\$0	Other Indirect Expenditure	\$0

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

ate (2) - VIC Region () -		Organisation () -		
State Region Organisation Servic	e Unit Cluster / Fu	Ill-time Equivalent Details / Hospital		
ID Details				Ê
Funded Expenditur				
Department of Veterans' Affairs	\$0			
Recoveries	\$0	State or Territory Health Author	\$0	
Other Commonwealth Governme	\$0	Other Patient Revenue	\$0	
Other Revenue	\$0	Other State or Territory	\$0	
Depreciation				
Non-salary Recurrent Expenditu	re			
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 Traine	\$0	Other Medical Officers	\$0	
Registered Nurses	\$0	Enrolled Nurses	\$0	
l		Occupational Therapists	\$0	
Social Workers	\$0	Psychologists	\$0	
Other Diagnostic & Health Pro	\$0	Administrative and Clerical Staf	\$0	
Domestic and Other Staff	\$0	MH Carer Worker	\$0	
MH Consumer Worker	\$0	Other Personal Care Staff	\$0	
Full-time Equivalent Staff				
		Psychiatrists	0.00	
Psychiatry Registrars and Traine	0.00		0.00	

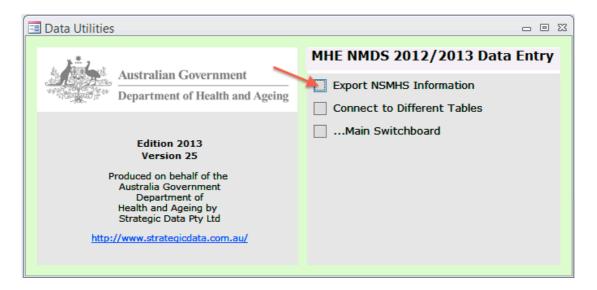
6. Previewing summaries and reports

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

🖪 Main Switchboard	- E X
A March 1	MHE NMDS 2012/2013 Data Entry
Australian Government Department of Health and Ageing	Enter / View NSMHS Information
The partment of Health and Agenig	Preview Service Profile (Codes) Report
	Preview Service Profile (Names) Report
Edition 2013 Version 25	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

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	Export DAT File	x					
Header Record Details							
State/Territory Financial Year Batch Numbe							
2 - VIC	2013	00001					
	Report Start	Report End					
	01-Jul-2012	30-Jun-2013					
		Save					
Target Folder							
Full Folder Name							
C:\MHE-DE\2013	3-Demo\Export						
	Expo	ort Cancel					

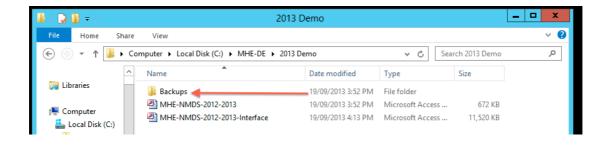
8. Connecting to a different data table

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	
Australian Government Department of Health and Ageing	MHE NMDS 2012/2013 Data Entry Export NSMHS Information Connect to Different Tables
Edition 2013 Version 25 Produced on behalf of the Australia Government Department of Health and Ageing by Strategic Data Pty Ltd http://www.strategicdata.com.au/	Main Switchboard

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.

👪 l 💽 👪 = l	Ва	ckups			_ 🗆 X
File Home Shar	re View				~ (
€ 🕘 ▾ ↑ 퉺 • 0	Computer → Local Disk (C:) → MHE-DE → 2013	Demo 🕨 Backups	∨ Ċ Se	arch Backups	Q
> 🛧 Favorites	Name	Date modified	Туре	Size	
=	MHE-NMDS-2012-2013_20130919_32	9/09/2013 12:25 AM	Microsoft Access	672 KB	
🛛 詞 Libraries	MHE-NMDS-2012-2013_20130919_33	9/09/2013 12:25 AM	Microsoft Access	672 KB	
	MHE-NMDS-2012-2013_20130919_34	9/09/2013 12:25 AM	Microsoft Access	672 KB	
⊿ 🖳 Computer	MHE-NMDS-2012-2013_20130919_35	19/09/2013 3:43 PM	Microsoft Access	672 KB	
🕨 🏭 Local Disk (C:)	MHE-NMDS-2012-2013_20130919_36	19/09/2013 3:43 PM	Microsoft Access	672 KB	
👂 坖 Network Drive (H	MHE-NMDS-2012-2013_20130919_37	9/09/2013 12:25 AM	Microsoft Access	672 KB	
▷ 🖵 Network Drive (I:	MHE-NMDS-2012-2013_20130919_38	19/09/2013 3:52 PM	Microsoft Access	672 KB	

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*.