



MHE NMDS 2011/2012 DATA ENTRY TOOL

USER GUIDE

For version 24 of MHE-NMDS-2011-2012-Interface.mdb

Edition 2012 – 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 2011/2012 Data Entry Tool consists of two files:

MHE-NMDS-2011-2012-Interface.mdb - the interface for data entry.

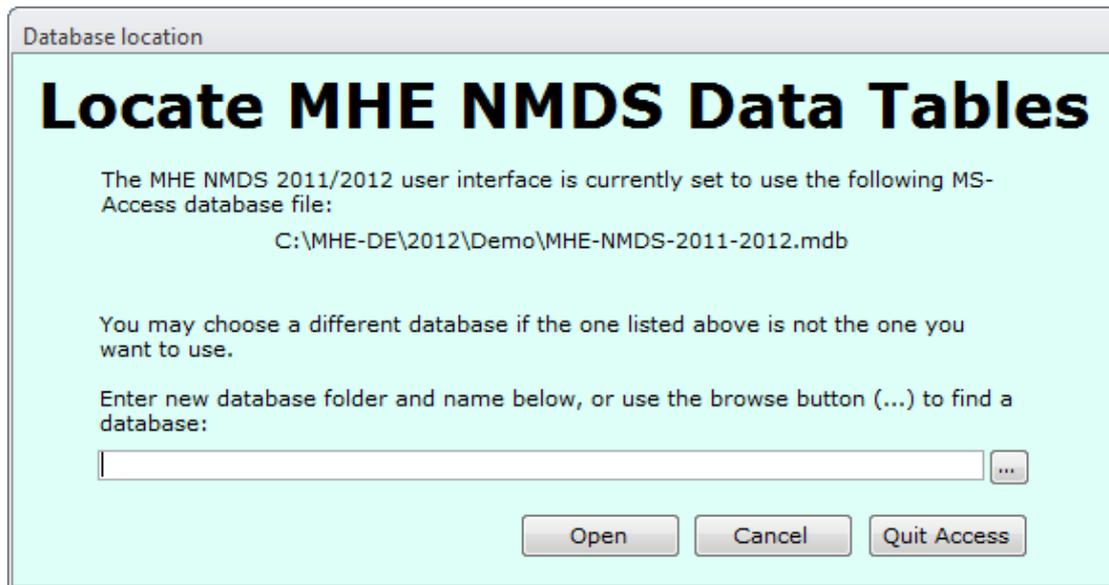
MHE-NMDS-2011-2012.mdb - an empty database for your state's data.

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-2011-2012-Interface.mdb file in Microsoft Access.

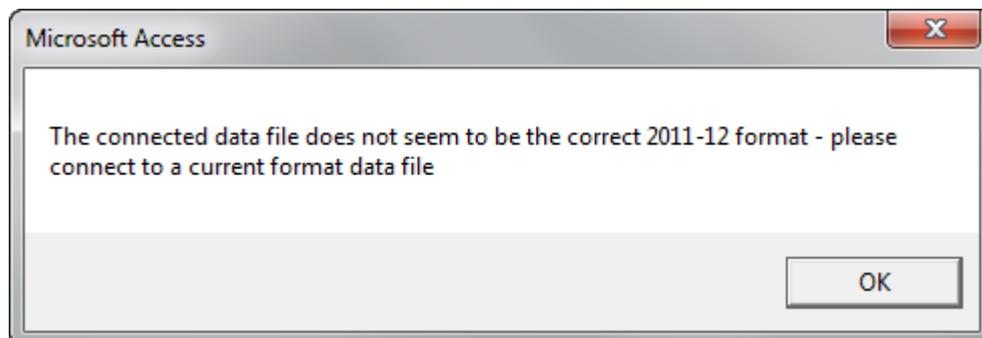
If this is your first time running the tool, you will be asked for the location of your 'data tables' – the empty database you have just downloaded.



Use the browse button to select the empty database file, MHE-NMDS-2011-2012.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:



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 there may be subtle changes that are not readily visible – always go to the MHE-DS web site (<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.

4. The Main Switchboard

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

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 2011/2012 - 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: NSW Reporting Period Start: 01-Jul-11 Date FileType: MHE
 Batch No.: 201200001 Reporting Period End: 30-Jun-12 MHE Specification Version No.: 01.60

Specialised Mental Health Service Number - number of Supported Public Housing Places 0

MHS Grants to NGOs from Non-health Departments \$0

Funded Expenditure

Department of Veteran's Affairs	\$0
Recoveries	\$0
Other Commonwealth Government	\$0
Other Revenue	\$0

State / Territory

State / Territory	\$0
Other Patient Revenue	\$0
Other State / Territory	\$0

Services Grants to Non-government Organisations

Accommodation	\$0
Health Promotion	\$0
Independent Living Skills	\$0
Psychosocial Support	\$0
Respite	\$0
Other and Unspecified	\$0

Residual Expenditure

Academic Positions	\$0
Insurance	\$0
Mental health promotion	\$0
Patient transport services	\$0
Property leasing costs	\$0
Superannuation	\$0

Advocacy \$0
Counselling \$0
Pre-vocational Training \$0
Recreation \$0
Self-help Support Groups \$0

Education and Training \$0
Mental Health Act regulation \$0
Mental health research \$0
Program administration \$0
Service development \$0
Workers compensation \$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:

MHE NMDS 2011/2012 - 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	\$0	State or Territory Health Authority	\$0
Recoveries	\$0	Other Patient Revenue	\$0
Other Commonwealth Government	\$0	Other State or Territory	\$0
Other Revenue	\$0		

Services Grants to Non-government Organisations

Accommodation	\$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-help Support 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: 1 of 1

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

MHE NMDS 2011/2012 - 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	\$0	State or Territory Health Authority	\$0
Recoveries	\$0	Other Patient Revenue	\$0
Other Commonwealth Government	\$0	Other State or Territory	\$0
Other Revenue	\$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

Psychiatry Registrars and Trainees	\$0	Psychiatrists	\$0
Registered Nurses	\$0	Other Medical Officers	\$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	MH Care Workers	\$0

Record: 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:



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.

State/Territory	Financial Year	Batch Number
1 - NSW	2012	00001
	Report Start	Report End
	01-Jul-2011	30-Jun-2012

8. Connecting to a different data table

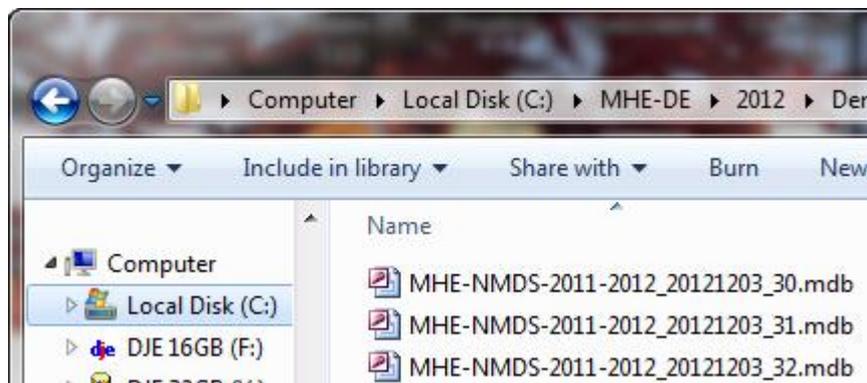
Once a database is established, the Data Entry Tool remembers its location. To change the database in use – for example, when reverting to a backup – choose **Connect to Different Tables** from the *Data Utilities* menu.



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.