



MHE NMDS 2021/2022 DATA ENTRY TOOL

USER GUIDE

For version 39 of MHE-NMDS-2021-2022-Interface.mdb

Edition 2022 – Produced on behalf of the Australian Government Department of Health by Logicy 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 2021/2022 Data Entry Tool consists of two files:

MHE-NMDS-2021-2022-interface.mdb - the interface for data entry.

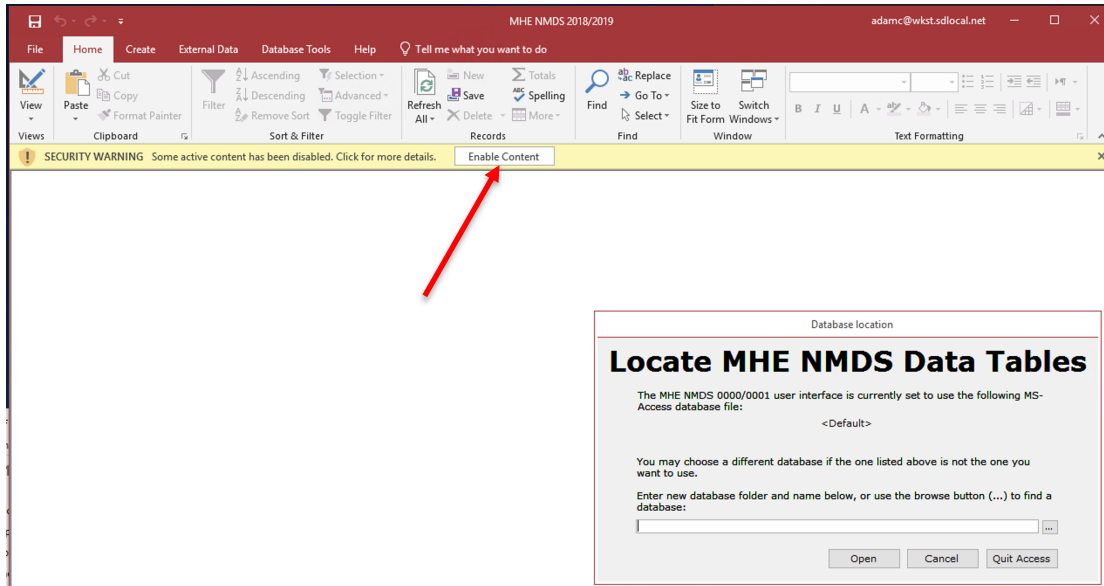
MHE-NMDS-2021-2022-empty-data.mdb - an empty database for your state's data.

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

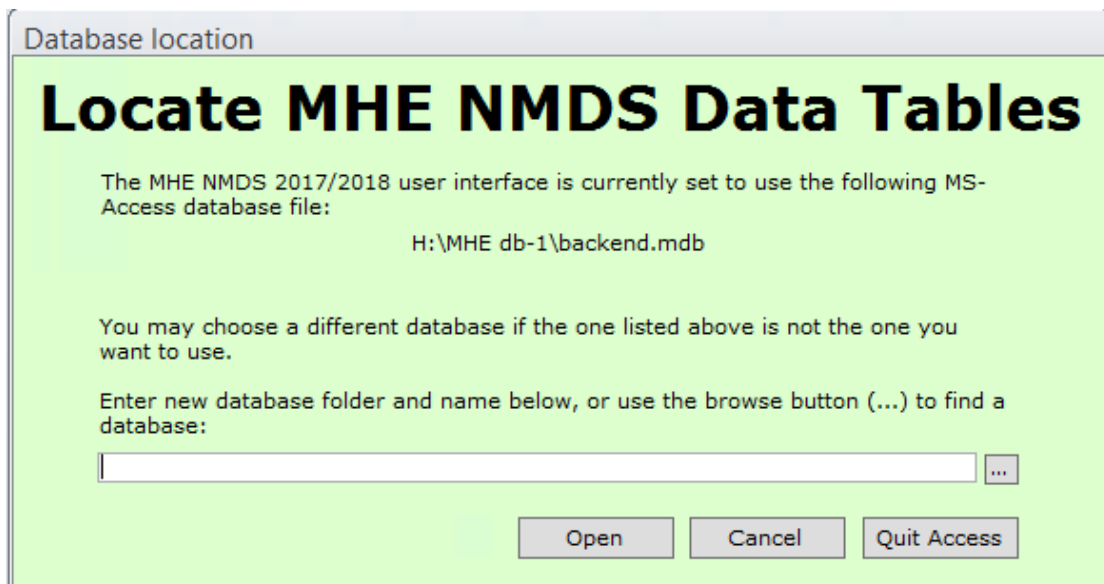
2. Locating your data tables

Start the Data Entry Tool by opening the MHE-NMDS-2021-2022-Interface.mdb file in Microsoft Access.

If the “Database location” window is inactive/grey, you might have an “Enable Content” banner at the top of your screen. You will need to click the “Enable Content” button before you can proceed any further.



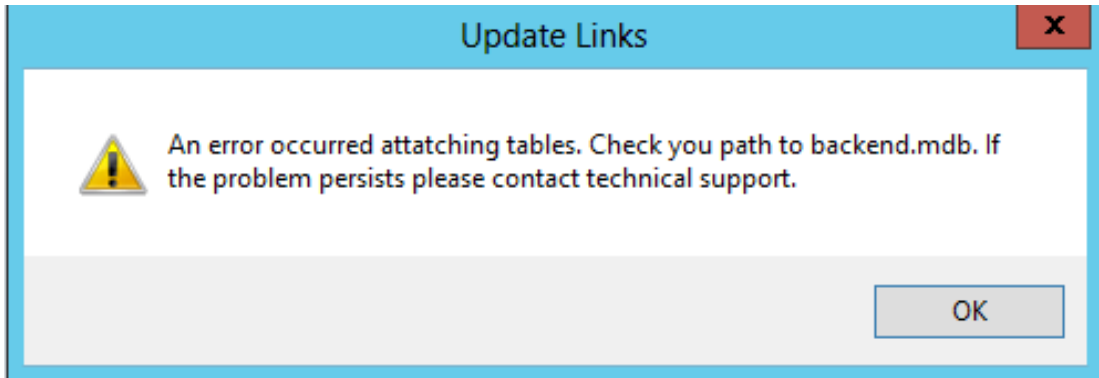
If this is your first time running the tool, you will be asked for the location of your ‘data tables’ – the empty database you have just downloaded.



Use the browse button (“...”) to select the empty database file, MHE-NMDS-2020-2021-backend.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:



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 website (<https://validator.com.au/mhe-nmnds-data-entry-tool>) and download an empty data file for the current year.

3. Identifying your state and batch number

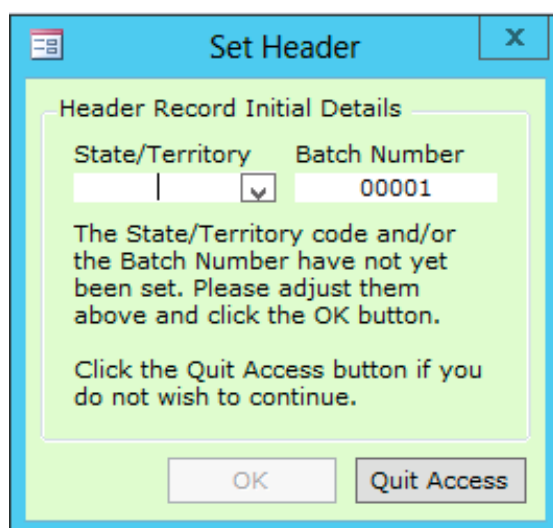
If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

Choose your state from the drop down menu.

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

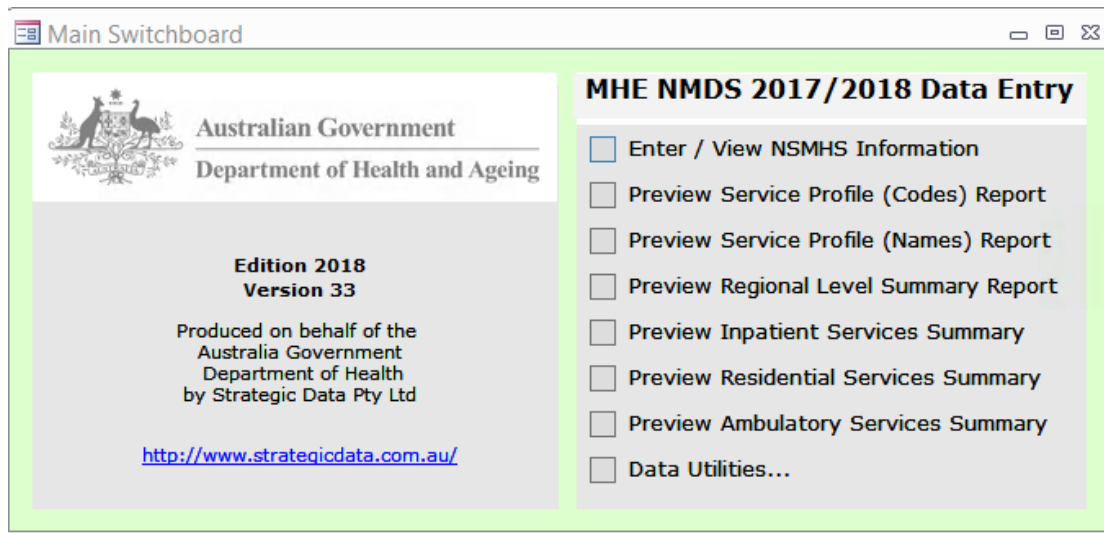
Press **OK** to continue.

(Tip: 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.)



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 2017/2018 - Data Entry

State (1) - NSW Region () - Organisation () -

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

State NSW Reporting Period S 01-Jul-17 Date FileTy MHE
 Batch No 20180000 Reporting Period I 0-Jun-18 MHE Specification Versio 02.20

Specialised Mental Health Service Number - number of Supported Public

MHS Grants to NGOs from Non-health Depa

Funded Expenditure

Department of Veteran's Aff
 Recoveries State / Territory
 Other Commonwealth Govern Other Patient Revenue
 Other Reven Other State / Territory

Services Grants to Non-government Organisations

| MHNGOEGrants | MHNGOSen | | | | |
|--------------|----------|--|--|--|--|
| * | 0 | | | | |

Residual Expenditure

| | | | |
|----------------------------|----------------------------------|-----------------------------|----------------------------------|
| Academic Positions | <input type="text" value="\$0"/> | Education and Training | <input type="text" value="\$0"/> |
| Insurance | <input type="text" value="\$0"/> | Mental Health Act regulatio | <input type="text" value="\$0"/> |
| Mental health promotion | <input type="text" value="\$0"/> | Mental health research | <input type="text" value="\$0"/> |
| Patient transport services | <input type="text" value="\$0"/> | Program administration | <input type="text" value="\$0"/> |
| Property leasing costs | <input type="text" value="\$0"/> | Service development | <input type="text" value="\$0"/> |
| Superannuation | <input type="text" value="\$0"/> | Workers compensation | <input type="text" value="\$0"/> |
| Other indirect expenditure | <input type="text" value="\$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:

The screenshot shows the 'MHE NMDS 2017/2018 - Data Entry' window. At the top, it displays 'State (1) - NSW Region () - Organisation () -'. Below this, there are tabs for 'State', 'Region', 'Organisation', and 'Service Unit Cluster / Full-time Equivalent Details / Hospital'. The 'Region' tab is circled in red. The main area contains several sections: 'Region Code' and 'Name' fields; 'Funded Expenditure' with fields for Department of Veterans' Affairs, Recoveries, Other Commonwealth Government, Other Revenue, State or Territory Health Authority, Other Patient Revenue, and Other State or Territory; 'Services Grants to Non-government Organisations' with a table; 'Residual Expenditure' with fields for Academic Positions, Insurance, Mental Health Promotion, Patient Transport Services, Property Leasing Costs, Superannuation, Workers Compensation, Education and Training, Mental Health Act Regulation, Mental Health Research, Program Administration, Service Development, Support Services, and Other Indirect Expenditure. At the bottom, a 'Record' advancer shows '1 of 1' records, with a red arrow pointing to the right arrow.

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

The screenshot shows the 'MHE NMDS 2017/2018 - Data Entry' window. At the top, it displays 'State (1) - NSW Region () - Organisation () -'. Below this, there are tabs for 'State', 'Region', 'Organisation', and 'Service Unit Cluster / Full-time Equivalent Details / Hospital'. The 'Organisation' tab is circled in red. The main area contains several sections: 'ID' and 'Details' fields; 'Funded Expenditure' with fields for Department of Veterans' Affairs, Recoveries, Other Commonwealth Government, Other Revenue, Depreciation, State or Territory Health Authority, Other Patient Revenue, and Other State or Territory; 'Non-salary Recurrent Expenditure' with fields for Administrative Expenses, Drug Supplies, Interest Payments, Patient Transport, Repairs and Maintenance, Other Recurrent Expenditure, Domestic Services, Food Supplies, Medical and Surgical Supplies, Visiting Medical Officers, and Superannuation Contributions; 'Salaries and Wages' with fields for Psychiatry Registrars and Trainees, Registered Nurses, Social Workers, Other Diagnostic & Health Professionals, Domestic and Other Staff, MH Consumer Worker, Psychiatrists, Other Medical Officers, Enrolled Nurses, Occupational Therapists, Psychologists, Administrative and Clerical Staff, MH Carer Worker, and Other Personal Care Staff; and 'Full-time Equivalent Staff'. At the bottom, a 'Record' advancer shows '1 of 1' records.

6. Previewing summaries and reports

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



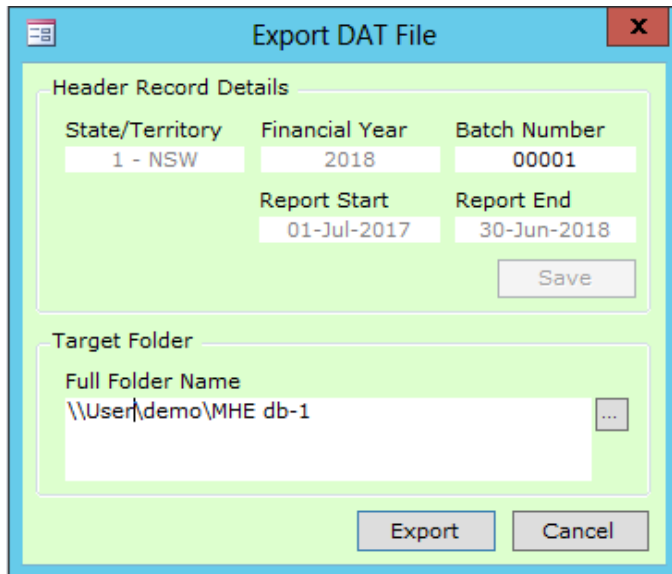
7. Exporting data for submission

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.



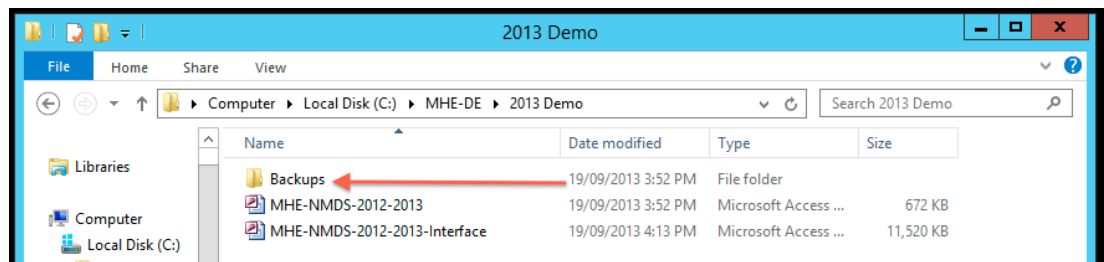
8. Connecting to a different data table

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.

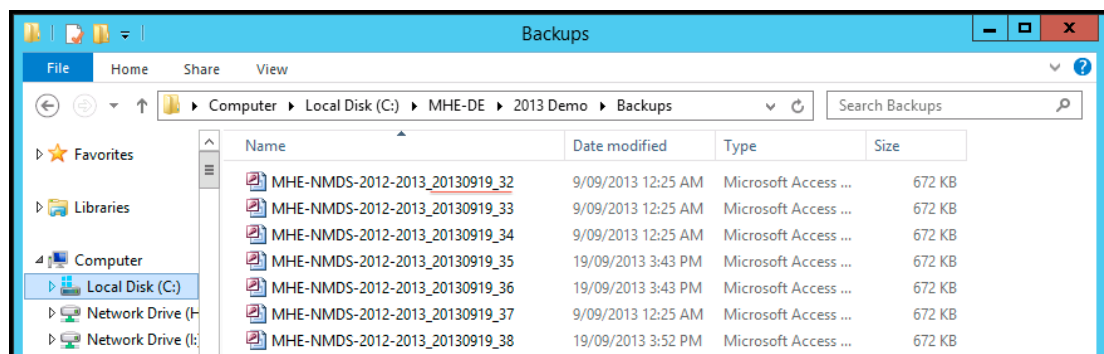


9. Automated backups

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@validator.com.au.