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

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.

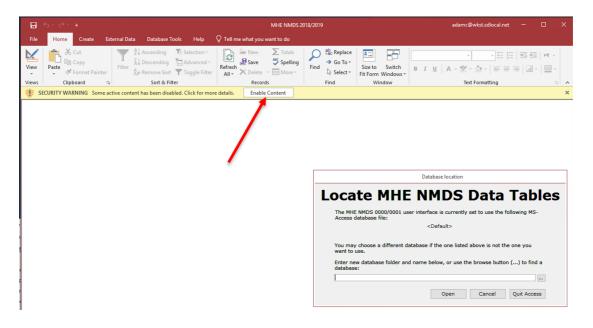
MHE-NMDS-2021-2022-empty-data.mdb - an empty database for your state's data.

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.



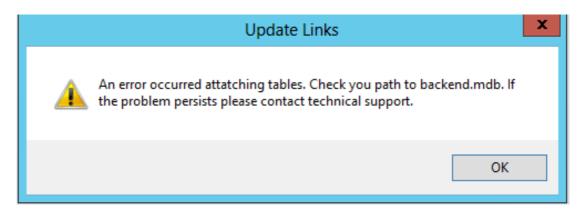
If this is your first time running the tool, you will be asked for the location of your 'data tables' – the empty database you have just downloaded.

Database location
Locate MHE NMDS Data Tables
The MHE NMDS 2017/2018 user interface is currently set to use the following MS- Access database file:
H:\MHE db-1\backend.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-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 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/mhe-nmds-data-entry-tool) and download an empty data file for the current year.

3. Identifying your state and batch number

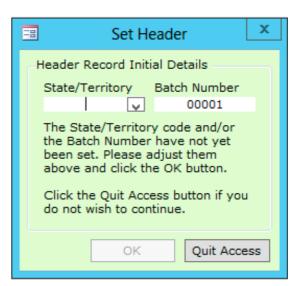
If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

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.

🖪 Main Switchboard	- 9 2
Australian Government	MHE NMDS 2017/2018 Data Entry
Department of Health and Ageing	Preview Service Profile (Codes) Report
Edition 2018 Version 33	 Preview Service Profile (Names) Report Preview Regional Level Summary Report
Produced on behalf of the Australia Government Department of Health by Strategic Data Pty Ltd	 Preview Inpatient Services Summary Preview Residential Services Summary Preview Ambulatory Services Summary
http://www.strateqicdata.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:

ate (1) NEW Degion ()		S 2017/2018 - Data El Organisation ()	
ate (1) - NSW Region () -			·
State Region Organisation S	ervice Unit Clust	ter / Full-time Equivalent Details	/ Hospital
State NSW V Reportin	g Period S 01-0	ul-17 Date FileTy	MHE
Batch Nc 20180000: Reportin	g Period I 0-Ju	IN-18 MHE Specification Vers	io 02.20
Specialised Mental Health Se	ervice Number	- number of Supported Publi	
MHS Grants to NGOs from No	n-health Depa	\$0	
Funded Expenditure			
Department of Veteran's Aff	\$0		
Recoveries	\$0	State / Territory	\$0
Other Commonwealth Gover	\$0	Other Patient Revenue	\$0
Other Reven	\$0	Other State / Territory	\$0
Services Grants to Non-gove	ernment Organ	<u>isations</u>	
MHNGOEGrants - MHNG	SOSen -		
* 0	iosen ·		
Residual Expenditure			
<u>Residual Expenditure</u> Academic Positions	\$0	Education and Training	\$0
	\$0		· · ·
Academic Positions	·	Mental Health Act regulatio	
Academic Positions Insurance	\$0	Mental Health Act regulatio Mental health research	\$0
Academic Positions Insurance Mental health promotion	\$0 \$0	Mental Health Act regulatio Mental health research Program administration	\$0 \$0
Academic Positions Insurance Mental health promotion Patient transport services	\$0 \$0 \$0	Mental Health Act regulatio Mental health research Program administration Service development	\$0 \$0 \$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:

State	NSW Region			rice Unit	t Cluster /	Full-ti		ation () - Details / Hospita		
Region					Name					
Funded	Expenditu	re								
Departi	nent of Vet	eran	s' Affair	4	\$0					
Recove	ries				\$0	Stat	e or Territor	y Health Autho	\$0	
Other C	ommonwea	alth G	Governm		\$0	Othe	er Patient Re	venue	\$0	
Other R	evenue				\$0	Othe	er State or To	erritory	\$0	
Service	s Grants to	Non	-govern	ment C)rganis;					
∠ M	INGOEGran	ts -	MHNGO	Sen +						
* 0										
Residua	l Expendit	ure								
	ic Position				\$0	Edu	cation and Ti	raining	\$0	
Insurar					\$0 \$0			t Regulation	\$0	
Mental	Health Pro	notic	on		\$0	Men	tal Health Re	search	\$0	
Patient	Transport	Serv	ices		\$0	Prog	gram Adminis	stration	\$0	
Propert	y Leasing (Costs	;		\$0	Service Development		\$0		
Supera	nnuation				\$0	Sup	port Services	5	\$0	
Worker	s Compens	ation	•		\$0	Othe	er Indirect Ex	xpenditure	\$0	

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

NSMHS Data Entry			-	• 23			
MH	E NMDS 201	7/2018 - Data Entry					
State (1) - NSW Region ()		Organisation () -					
State Regid Organisation Servic	ce Unit Cluster / Fu	II-time Equivalent Details / Hospital					
ID Details							
Eurodad Euroanditus							
	<u> </u>	State on Tonnitom, Hoalth Author	to				
	+ -		+ -				
	MHE NMDS 2017/2018 - Data Entry (1) - NSW Registration Service Unit Cluster / Full-time Equivalent Details / Hospital organisation Service Unit Cluster / Full-time Equivalent Details / Hospital Details mided Expenditur partment of Veterans' Affairs State or Territory Health Author \$0 Other Commonwealth Governme \$0 State or Territory Health Author \$0 Other State or Territory \$0 preciation Domestic Services \$0 n-salary Recurrent Expenditure \$0 Pool Supplies \$0 gains and Maintenance \$0 Visiting Medical Officers \$0 pairs and Wanes \$0 Other Medical Officers \$0 ychiatry Registrars and Train \$0 Other Medical Officers \$0 gistered Nurses \$0 Cocupational Therapists \$0 occupational Therapists \$0 Psychologists \$0 downlambda \$0 Administrative and Clerical Staf \$0 pairs and Maintenance \$0 Psychologists \$0 \$0 learies and Wages						
	\$0	other state or Territory	\$0				
MHE NMDS 2017/2018 - Data Entry State (1) - NSW Registront Cluster / Full-time Equivalent Details / Hospital Details Funded Expenditur Department of Veterans' Affairs E State or Territory Health Author \$0 Other Commonwealth Governme \$0 Other Patient Revenue \$0 Other Revenue \$0 Other State or Territory Health Author \$0 Other Revenue \$0 Other State or Territory \$0 Other Revenue \$0 Other State or Territory \$0 Deperciation Domestic Services \$0 Non-salary Recurrent Expenditure Administrative Expenses \$0 Domestic Services \$0 Patient Transport \$0 Domestic Services \$0 \$0 Patient Transport \$0 Visiting Medical Officers \$0 Salaries and Maintenance \$0 Superanuation Contributions \$0 Salaries and Wages \$0 Cocupational Therapists \$0 Social Workers \$0 Psychiatrists \$0 \$0							
ID Details Funded Expenditur Department of Veterans' Affairs Image: State or Territory Health Author Recoveries \$0 Other Commonwealth Governme \$0 Other Revenue \$0 Other State or Territory \$0 Depreciation Non-salary Recurrent Expenditure Administrative Expenses \$0 Porg Supplies \$0 Food Supplies \$0 Patient Transport \$0 Visiting Medical Officers \$0 Patient Transport \$0 Superannuation Contributions \$0 Other Recurrent Expenditure \$0 Salaries and Wages \$0 Psychiatrists \$0 Registered Nurses \$0 Cocupational Therapists \$0 Occupational Therapists \$0 Social Workers \$0 Psychologists \$0							
	MHE NMDS 2017/2018 - Data Entry 1) - NSW Region Organisation () - Region Organisation Organisation Service Unit Cluster / Full-time Equivalent Details / Hospital Details Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Details Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Details Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Image: Service Unit Cluster / Full-time Equivalent Author Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Image: Service Unit Cluster / Full-time Equivalent Author Image: Service Unit Cluster / Full-time Equivalent Details / Hospital Image: Service Unit Cluster / Full-time Equivalent Author Image: Service Unit Cluster / Full-time Equivalent Revenue Soperant Image: Service Unit Cluster / Full-time Equivalent Revenue Soperant Image: Service Unit Cluster / Full-time Equivalent Revenue Soperant Image: Service Unit Cluster / Full-time Equivalent Revenue Soperant Image: Service Expension Soperant Image: Service Expension Soperant Image: Service Expension Soperant Image: Service Expension						
		- ···					
•	· · ·	-					
		Superannuation Contributions	\$0				
	\$0						
Salaries and Wages							
		-	\$0				
	\$0		\$0				
Registered Nurses	\$0		· · · ·				
			\$0				
	+ -		+ -				
-	+-						
	D Details unded Expenditur epartment of Veterans' Affairs State or Territory Health Author \$0 Other Patient Revenue \$0 Other Patient Revenue \$0 Other Patient Revenue \$0 Other State or Territory Health Author \$0 Other Patient Revenue \$0 Other State or Territory \$0 Other State or Territory \$0 On-salary Recurrent Expenditure dministrative Expenses \$0 Food Supplies \$0 non-salary Recurrent Expenditure \$0 on-salary Recurrent Expenditure \$0 Superannuation Contributions \$0 stient Transport \$0 Visiting Medical Officers \$0 stient Recurrent Expenditure \$0 supers and Maintenance \$0 stient Recurrent Expenditure \$0 occupational Therapists \$0 occupational Therapists \$0 occupational Therapists \$0						
ID Details Funded Expenditur Department of Veterans' Affairs Image: State or Territory Health Author \$0 Other Commonwealth Governme \$0 Other Patient Revenue \$0 Other Revenue \$0 Other State or Territory Health Author \$0 Depreciation \$0 Other State or Territory \$0 Non-salary Recurrent Expenditure Administrative Expenses \$0 Domestic Services \$0 Interest Payments \$0 Food Supplies \$0 Superannuation Contributions \$0 Patient Transport \$0 Visiting Medical Officers \$0 \$0 Salaries and Maintenance \$0 Superannuation Contributions \$0 \$0 Salaries and Wages \$0 Enrolled Nurses \$0 \$0 Registered Nurses \$0 Enrolled Nurses \$0 \$0 Other Diagnostic & Health Pro \$0 Administrative and Clerical Staf \$0 Domestic and Other Staff \$0 MH Care Worker \$0 \$0 Ht Consumer Worker \$0 Other Personal Care Staff \$0 HI Consumer Wo							
	No. 510 and 5 and 5			-			
Drug Supplies\$0Food Supplies\$0Interest Payments\$0Medical and Surgical Supplies\$0Patient Transport\$0Visiting Medical Officers\$0Patient Transport\$0Superannuation Contributions\$0Repairs and Maintenance\$0Superannuation Contributions\$0Other Recurrent Expenditure\$0\$0Salaries and Wages\$0\$0Psychiatry Registrars and Traint\$0Other Medical Officers\$0Registered Nurses\$0Enrolled Nurses\$0Social Workers\$0Psychologists\$0Other Diagnostic & Health Pro\$0Administrative and Clerical Staf\$0Omestic and Other Staff\$0MH Carer Worker\$0\$0HI Consumer Worker\$0Other Personal Care Staff\$0Full-time Equivalent Staff\$0Other Personal Care Staff\$0							

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
	MHE NMDS 2017/2018 Data Entry
Australian Government	Enter / View NSMHS Information
Department of Health and Ageing	Preview Service Profile (Codes) Report
	Preview Service Profile (Names) Report
Edition 2018 Version 33	Preview Regional Level Summary Report
Produced on behalf of the Australia Government	Preview Inpatient Services Summary
Department of Health by Strategic Data Pty Ltd	Preview Residential Services Summary
	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**.

🖪 Data Utilities	
Australian Government Department of Health and Ageing	MHE NMDS 2017/2018 Data Entry Export NSMHS Information Connect to Different Tables
Edition 2018 Version 33 Produced on behalf of the Australia Government Department of Health by Strategic Data Pty Ltd http://www.strategicdata.com.au/	Main Switchboard

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.

	Export DAT File	x
Header Record De	tails	
State/Territory	Financial Year	Batch Number
1 - NSW	2018	00001
	Report Start	Report End
	01-Jul-2017	30-Jun-2018
		Save
Target Folder		
Full Folder Name		
\\User\demo\MH	E db-1	
	Expo	rt Cancel

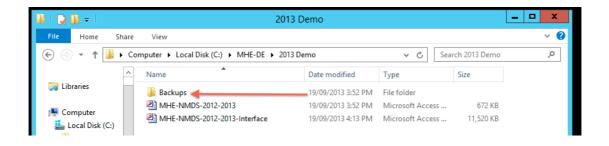
8. Connecting to a different data table

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	- 9 %
1 the second sec	MHE NMDS 2017/2018 Data Entry
Australian Government Department of Health and Aes	Export NSMHS Information
Department of Health and Age	Connect to Different Tables
Edition 2018 Version 33	Main Switchboard
Produced on behalf of the Australia Government Department of Health 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.

📕 🔁 🚺 = I	i	Backups			_ 🗆 🗙
File Home Sha	are View				~ (
🔄 💿 🝷 🕇 📕 ۲	Computer → Local Disk (C:) → MHE-DE → 20)13 Demo 🔸 Backups	∨ Ċ Sea	rch Backups	م
▷ 🛠 Favorites	^ Name	Date modified	Туре	Size	
	MHE-NMDS-2012-2013_20130919_32	9/09/2013 12:25 AM	Microsoft Access	672 KB	
👂 词 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 (l:)	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@validator.com.au*.