



## MHE NMDS 2022/2023 DATA ENTRY TOOL

# USER GUIDE

For version 39 of MHE-NMDS-2022-2023-Interface.mdb

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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 2022/2023 Data Entry Tool consists of two files:

**MHE-NMDS-2022-2023-interface.mdb** - the interface for data entry.

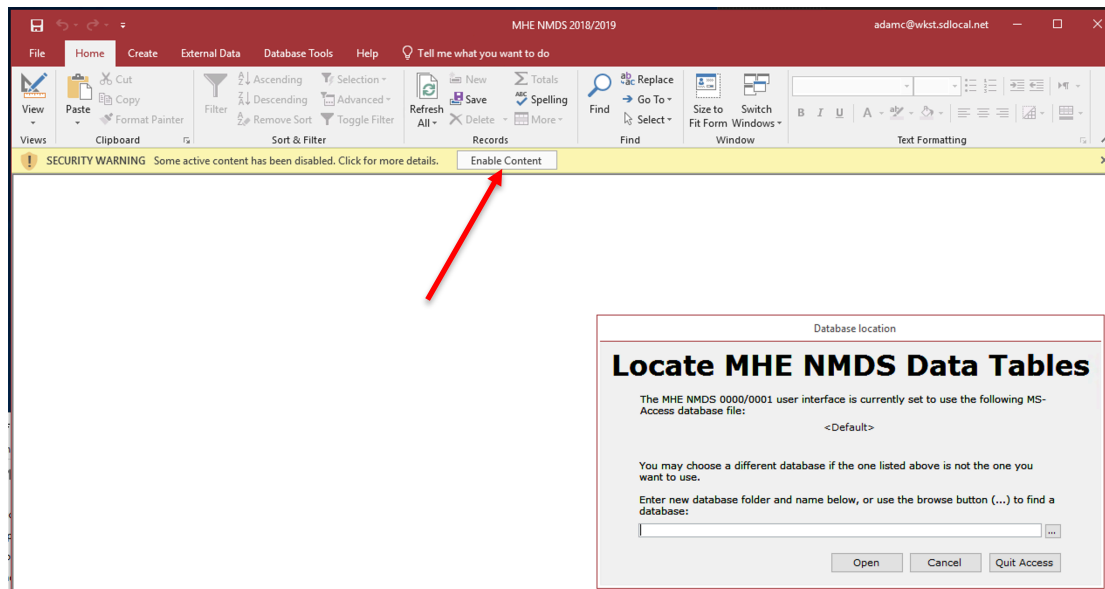
**MHE-NMDS-2022-2023-empty-data.mdb** - an empty database for your state's data.

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

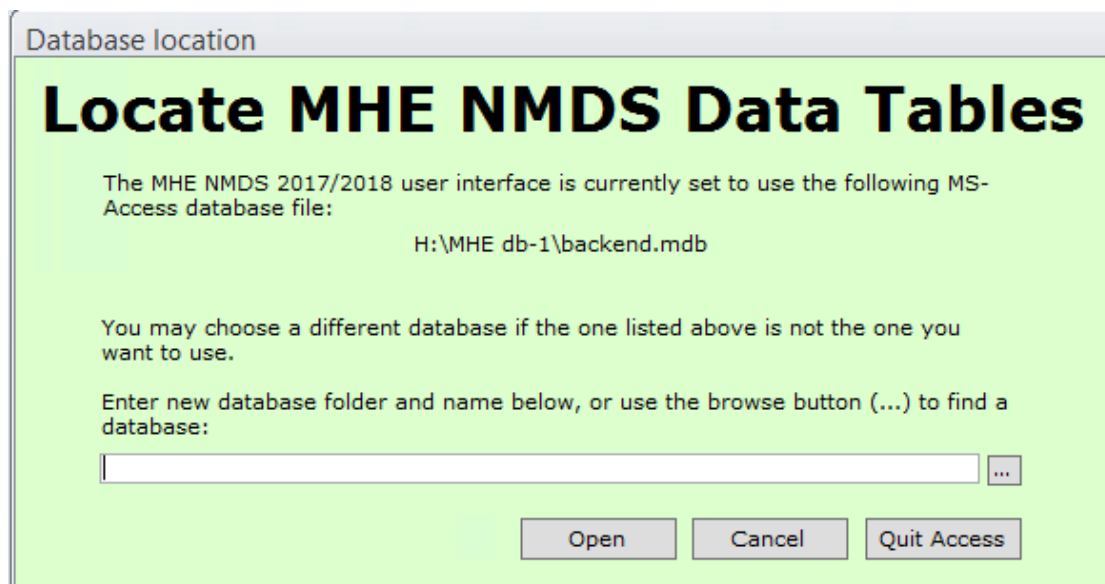
## 2. Locating your data tables

Start the Data Entry Tool by opening the MHE-NMDS-2022-2023-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.



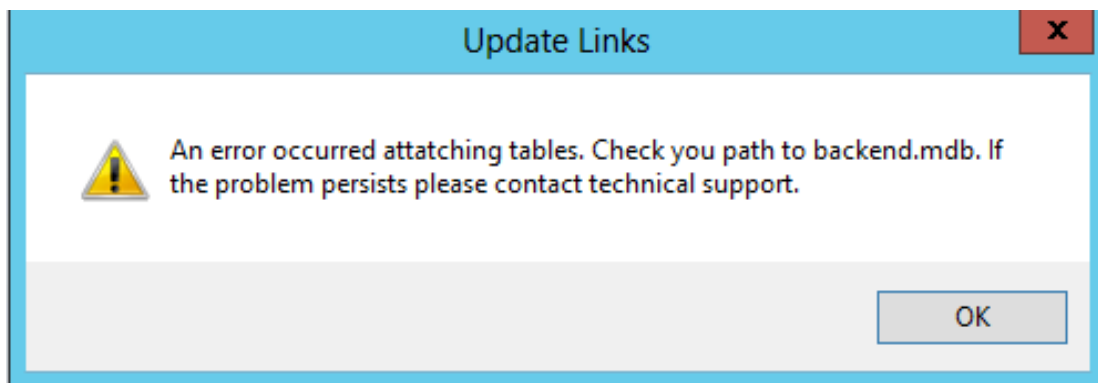
If this is your first time running the tool, you will be asked for the location of your ‘data tables’ – the empty database you have just downloaded.



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-nmgs-data-entry-tool>) and download an empty data file for the current year.

### 3. Identifying your state and batch number

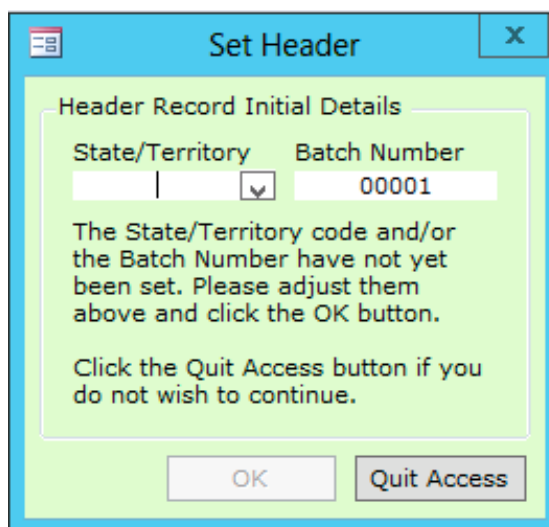
If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

Choose your state from the drop down menu.

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

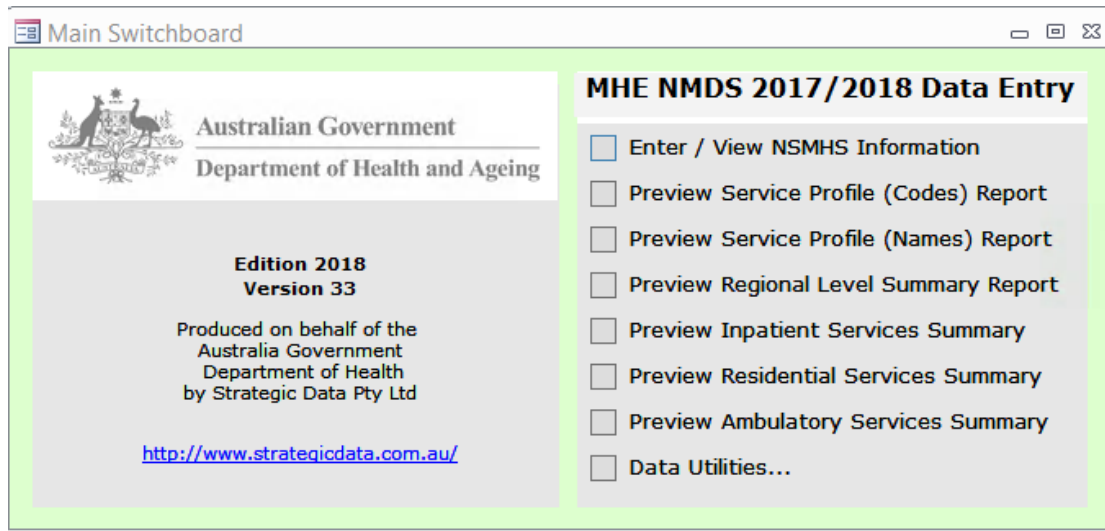
Press **OK** to continue.

*(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:

The screenshot shows the 'MHE NMDS 2017/2018 - Data Entry' window. At the top, it indicates 'State (1) - NSW Region () - Organisation () -'. Below this are tabs for 'State', 'Region', 'Organisation', and 'Service Unit Cluster / Full-time Equivalent Details / Hospital'. The 'State' tab is active, showing fields for 'State' (NSW), 'Reporting Period S' (01-Jul-17), 'Date FileTy' (MHE), 'Batch No' (20180000), 'Reporting Period I' (0-Jun-18), and 'MHE Specification Versio' (02.20). There are also input fields for 'Specialised Mental Health Service Number - number of Supported Public' and 'MHS Grants to NGOs from Non-health Depa' (\$0). A section titled 'Funded Expenditure' contains several input fields for 'Department of Veteran's Aff', 'Recoveries', 'Other Commonwealth Govern', 'Other Reveni', 'State / Territory', 'Other Patient Revenue', and 'Other State / Territory', all currently set to \$0. Below this is a table for 'Services Grants to Non-government Organisations' with columns for 'MHNGOEGrants' and 'MHNGOSen'. The 'Residual Expenditure' section at the bottom lists various categories like 'Academic Positions', 'Insurance', 'Mental health promotion', etc., with corresponding input fields, all showing \$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:

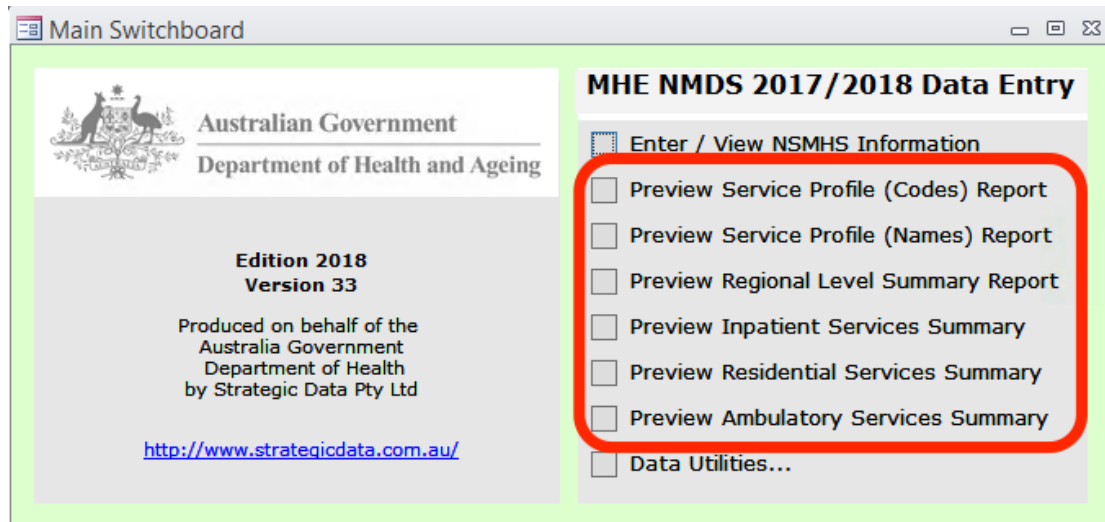
The screenshot shows the 'MHE NMDS 2017/2018 - Data Entry' application window. At the top, it displays 'State (1) - NSW Region () - Organisation () -'. Below this, there are tabs for 'State', 'Region', 'Organisation', 'Service Unit Cluster / Full-time Equivalent Details / Hospital'. The 'Region' tab is circled in red. The main content area includes fields for 'Region Code' and 'Name'. Below this is a section for 'Funded Expenditure' with various categories and their corresponding values (all \$0). There is also a table for 'Services Grants to Non-government Organisations'. At the bottom, there is a 'Residual Expenditure' section with multiple categories and their values. A red arrow points to the 'Record' advancer at the bottom left, which shows 'Record: 1 of 1' and navigation arrows.

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

The screenshot shows the 'MHE NMDS 2017/2018 - Data Entry' application window. At the top, it displays 'State (1) - NSW Region () - Organisation () -'. Below this, there are tabs for 'State', 'Region', 'Organisation', 'Service Unit Cluster / Full-time Equivalent Details / Hospital'. The 'Organisation' tab is circled in red. The main content area includes an 'ID' field and a 'Details' field. Below this is a section for 'Funded Expenditure' with various categories and their corresponding values (all \$0). There is also a section for 'Non-salary Recurrent Expenditure' and 'Salaries and Wages' with various categories and their corresponding values. At the bottom, there is a 'Full-time Equivalent Staff' section with various categories and their corresponding values. A red arrow points to the 'Organisation' tab.

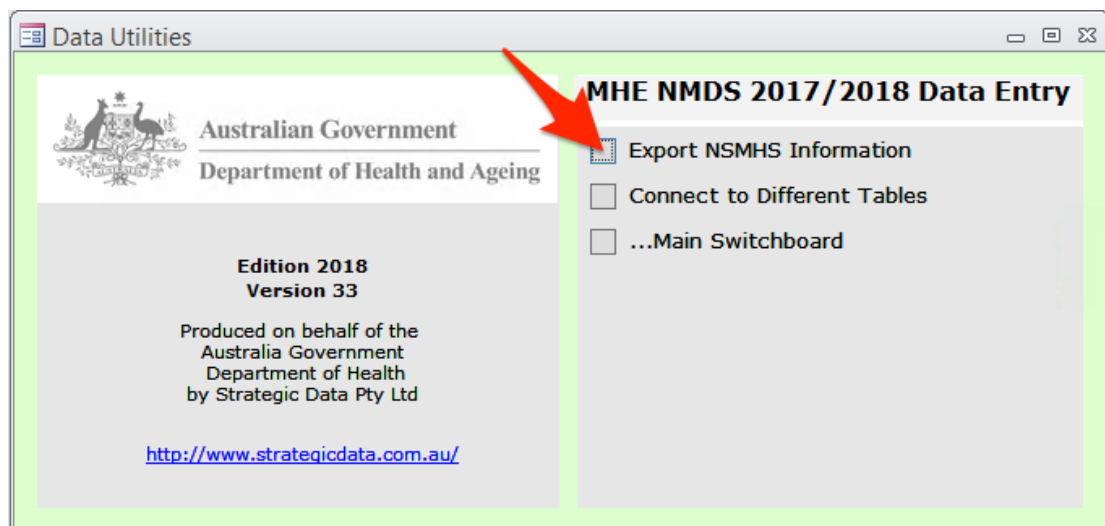
## 6. Previewing summaries and reports

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.

Header Record Details		
State/Territory	Financial Year	Batch Number
1 - NSW	2018	00001
	Report Start	Report End
	01-Jul-2017	30-Jun-2018

Target Folder

Full Folder Name  
 \\User\demo\MHE db-1

Export    Cancel

## 8. Connecting to a different data table

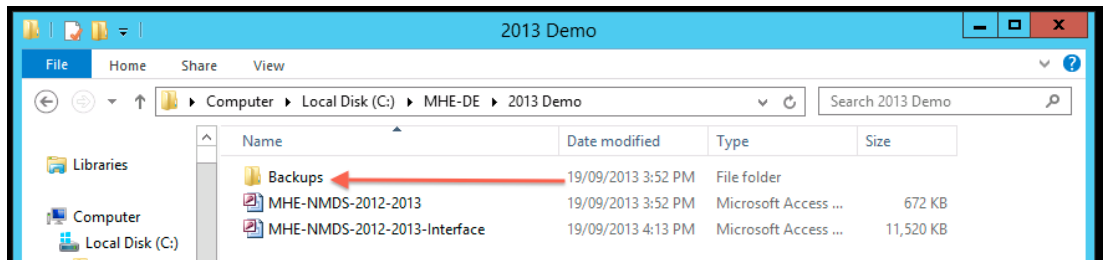
Once a database is established, the Data Entry Tool remembers its location. To change the database in use – for example, when reverting to a backup – choose **Connect to Different Tables** from the *Data Utilities* menu.



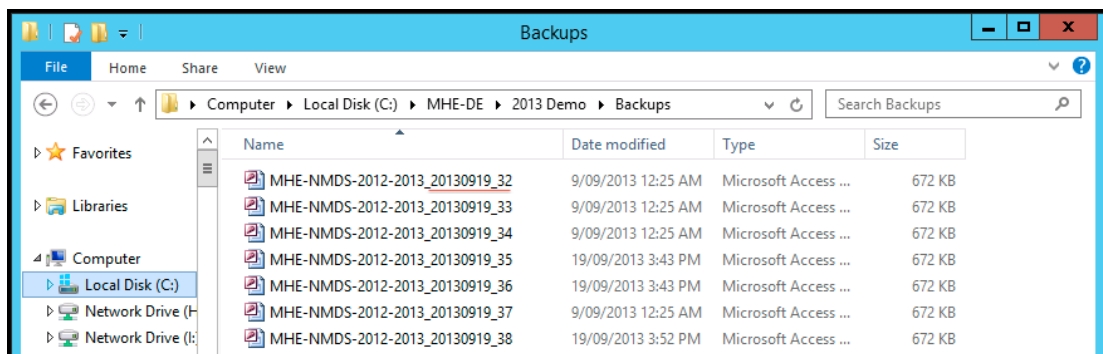


## 9. Automated backups

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](mailto:support@validator.com.au).