MHE NMDS 2022/2023 DATA ENTRY TOOL



# **USER GUIDE**

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

Edition 2023 – 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.

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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.

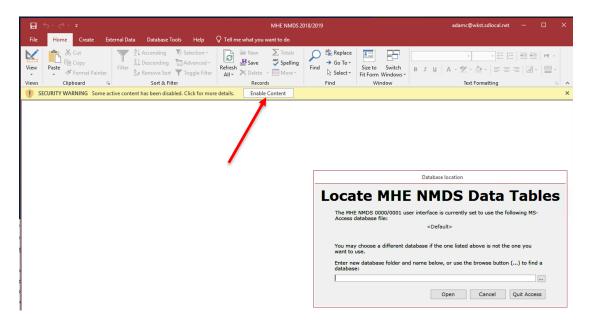
**MHE-NMDS-2022-2023-empty-data.mdb** - an empty database for your state's data.

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.



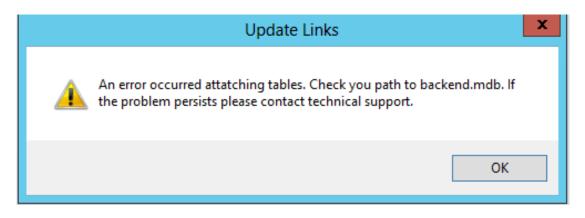
If this is your first time running the tool, you will be asked for the location of your 'data tables' – the empty database you have just downloaded.

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

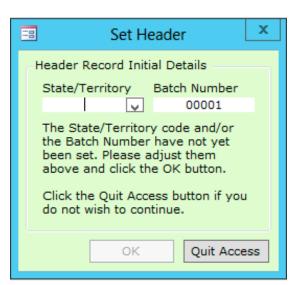
If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

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.

(<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.)



# 4. The Main Switchboard

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

🖪 Main Switchboard	- 9 23
Australian Government	MHE NMDS 2017/2018 Data Entry  Enter / View NSMHS Information
Department of Health and Ageing	Preview Service Profile (Codes) Report
Edition 2018	Preview Service Profile (Names) Report
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.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) - NSW Region () -		Organisation (	-
	and the Unit Church	er / Full-time Equivalent Details	·
		ul-17 Date FileTy	MHE
Batch Nc 20180000: Reportin	g Period   0-3	m-18 MHE Specification Vers	ioi 02.20
Specialised Mental Health Se	ervice Number	- number of Supported Publi	
MHS Grants to NGOs from No	on-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	isations	
MHNGOEGrants - MHNG	GOSen 👻		
* 0			
Residual Expenditure			
Academic Positions	\$0		\$0
Insurance	\$0		
Mental health promotion	\$0		\$0
Patient transport services	\$0	_	\$0
Descente lassing sect-	\$0	Service development Workers compensation	\$0
Property leasing costs		workers compensation	\$0
Property leasing costs Superannuation Other indirect expenditure	\$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:

NSMHS Data Entry			- Θ Σ
м	HE NMDS 20	)17/2018 - Data Entry	
State (1) - NSW Region () -		Organisation () -	
State Region rganisation Ser	vice Unit Cluster /	Full-time Equivalent Details / Hospita	1
Region Cod	Name		
Funded Expenditure			
Department of Veterans' Affair	\$0		
Recoveries	\$0	State or Territory Health Autho	\$0
Other Commonwealth Governm	\$0	Other Patient Revenue	\$0
Other Revenue	\$0	Other State or Territory	\$0
Services Grants to Non-govern	<u>ment Organis</u> ;		
MHNGOEGrants - MHNGO	)Sen 👻		
* 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
	·		
	1		
Record: I I of 1 I I	K No Filter Searc	h	

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

ate (1) - NSW Registre ()		Organisation () -	
State Regid Organisation Service	e Unit Cluster / Fu	II-time Equivalent Details / Hospital	
ID Details			
Funded Expenditur			
Department of Veterans' Affairs	\$0		
Recoveries	\$0	State or Territory Health Author	+-
Other Commonwealth Governme	\$0	Other Patient Revenue	\$0
Other Revenue	\$0	Other State or Territory	\$0
Depreciation			
Non-salary Recurrent Expenditur	<u>re</u>		
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	\$C
Domestic and Other Staff	\$0	MH Carer Worker	\$C
MH Consumer Worker	\$0	Other 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 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 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	_ O X
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 Details						
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	ort Cancel				

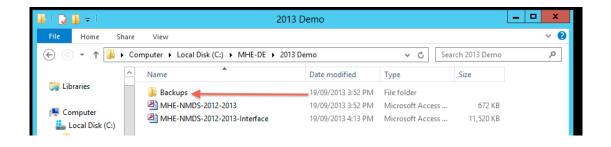
# 8. Connecting to a different data table

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	- 8 %
Australian Government Department of Health and Age	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

### 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				$\sim$
€ 🕘 ▾ ↑ 퉺 ▸	Computer + Local Disk (C:) + MHE-DE + 201	3 Demo 🔸 Backups	v 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*.