



MHE NMDS 2024/2025 DATA ENTRY TOOL

USER GUIDE

For version 41 of MHE-NMDS-2024-2025-Interface.mdb

Edition 2025 – Produced on behalf of the Australian Government Department of Health and Aged Care 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 2024/2025 Data Entry Tool consists of two files:

MHE-NMDS-2024-2025-interface.mdb - the interface for data entry.

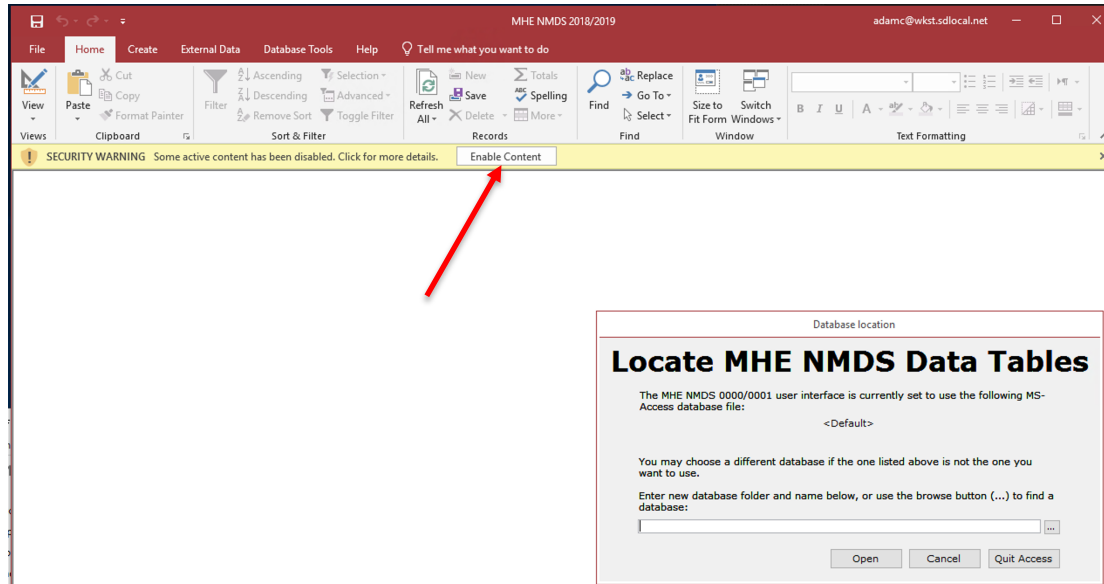
MHE-NMDS-2024-2025-empty-data.mdb - an empty database for your state's data.

You should download both files (<https://www.validator.com.au/mhe-nmds-data-entry-tool/index.html>) and place them in an empty folder. To begin using the tool, open the interface file in Microsoft Access.

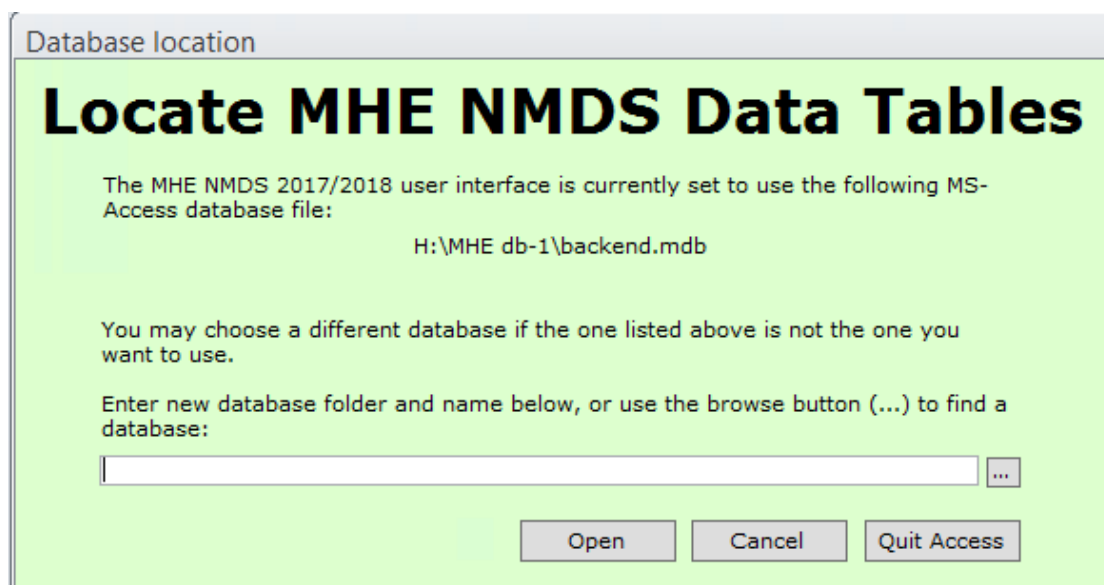
2. Locating your data tables

Start the Data Entry Tool by opening the MHE-NMDS-2024-2025-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.



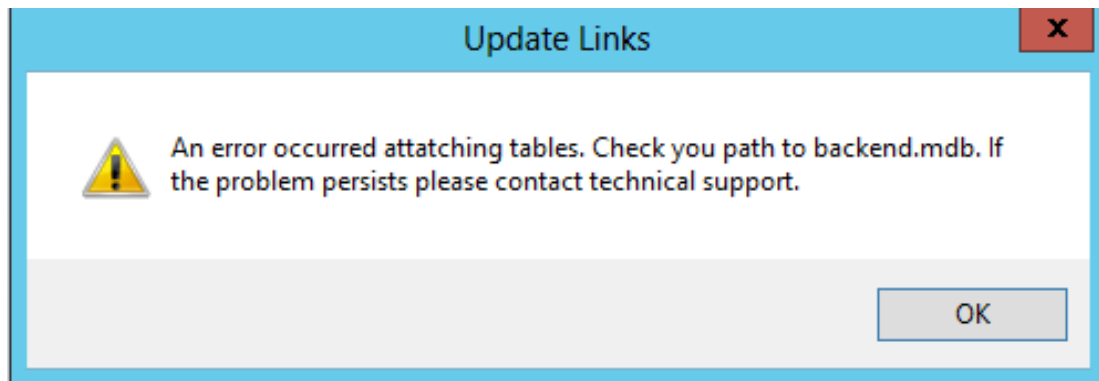
If this is your first time running the tool, you will be asked for the location of your ‘data tables’ – the empty database you have just downloaded.



Use the browse button (“...”) to select the empty database file, MHE-NMDS-2024-2025-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

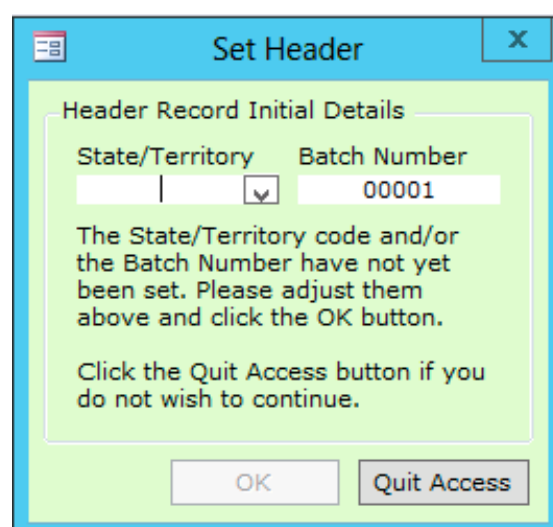
If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

Choose your state from the drop down menu.

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

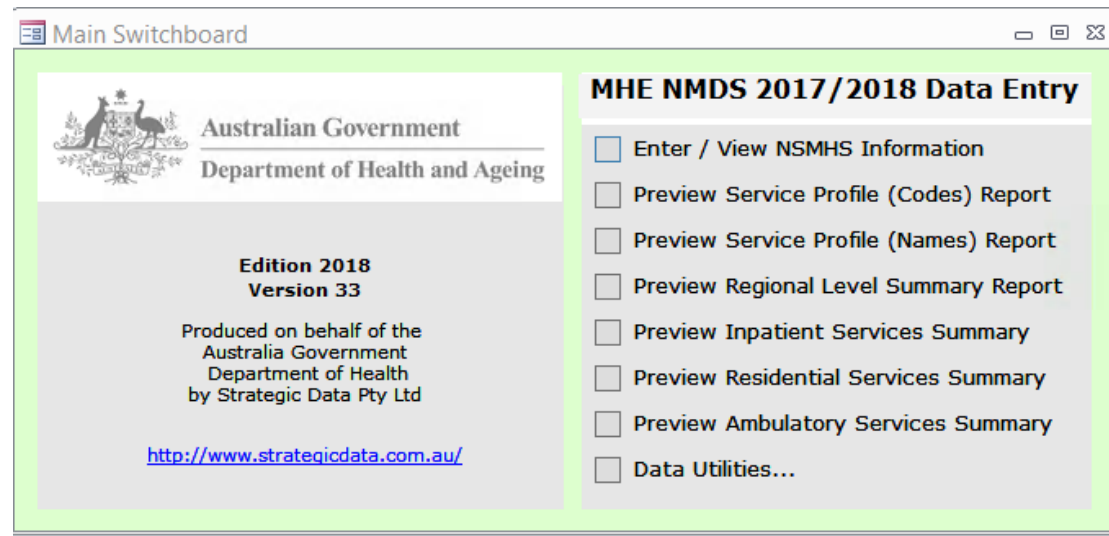
Press **OK** to continue.

(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:

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 N 20180000 Reporting Period I 0-Jun-18 MHE Specification Versio 02.20

Specialised Mental Health Service Number - number of Supported Public 0

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

Funded Expenditure

Department of Veteran's Aff \$0
 Recoveries \$0 State / Territory \$0
 Other Commonwealth Govern \$0 Other Patient Revenue \$0
 Other Reven \$0 Other State / Territory \$0

Services Grants to Non-government Organisations

MHNGOEGrants	MHNGOSen						
*	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	Workers compensation	\$0
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

MHE NMDS 2017/2018 - Data Entry

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

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

Region Code: Name:

Funded Expenditure

Department of Veterans' Affairs \$0

Recoveries \$0 State or Territory Health Authority \$0

Other Commonwealth Government \$0 Other Patient Revenue \$0

Other Revenue \$0 Other State or Territory \$0

Services Grants to Non-government Organisations

MHNGOGrants	MHNGOSen
*	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 No Filter Search

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

NSMHS Data Entry

MHE NMDS 2017/2018 - Data Entry

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

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

ID Details:

Funded Expenditure

Department of Veterans' Affairs \$0

Recoveries \$0 State or Territory Health Authority \$0

Other Commonwealth Government \$0 Other Patient Revenue \$0

Other Revenue \$0 Other State or Territory \$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

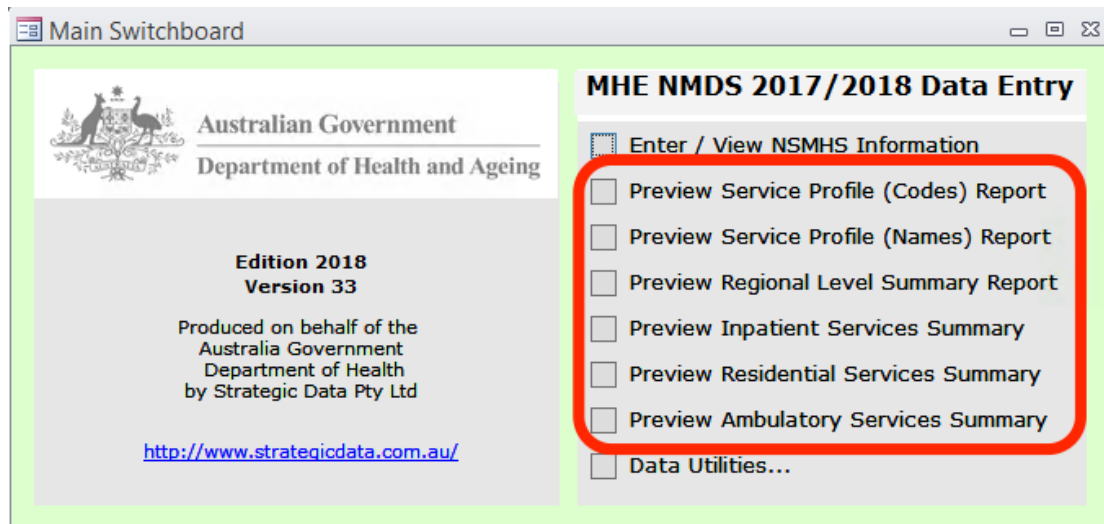
Psychiatry Registrars and Trainees	\$0	Psychiatrists	\$0
Registered Nurses	\$0	Other Medical Officers	\$0
		Enrolled Nurses	\$0
		Occupational Therapists	\$0
Social Workers	\$0	Psychologists	\$0
Other Diagnostic & Health Professionals	\$0	Administrative and Clerical Staff	\$0
Domestic and Other Staff	\$0	MH Carer Worker	\$0
MH Consumer Worker	\$0	Other Personal Care Staff	\$0

Full-time Equivalent Staff

Record: 1 of 1 No Filter Search

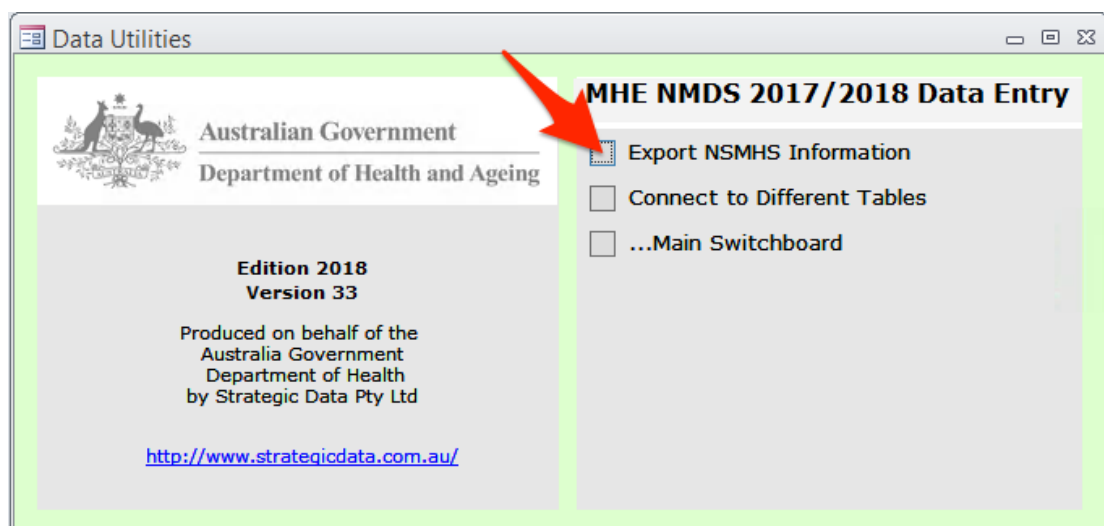
6. Previewing summaries and reports

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



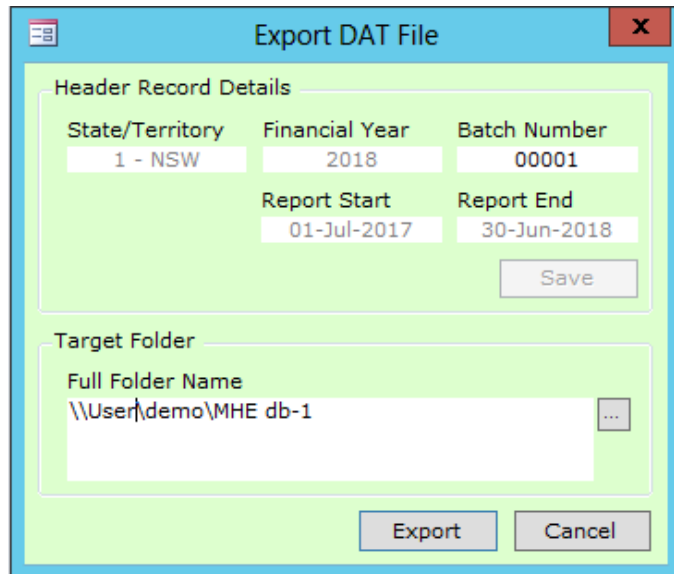
7. Exporting data for submission

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.



The 'Export DAT File' dialog box contains the following fields and buttons:

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

Buttons: Save, Export, Cancel

Target Folder

Full Folder Name

\\User\demo\MHE db-1

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.



The 'Data Utilities' window displays the Australian Government Department of Health and Ageing logo and the following text:

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Australia Government
Department of Health
by Strategic Data Pty Ltd

<http://www.strategicdata.com.au/>

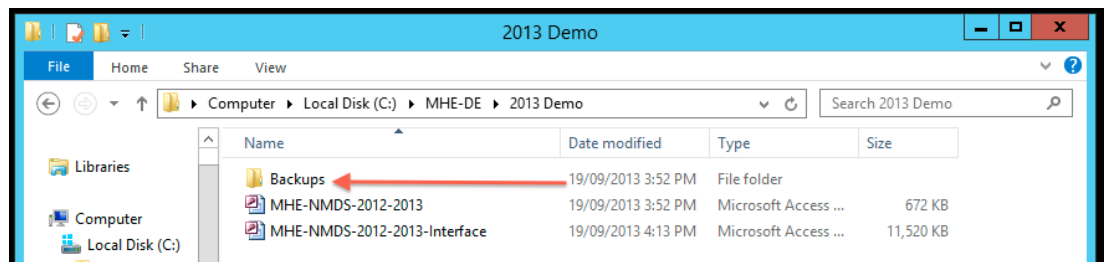
MHE NMDS 2017/2018 Data Entry

- ☐ Export NSMHS Information
- ☐ Connect to Different Tables
- ☐ ...Main Switchboard

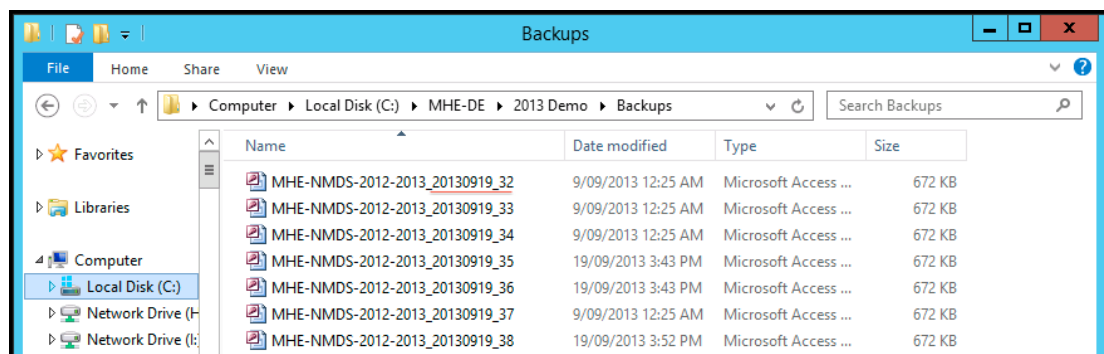
A red arrow points to the 'Connect to Different Tables' checkbox.

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.