



**National Business Information Unit (NBIU)**

**Community Healthcare (CHC)**

**Operational Performance and Integration (OPI)**

# GUIDELINES FOR DATA RETURNS 2023 VIA SHAREFILE

Corporate Information Facility

## Table of Contents

Corporate Information Facility (CIF) .....	3
2023 CIF template Heading Colours .....	3
Opening a CIF Template .....	4
Saving a CIF Template.....	4
Completing a CIF template.....	5
Cover sheet .....	5
Activity Sheet.....	6
Sending and Submission of a CIF template .....	7
Late, Retrospective and/or resubmitted data .....	7
Non Returns.....	7
Submitting completed templates via ShareFile .....	8
Appendix 1: 2023 CIF Template Names .....	10
Population Health and Wellbeing.....	10
National Screening Services.....	10
Primary Care.....	10
Palliative Care.....	11
Social Inclusion.....	11
Mental Health.....	11
Appendix 2: National/CHO/LHO codes .....	13
Appendix 3 : Month Reference Codes.....	17
Appendix 4: Mental Health Team Codes.....	18
Adding a new Mental Health Team.....	18
CAMHS Teams – use this table for individual team returns:.....	19
Adult Psychiatry (General) Teams .....	19
MHID Adult Teams .....	20
MHID CAMHS Teams.....	21
Psychiatry of Later Life Liaison Service .....	22
Appendix 5: Primary Care Codes .....	24
GP Out of Hours Co-Operatives .....	24
Community Intervention Teams .....	25
Appendix 6: Enable macros in excel 2007 .....	26

Appendix 7: Example of no service in month/quarter ..... 28

Appendix 8: CIF Data template Checklist..... 29

## Corporate Information Facility (CIF)

Under the governance of the Office of the Chief Information Officer the **Corporate Information Facility Project** was established in 2011 to give a standardised approach and automate the manual processes of the National Business Information Unit (NBIU) in order for reasonable, timely, and quality assured data to be readily available to meet current/future performance measurement and reporting requirements.

It is an in-house data management facility for Community Healthcare, National Services, National Screening Services activity Data.

Corporate Information Facility Templates

Corporate Information Facility (CIF) Templates (MS excel format) have been designed to collect data on the metrics set out in the National Service Plan & Delivery Plan KPI suite.

Data is available to view on Community Healthcare DataMart dashboard on Qlikview.

### 2023 CIF template Heading Colours

Each year the colours on the CIF templates will change, this is a quick visual reference to ensure you are completing the current, most up to date CIF template.



## Opening a CIF Template

### First reporting month for which the new template is in use:

Open the original template (e.g. PC\_Occupational\_Therapy\_00\_month). This file uses macros to ensure no structural changes are made to the template and you may need to enable macros on your computer. This is a once off exercise and there should be no further problems opening templates once this is done. *(See Appendix 6 on how to enable macros)*

If macros are enabled on your computer and you get a message saying 'Macros are required for this template', click on '**Enable Macros**' and the document should open normally after that.

If this doesn't work, the macro security settings on your computer may be too high. Use the following steps to reduce the macro security settings: In Excel, click on Tools on menu bar, scroll down to **Macro** and then to **Security**, select **Medium** and **OK**. Try to open the document again.

## Saving a CIF Template

Left click on 'file', 'save as' and save the new document replacing the '00' in the file name with the relevant CHO / LHO / service provider number *(Appendix 2: reference code tables)* and 'month' with the relevant 3-letter month in lower case *(Appendix 3: monthly reference code)*.

For example: Dublin South West Occupational Therapy return in January would be named: **PC\_Occupational\_Therapy\_04\_jan**

*Appendix 4 below lists codes specific to Mental Health Teams*

*Appendix 5 lists codes specific to Primary Care*

## Completing a CIF template

### Cover sheet

Use the drop down menus to complete the year, month, CHO and LHO fields. With the exception of January please use the previous month's completed template, change the month on the coversheet and leave the CHO and LHO numbers unchanged. Complete the data entry in the relevant (month) column. Save the template appropriately for the relevant reporting month.

The cover sheet has an empty cells alert message to show the number of empty cells in a template activity sheet. This is calculated based on the month selected on the cover sheet and then the corresponding cells in the activity sheets (*for example, if March is selected in the month field, then the empty cell alert will count all cells for Jan, Feb and Mar in this calculation.*)

Year:

Reporting Month:

CHO:

LHO:

Empty cells alert: **2 out of 2**

\*Please ensure the correct month is selected

## Activity Sheet

**Please follow the steps carefully**

**Step 1:** No text or symbols permitted in cells, numeric values only.

**Step 2:** Data to be entered in the month/quarterly column when the activity took place.

**Step 3:** If nobody waiting during month/quarter, Please enter '0' in the required field.

OR

If no activity in the month/quarter, Please enter '0' in the required field.

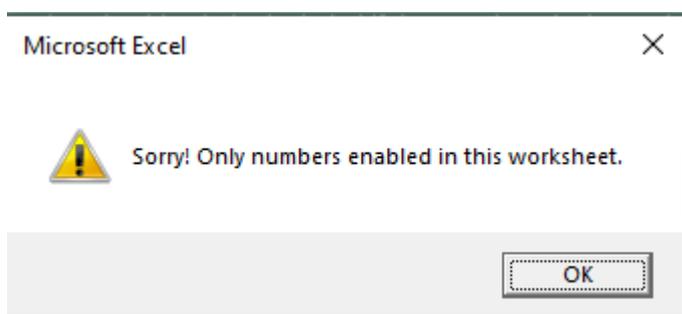
**Step 4:** If no service provided in this location – Please leave blank.

If no return/figure not known – please leave blank and provide explanation in covering mail.

If no service provided in the month/quarter – See example in Appendix 2.

All Steps must be completed each month. The Count of Blank Cells alert at the bottom of the activity sheet will display in red if one or more cells remain blank. Blank cell occurrences, not due to any reason outlined under Step 4 above and with no explanation provided, may result in the template being returned to the data contact for completion

The activity sheet is restricted to numerical values only so no other character such as text, comma instead of a decimal point, or a space, can be entered in the Jan-Dec columns. If anything other than a number is entered, an error message will pop up as shown here.



## Sending and Submission of a CIF template

- Data provided in the CIF templates must be validated for accuracy, completeness and month on month comparison before submission to the Business Information Unit.
- **CIF Template returns received by the NBIU are understood to have been approved and signed off.**

### Late, Retrospective and/or resubmitted data

Should late or retrospective data for previous month(s)/quarter(s) require loading, please ensure to return a correctly labelled individual CIF template for each month(s)/quarter(s) to which the late or retrospective data relates. This is essential so that the Corporate Information Facility (CIF) loading system can recognise that late /retrospective data needs to be captured and loaded to the database.

**Note:** HSE Leadership Team sign off on all report content, including data, in advance of publication. Published reports cannot be changed but Qlikview (data presentation tool) will report the most up to date figures including late and retrospective data uploaded.

***You must advise your assigned NBIU HUB Information Officer by email, of the inclusion of late and/or retrospective data in the template attachments***

### Non Returns

If a non-return of any Template(s) or part of any template is anticipated when due for reporting, please state the name of the template, the period it relates to and reason why the template is not being returned. This must be notified by email to the Business Information Unit via your assigned HUB Information Officer.

## Submitting completed templates via ShareFile

Using HSE Citrix ShareFile <https://healthrl.sharefile.eu/> please upload completed templates to the designated folder for your care group. Please refer to the HSE Citrix ShareFile Client Portal User Guide for details on how to access and upload files to ShareFile. Please request the HSE Citrix ShareFile Client Portal User Guide if you do not have it readily available.

If you have any queries re the above, please contact your assigned NBIU Contact at the email address/phone number below

Name	Care Group	Contact Details
Geraldine Littler	Primary Care/ Social Inclusion Service Lead Data Analyst	<a href="mailto:Geraldine.littler@hse.ie">Geraldine.littler@hse.ie</a> <b>Mobile:</b> 087 7122414
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## Appendix 1: 2023 CIF Template Names

### Population Health and Wellbeing

2023 CIF Template Title	Frequency
HWB_Immunisation_uptake_12_months_99_month	Q-1Q
HWB_Immunisation_uptake_24_months_99_month	Q-1Q
HWB_Public_Health_99_month	Q & Q-1Q
HWB_MECC_99_month	Q
HWB_Immunisations_Schools_annual_99_year_month	A
HWB_Immunisations_FluVaccine(65+ & 2-17yrs)99_year	A
HWB_Immunisations_FluVaccine_99_year	A

### National Screening Services

2023 CIF Template Title	Frequency
NSS_National_Screening_99_yyyy_mm	M, M-1M, Q, Q-1Q & BiA-1Q

### Primary Care

2023 CIF Template Title	Frequency
PC_CIT_00_month	M
PC_CIT_OPAT_Readmissions_99_month	M
PC_GP_OOH_00_month	M
PC_Consumption_of_Antibiotics_99_month	Q-1Q

## Palliative Care

2023 CIF Template Title	Frequency
PALLCARE_Specialist_00_month	M
PALLCARE_Intermediate_00_month	M
PALLCARE_Children_LHO_00_month	M
PALLCARE_Children_Acute_00_month	M
PALLCARE_Adult_Acute_00_month	M
PALLCARE_LauraLynn_99_month	M

## Social Inclusion

2023 CIF Template Title	Frequency
SI_Traveller_Health_99_month	Q

## Mental Health

2023 CIF Template Title	Frequency
MH_Adult_Psychiatry_General_00_month	M
MH_Adult_Psychiatry_Inpatient_99_month	Q
MH_Adult_Psychiatry_Inpatient_Child_and_Adolescent_99_month	M
MH_CAMHS_Community_00_month	M
MH_CAMHS_Inpatient_00_month	M
MH_Homeless_00_month	M
MH_Psychiatry_of_Old_Age_00_month	M

MH_Bed_Days_99_month	M
MH_POA_Liaison_00_month	M
MH_MHID_CAMHS_00_month	M & Q
MH_MHID_Adult_00_month	M & Q

## Appendix 2: National/CHO/LHO codes

If the return is at National or CHO level return (i.e. LHO breakdown not available) use this reference table:

CHO Name	CHO No
CHO 1	1
CHO 2	2
CHO 3	3
CHO 4	4
CHO 5	5
CHO 6	6
CHO 7	7
CHO 8	8
CHO 9	9
National	99

If the return is an LHO level return (i.e. data provided by each LHO), use this reference table:

LHO No	LHO Name	CHO Area
1	Dun Laoghaire	6
2	Dublin South East	6
3	Dublin South City	7
4	Dublin South West	7
5	Dublin West	7
6	Dublin North West	9
7	Dublin North Central	9
8	Dublin North	9
9	Kildare West Wicklow	7
10	Wicklow	6
11	Carlow Kilkenny	5
12	South Tipperary	5
13	Waterford	5
14	Wexford	5
15	North Lee	4
16	South Lee	4
17	North Cork	4
18	West Cork	4
19	Kerry	4

LHO No	LHO Name	CHO Area
20	Limerick	3
21	North Tipperary East Limerick	3
22	Clare	3
23	Galway	2
24	Mayo	2
25	Roscommon	2
26	Donegal	1
27	Sligo Leitrim	1
28	Cavan Monaghan	1
29	Louth	8
30	Meath	8
31	Laois Offaly	8
32	Longford Westmeath	8
34	Unallocated CHO1	1 (pall care only)
35	Unallocated CHO2	2 (pall care only)
36	Unallocated CHO3	3 (pall care only)
37	Unallocated CHO4	4 (pall care only)
38	Unallocated CHO5	5 (pall care only)
39	Unallocated CHO6	6 (pall care only)
40	Unallocated CHO7	7 (pall care only)

LHO No	LHO Name	CHO Area
41	Unallocated CHO8	8 (pall care only)
42	Unallocated CHO9	9 (pall care only)
43	Home Schooled	10 (HWB only)

## Appendix 3 : Month Reference Codes

Month	Month_ref
January	jan
February	feb
March	mar
April	apr
May	may
June	jun
July	jul
August	aug
September	sep
October	oct
November	nov
December	dec

## Appendix 4: Mental Health Team Codes

### Adding a new Mental Health Team

To add a new team to the existing list above, so that the new team can submit monthly stat returns, please email a request directly to the Mental Health Analyst [Diane.Duignan@hse.ie](mailto:Diane.Duignan@hse.ie) with the following information:

- The name of the new team
- DED codes of the area the new team will cover (Please contact the service or [Ellen.Cranley@hse.ie](mailto:Ellen.Cranley@hse.ie) for CAMHS to confirm DED codes)
- Date from when the new team will start making returns.
- Contact details of the data collector who will submit the returns.

Once the request is received with all relevant information, the team will be setup with a team code and included in the drop down menu on the cover sheet of the CIF template. You will be notified by us when the process is complete.

Please also notify both [diane.duignan@hse.ie](mailto:diane.duignan@hse.ie) (and [ellen.cranley@hse.ie](mailto:ellen.cranley@hse.ie) for CAMHS) if there is a change to the DED codes of existing teams.

**CAMHS Teams – use this table for individual team returns:**

<b>CHO No</b>	<b>CAMHS Teams Code</b>	<b>CAMHTs</b>
6	13	Lucena Team A (Dub. 6 14 16)
6	14	Lucena Team C (Dub. 2 4 12)
6	15	Lucena Wicklow - Bray
6	16	Lucena Wicklow - Arklow
6	79	Century Court Team
7	11	Lucena Tallaght Team 1
7	12	Lucena Tallaght Team 2
9	77	Darndale

**Adult Psychiatry (General) Teams**

<b>CHO No</b>	<b>General Adult Psychiatry Team Code</b>	<b>General Adult Psychiatry Team</b>
6	1	SJOG Team A Cluain Mhuire
6	2	SJOG Team B Cluain Mhuire
6	3	SJOG Team C Cluain Mhuire

## MHID Adult Teams

CHO No	MHID Adult Team Code	MHID Adult Team Name
1	1	Cavan/Monaghan
1	2	Sligo and Leitrim
1	3	Donegal MHID Service
2	4	Mayo
3	5	North Tipperary & Clare
4	6	Cork Kerry Community Healthcare
6	7	Wicklow
7	8	St James & Tallaght
8	9	Louth/Meath
8	13	Midlands MHID
9	10	St Joseph's
9	11	North East Region MHID Team
9	12	Avista MHID service

## MHID CAMHS Teams

CHO No	MHID CAMHS Team Code	MHID CAMHS Team Name
2	1	Mayo
2	2	Galway and Roscommon
4	3	South Lee - Intellectual Disability CAMHS
7	4	Linndara - Tallaght
7	5	Linndara - Kildare/West Wicklow
8	6	MH & ID/YAMHS Longford Westmeath
9	7	North Dublin CAMHS-ID
9	8	Avista

## Psychiatry of Later Life Liaison Service

CHO	Service/Hospital/s	CIF Code
	Name	
1	Letterkenny General	1
	Sligo General	2
	Cavan General	3
2	Mayo General	4
	UH Galway	5
	Roscommon	6
	Portiuncula Hospital	7
3	Limerick UH	8
	UH Ennis/St Joseph's	9
4	Mercy University Hospital	10
	CUH	11
5	UH Waterford	12
	Waterford/Wexford	28
	Wexford General & St John's	13
	St Luke's Hospital Kilkenny	14
	South Tipp General Hospital	15
6	SVUH	16
	Wicklow POA <sup>3</sup>	17

7	St James' Hospital	18
	Tallaght Hospital	19
	Kildare / Naas	20
8	Mullingar	21
	Tullamore/Portlaoise	22
	North Louth/Dundalk	23
	Louth/Meath	24
	Meath/Navan	25
9	DNC/Mater/Connolly	26
	North Dublin/Beaumont	27

## Appendix 5: Primary Care Codes

### GP Out of Hours Co-Operatives

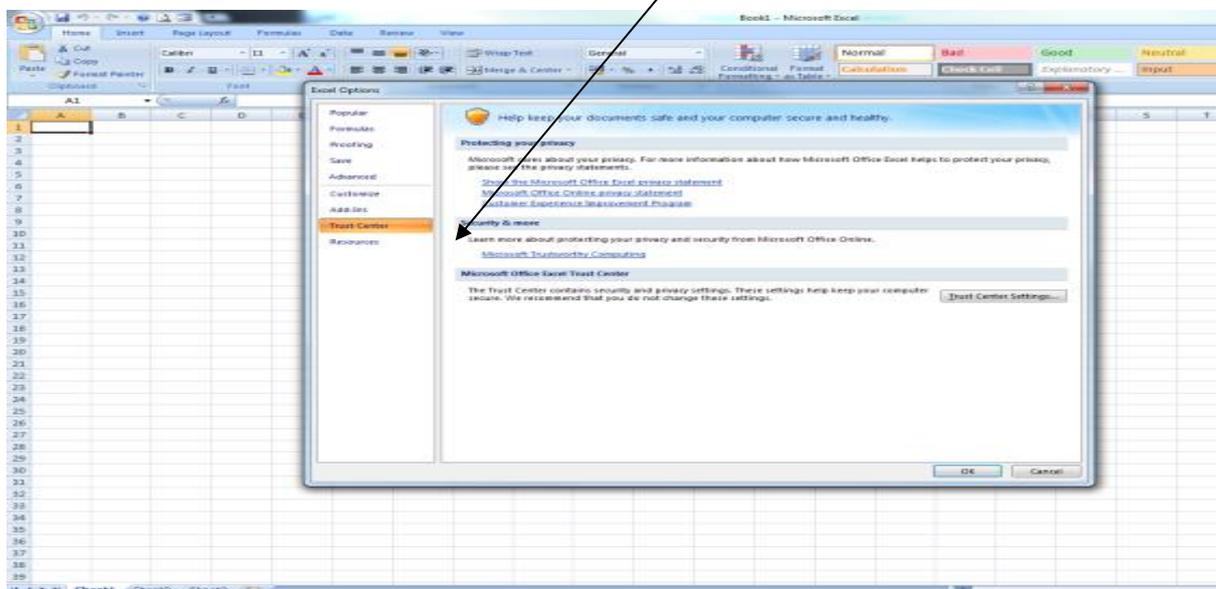
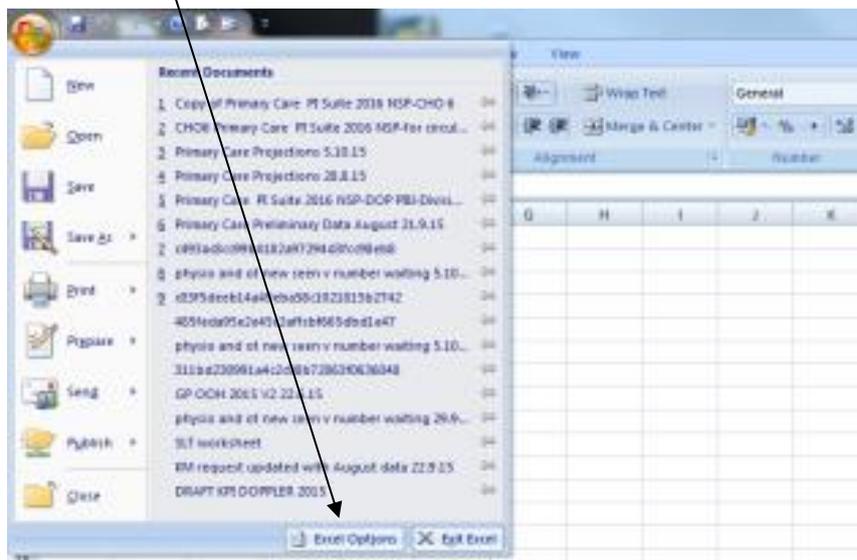
GP OOH Co-op	CHO Name
MIDoc	Old RDO1
KDoc	Old RDO1
EDoc	Old RDO2
DDoc	Old RDO2
NEDoc	Old RDO2
CareDoc	Old RDO3
SouthDoc	Old RDO3
ShannonDoc	Old RDO4
NowDoc	Old RDO4
WestDoc	Old RDO4

## Community Intervention Teams

	CIT Name
1	CIT Dublin South
2	CIT Dublin North
3	CIT Cork
4	CIT Limerick
5	CIT Clare
6	CIT Carlow/Kilkenny
7	CIT North Tipperary
8	CIT Galway
9	CIT Wicklow
10	CIT Kerry
11	CIT Louth
12	CIT Kildare
13	CIT Meath
14	CIT Waterford
15	CIT Roscommon
16	CIT South Tipperary
17	CIT Laois/Offaly
18	CIT Sligo
19	CIT Donegal
20	CIT Cavan/Monaghan
21	CIT Mayo
22	CIT Wexford
23	CIT Longford/Westmeath

## Appendix 6: Enable macros in excel 2007

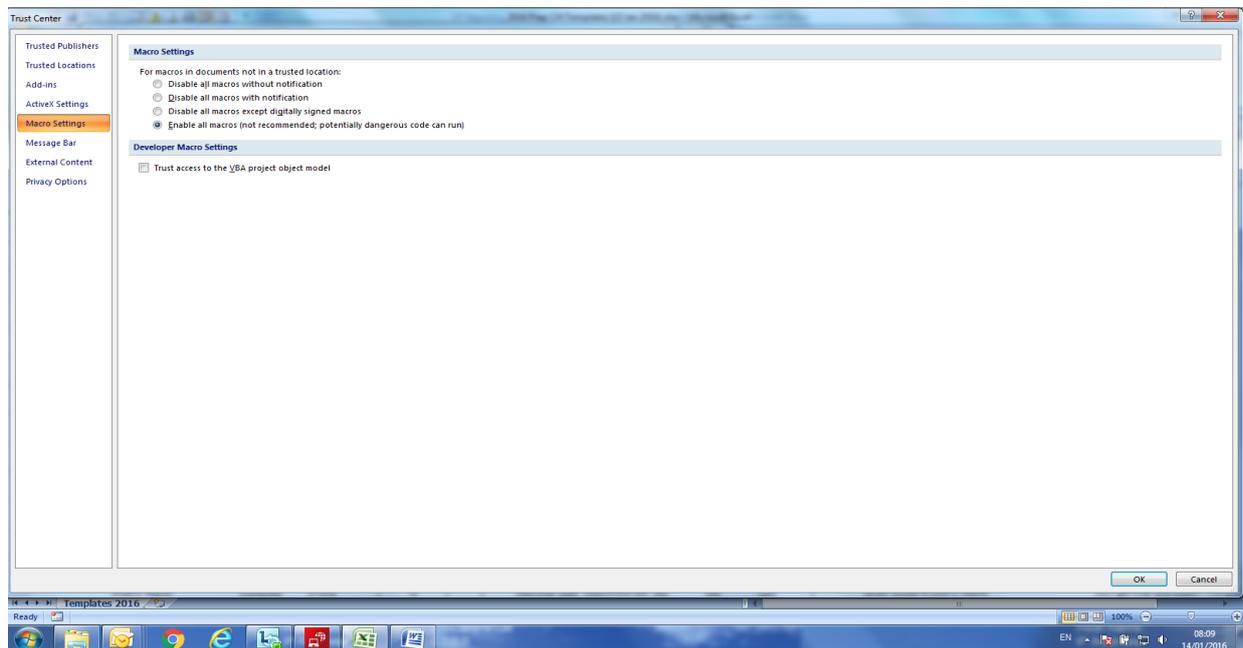
- Before opening a template open a new file in excel
- Select the office button –
- Select Excel options



New dialogue box opens on screen - Select trust centre settings

A new screen appears from the menu at the side select macro settings

- From the options that appear on screen select enable macros
- Click the ok button and then close out of excel



## Appendix 7: Example of no service in month/quarter

Scenario: An LHO provides Primary Care Physiotherapy services for the first 3 months of 2023, but suspends service on 1st April 2023 due to staff shortages. Below we outline how the April 2023 data should be reported.

Metric	Guidance
Number of patient referrals accepted in the reporting month by age category	For each age category, enter the actual number of referrals accepted in April 2023, or zero if no referrals were accepted.
Number of patients seen for a first time assessment in the reporting month.	As no patients were seen during April 2023, zero should be entered.
Longest wait time for patient seen for first time assessment.	As no patients were seen during April 2023, this cannot be computed and so can be left blank.
Number of patients for whom an intervention occurred...	As no patients were seen during April 2023, zero should be entered.
Number of face to face contacts/visits/appointments in the reporting month	As no patients were seen during April 2023, zero should be entered.
Number of patients who did not attend their appointment (DNA).	As no appointments were offered in April 2023, this metric is not applicable and should be left blank.
Number of Patients waiting for assessment (by duration waiting)	Enter the number of patients waiting. This metric should be reported as normal, even though no service was available in the month.
Longest waiting time on assessment waiting list	Enter the longest waiting time of patients on the assessment waiting list. This metric should be reported as normal, even though no service was available in the month.

## Appendix 8: CIF Data template Checklist

### CIF Data template Checklist 2023

#### Prior to submissions to the NBIU

**Note:** Correctly completed templates are **imperative** to ensure the successful load of data to the Corporate Information facility database. Incomplete templates will be returned, for more detailed information please read the CIF guidelines 2023

- Data provided in the CIF templates must be validated for accuracy, completeness and month on month comparison by each CHO before submission to the NBIU.  
*CIF Template returns received by the NBIU are understood to have been approved and signed off by the CHO Office.*
- Correct version of the 2023 template has been completed

#### Cover Sheet

- Correct year has been selection (2023)
- Correct month has been selected (the month in which the data being submitted relates to)
- Correct CHO and LHO has been selected (where applicable)

#### Activity Data tab

- Data has been completed following the steps below

**Step 1:** No text or symbols permitted in cells, numeric values only.

**Step 2:** Data to be entered in the month/quarterly column when the activity took place.

**Step 3:** If nobody waiting during month/quarter, Please enter '0' in the required field.

OR

If no activity in the month/quarter, Please enter '0' in the required field.

**Step 4:** If no service provided in this location – Please leave blank.

If no return/figure not known – please leave blank and provide explanation in covering mail.

#### Saving the template

- The template has been saved with the correct LHO code and month in the naming title where applicable