



National **B**usiness Information Unit (**NBIU**)

Community **H**ealthcare (**CHC**)

Operational **P**erformance and Integration (**OPI**)

GUIDELINES FOR DATA RETURNS 2024

Corporate Information Facility

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Corporate Information Facility (CIF)

Under the governance of the Office of the Chief Information Officer the **Corporate Information Facility (CIF)** 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.

For access to Qlikview, please contact IIS.team@hse.ie for an application form.

Where to access CIF Templates and Metadata

CIF Templates for 2024 can be located by following the link below

<https://www.hse.ie/eng/biu-community-healthcare-2024-cif-data-templates-hse-performance-reports/>

Metadata provides the most up to date information relating to KPIs; information such as definition, rationale, reporting frequency, and data source.

Metadata is published in the link below for use by all Data Collectors

<https://www.hse.ie/eng/services/publications/kpis/>

2024 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:	2024	
Reporting Month:	January	* Please ensure the correct month has been selected
CHO:	--- select ---	
LHO:	--- select ---	
Empty cells alert:	66 out of 66	

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.

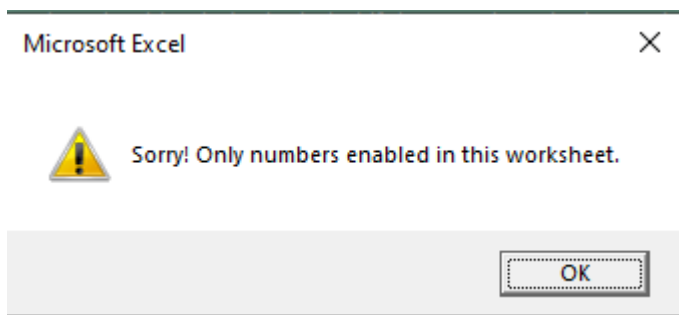
Step 4: If no service provided in this location – Please leave blank.

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

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 by each CHO before submission to the National Business Information Unit.
- Each CHO Office must approve CIF Template content before submission, as NBIU are not authorised to make any changes to submitted CIF templates.
- **CIF Template returns received by the NBIU are understood to have been approved and signed off by the CHO Office.**
- **You must advise your assigned NBIU HUB Information Officer by email, of the inclusion of late and/or retrospective data in the template attachments**
- Please include the following when making your template return(s) via email.
 - Subject line in subject box
 - Content text in the body of the email.

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.

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.

NBIU Information Officers – Contact Details

Please forward completed templates to the generic emails as below. If there is a designated data coordinator assigned to your CHO, please forward your completed templates to your CHO Data Coordinator who will forward them to the NBIU HUB. If you have any queries re the above, please contact your assigned HUB Information Officer at the number below.

CHO	Name	Contact Number	Email Address
CHOs 1, 2 & 3	Marie Keegan	Mobile: 087 180 0273	Communityhealth.data123@hse.ie
CHOs 4, 5	Ann Forde	Mobile: 087 166 0555	Communityhealth.data45@hse.ie
CHOs 6, 7 & 8	Sandra Morgan	Mobile: 087 644 2998	Communityhealth.data678@hse.ie
CHO 9	Niamh Malone	Mobile: 087 488 2375	Communityhealth.data45@hse.ie

NBIU Analysts – Contact Details

Templates which are assigned to be returned direct to analyst can be sent to the relevant analyst below:

Name	Care Group	Contact Details
Brian Timmons	Primary Care Service Lead Data Analyst	Brian.timmons@hse.ie Mobile: 087 359 8588
Denise O'Reilly	Older Persons Service, Safeguarding, Population Health and Wellbeing Lead Data Analyst	Denise.oreilly5@hse.ie Mobile: 087 7071868
Miriam Byrne	National Services Lead Data Analyst	miriam.byrne@hse.ie Mobile: 087 7878563
Diane Duignan	Disability Service Lead Data Analyst	Diane.duignan@hse.ie Mobile: 087 4154103
Jarlath Conefrey	Mental Health Service Lead Data Analyst	Jarlath.conefrey@hse.ie Mobile: 087 6197351
Deirdre Devin	Social Inclusion, Palliative Care Service, National Screening Service Lead Data Analyst	Deirdre.devin@hse.ie Mobile: 087 189 1797

Appendix 1: 2024 CIF Template Names

Health & Wellbeing & Public Health

2024 CIF Template Title	Frequency
HEALTH & WELLBEING	
HWB_HEAL_Dietetics_99_month	Q
HWB_HPI_Tobacco_99_YYYY_MM	Q & Q-1Q
HWB_MECC_99_month	Q
PUBLIC HEALTH	
HWB_Newborn_Bloodspot_Screening_99_month	Q-1Q
HWB_Newborn_Hearing_Screening_Programme_00_month	Q-1Q

National Services

2024 CIF Template Title	Frequency
NS_Environmental_Health_99_month	Q & BiA
NS_PCRS_99_month	M

Primary Care

2024 CIF Template Title	Frequency
PC_Audiology_00_month	M
PC_Child_Health_Developmental_Assessment_00_month	M-1M
PC_Child_Health_Quarterly_00_month	Q
PC_Dietetics_00_month	M
PC_Occupational_Therapy_00_month	M
PC_Ophthalmology_00_month	M
PC_Oral_Health_00_month	M
PC_PHN_00_month	M-1M
PC_Physiotherapy_00_month	M
PC_Podiatry_00_month	M
PC_Psychology_00_month	M
PC_SLT_00_month	M
PC_Chronic_Disease_Management_99_month	Bi-A
PC_CIT_00_month	M
PC_CIT_OPAT_Readmissions_99_month	M
PC_GP_OOH_00_month	M
PC_GP_Trainees_99_month	A
PC_Health_Amendment_Act_99_month	Q
PC_National_Hepatitis_C_Treatment_Programme_99_month	M
PC_National_Virus_Reference_Laboratory_99_month	M
PC_Orthodontics_00_month	Q
PC_Paediatric_Home_Care_Packages_99_month	M
PC_Primary_Care_Teams_00_month	M

Palliative Care

2024 CIF Template Title	Frequency
PALLCARE_Specialist_00_month	M
PALLCARE_Intermediate_00_month	M
PALLCARE_Community_Services_00_month	M
PALLCARE_Daycare_00_month	M
PALLCARE_Bereavement_00_month	M
PALLCARE_Children_LHO_00_month	M
PALLCARE_Adult_Acute_00_month	M

Safeguarding

2024 CIF Template Title	Frequency
SC_Safeguarding_99_month	Q-1M

Social Inclusion

2024 CIF Template Title	Frequency
SI_Alcohol_Addiction_00_month	Q-1Q
SI_Homeless_00_month	Q
SI_Substance_Misuse_00_month	Q-1Q
SI_Needle_Exchange_99_month	Q
SI_Traveller_Health_99_month	Q
SI_Opioid_Substitution_99_month	M-1M

Older Persons

2024 CIF Template Title	Frequency
OP_Home_Support_00_month	M
OP_Intensive_Home_Care_Packages_00_month	M
OP_Public_Beds_99_month	M
OP_NHSS_99_month	M
OP_Transitional_Care_Beds_99_month	M-1M
OP_InterRAI_Ireland_Assessment_99_month	M
OP_Complex_Cases_99_month	M

Disability Services

2024 CIF Template Title	Frequency
DIS_Disability_Services_00_month	Q-1M
DIS_Childrens_Disability_Services_00_month	M
DIS_Rehab_Training_99_month	M
DIS_Rehab_Training_Places_99_month	M
DIS_New_Emergency_Places_99_month	M
DIS_Residential_Places_99_month	M
DIS_AIM_99_month	M-1M
DIS_Assessment_of_Need_99_month	Q
DIS_Congregated_Settings_99_month	M
DIS_Personalised_Budgets_99_month	Q
DIS_School_Leavers_99_month	A
DIS_Day_Services_99_month	BiA
DIS_Neuro_Rehabilitation_00_month	Q

Mental Health Services

2024 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_National_Counselling_Service_00_month	M
MH_MHID_CAMHS_00_month	M
MH_MHID_Adult_00_month	M

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
20	Limerick	3
21	North Tipperary/ East Limerick	3
22	Clare	3

LHO No	LHO Name	CHO Area
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
36	Unallocated CHO3	3 (pall care only)
37	Unallocated CHO4	4 (pall care only)
39	Unallocated CHO6	6 (pall care only)
40	Unallocated CHO7	7 (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 below, so that the new team can submit monthly stat returns, please email a request directly to the Mental Health Analyst jarlath.conefrey@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 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 jarlath.conefrey@hse.ie (and 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:

CHO No	CAMHS Teams Code	CAMHS Teams
1	49	Donegal North Team
1	50	Donegal South Team
1	57	Cavan CAMHS 1
1	58	Monaghan CAMHS 2
1	64	West Cavan/Leitrim/East Sligo
1	65	Sligo (excluding East Sligo)
1	78	South Cavan/South Monaghan CAMHS 3
1	84	Inishowen
2	43	Mayo South
2	44	Mayo North
2	45	North Galway
2	46	South Galway
2	47	West Galway
2	48	Roscommon / East Galway
3	88	North Tipperary CAMHS / East
3	89	North Tipperary CAMHS / West
3	53	East Limerick
3	54	West Limerick
3	56	Limerick Central
3	75	Clare East
3	76	Clare West
4	36	North Cork

CHO No	CAMHS Teams Code	CAMHS Teams
4	37	North Lee East
4	38	North Lee West
4	39	South Lee 1
4	40	South Lee 2
4	41	South Lee / West Cork
4	59	South Lee 3
4	60	Kerry Team 1
4	61	Kerry Team 2
4	66	Cork North Central
4	85	Child and Adolescent Regional Eating Disorder Service
4	87	Child & Adolescent ADHD Service Cork/Kerry
5	30	Carlow / Kilkenny 1
5	31	Carlow / Kilkenny 2
5	32	Waterford
5	33	Wexford South
5	34	Wexford North
5	35	South Tipperary
5	69	South Tipperary Team 2
6	10	Marine 56
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

CHO No	CAMHS Teams Code	CAMHS Teams
6	79	Century Court Team 1
6	86	Century Court Team 2
7	2	Linn Dara Clondalkin
7	3	Linn Dara Ballyfermot/St. James
7	4	Linn Dara Lucan
7	5	Linn Dara North Kildare (Celbridge)
7	6	Linn Dara East Kildare/West Wicklow
7	7	Linn Dara South Kildare (Athy)
7	11	Lucena Tallaght Team 1
7	12	Lucena Tallaght Team 2
7	68	Linn Dara West Kildare
7	81	Linn Dara South Kildare/West Wicklow
7	82	Linn Dara Community Eating Disorder Service
7	83	Linn Dara Admire ADHD Pathway Team
8	18	Laois
8	19	Offaly
8	27	Meath North
8	28	Meath South
8	62	Louth North
8	63	Louth South
8	67	Laois/Offaly CAMHS team 3 (16-17yrs)
8	70	Longford/North Westmeath
8	71	South Westmeath

CHO No	CAMHS Teams Code	CAMHS Teams
8	72	Meath South Ashbourne
8	73	Longford Westmeath YAMHS
8	80	South Louth/East Meath
9	20	Blakestown
9	21	Blanchardstown
9	22	Cabra
9	23	Ballymun/Finglas
9	24	North Inner City/Clontarf
9	25	Swords
9	74	Balbriggan
9	77	Coolock/Kilbarrack

Adult Psychiatry (General) Teams

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
1	38	Monaghan
1	39	East & West Cavan
1	107	Donegal Central
1	108	Donegal South West
1	109	Donegal North West
1	110	Inishowen
1	111	Sligo
1	112	Leitrim/South Donegal/West Cavan
1	127	Donegal South Central
2	102	Castlebar
2	103	Ballina
2	104	Westport
2	105	Claremorris
2	106	Belmullet
2	137	GR1 Connemara City West
2	138	GR2 Galway City
2	139	GR3 Headford City/East Gort
2	140	GR4 Tuam Loughrea
2	141	GR5 Ballinasloe/Portlaoine
2	142	GR6 Roscommon/Boyle
3	116	Nenagh

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
3	117	Thurles
3	118	Limerick Sector A
3	119	Limerick Sector B
3	120	Limerick Sector C
3	121	Limerick Sector D
3	122	Limerick Sector E
3	123	Clare West
3	124	Clare South
3	125	Clare North
3	126	Clare East
4	53	Mallow
4	54	Fermoy
4	55	Kanturk
4	56	Cobh Glenville
4	57	Middleton Youghal
4	58	City North West
4	59	City North East
4	60	Macroom Blarney
4	62	Bandon/Kinsale
4	63	Bishopstown/Ballincollig
4	64	Douglas/Carrigaline
4	65	City South West

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
4	66	City South East
4	67	West Cork
4	68	Listowel
4	69	Killorglin/Iveragh
4	70	Killarney
4	71	Castleisland/Dingle
4	72	Tralee
5	40	Carlow North
5	41	Carlow South
5	42	Kilkenny North
5	43	Kilkenny West
5	44	Kilkenny East
5	45	South Kilkenny
5	46	Waterford City
5	47	Waterford West
5	48	Wexford South
5	49	Wexford North
5	131	South Tipperary
6	1	SJOG Team A Cluain Mhuire
6	2	SJOG Team B Cluain Mhuire
6	3	SJOG Team C Cluain Mhuire
6	4	North Wicklow (Greystones & Bray)

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
6	5	South Wicklow (Wicklow & Arklow)
6	92	Glenmalure A – Dublin 4
6	93	Churchtown A – Dublin 2 & 14
6	94	Glenmalure B – Dublin 6
6	95	Vergemount – Dublin 8
6	146	Churchtown B – Dublin 14 & 16
7	85	Camac
7	86	Drimnagh
7	87	Owendoher
7	88	Tallaght
7	89	Clondalkin
7	90	Crumlin
7	91	Ballyfermot
7	96	Kildare Mid East
7	97	Kildare Mid West
7	98	South Kildare
7	99	Kildare North East
7	100	Kildare North West
8	6	Mullingar
8	7	Longford
8	8	Birr
8	10	Tullamore West

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
8	30	South Louth/East Meath
8	34	North Meath
8	36	South Meath
8	101	Athlone
8	143	South Louth
8	144	North Louth
8	145	South East Meath
8	132	Tullamore East
8	133	Portlaoise West
8	134	Portlaoise East
9	11	Cabra
9	12	Blanchardstown East Team 1
9	13	Blanchardstown East Team 2
9	135	Blanchardstown West Team 1
9	136	Blanchardstown West Team 2
9	14	Finglas Team 1
9	15	Finglas Team 2
9	16	Ballymun
9	17	Marino/Clontarf
9	18	Marino/Tolka
9	19	Mater
9	20	Millmount

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
9	21	North Strand
9	22	Coolock
9	23	Kilbarrack East
9	24	Kilbarrack West
9	25	Hampton Balbriggan
9	26	Darndale OPD
9	27	Killester OPD
9	28	Curam Clinic Swords

Psychiatry of Later Life Teams

CHO No	Psychiatry of Later Life Team Code	Psychiatry of Later Life Team Name
1	7	Cavan Monaghan
1	15	Sligo/Leitrim
1	18	Donegal
2	13	West Galway Later Life UHG
2	14	East Galway
2	23	Mayo POA
2	26	Roscommon/North Galway POLL
2	29	Mayo POA2
3	16	Psychiatry Old Age Limerick
3	17	Psychiatry Old Age Co. Clare
3	34	North Tipperary POA

4	12	Old Age South Lee
4	30	North Lee POA
4	32	Kerry POA
4	33	West Cork POA
5	8	Carlow Kilkenny
5	9	Waterford
5	10	Wexford
5	11	Tipperary South
5	31	Waterford Wexford POA
6	21	Dun Laoghaire POA
6	27	Wicklow POA
7	19	Dublin South City POA
7	20	Dublin South West POA
7	28	Kildare West Wicklow POLL
8	1	Longford/Westmeath POLL
8	2	Laois/Offaly POLL
8	6	Meath
8	24	Louth POA
8	25	Louth Meath POA
9	3	Mater
9	4	Dublin North POA

Mental Health Homeless Team

CHO No	Mental Health Homeless Team Code	Mental Health Homeless Team Name
4	1	North Lee Homeless

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
2	14	Galway
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
5	9	South East MHID 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 CAMHS ID

Psychiatry of Later Life Liaison Service

CHO	Service/Hospital/s	CIF Code
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 ³	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

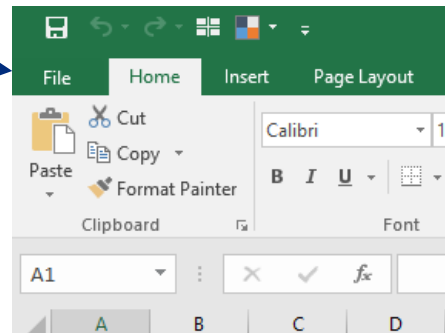
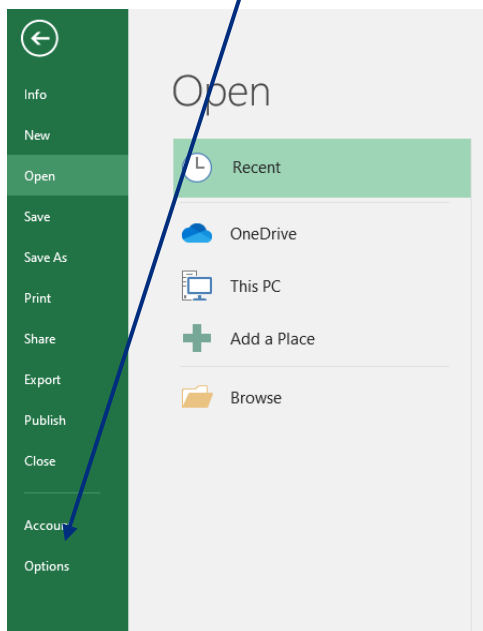
CIT No	CIT Name
1	CIT Dublin South
2	CIT Dublin North
3	CIT Cork
4	CIT Limerick
5	CIT Clare
6	CIT Carlow/Kilkenny
7	CIT North Tipperary
8	CIT Galway
9	CIT Wicklow
10	CIT Kerry
11	CIT Louth
12	CIT Kildare
13	CIT Meath
14	CIT Waterford
15	CIT Roscommon
16	CIT South Tipperary
17	CIT Laois/Offaly
18	CIT Sligo
19	CIT Donegal
20	CIT Cavan/Monaghan
21	CIT Mayo
22	CIT Wexford
23	CIT Longford/Westmeath

Orthodontic Service

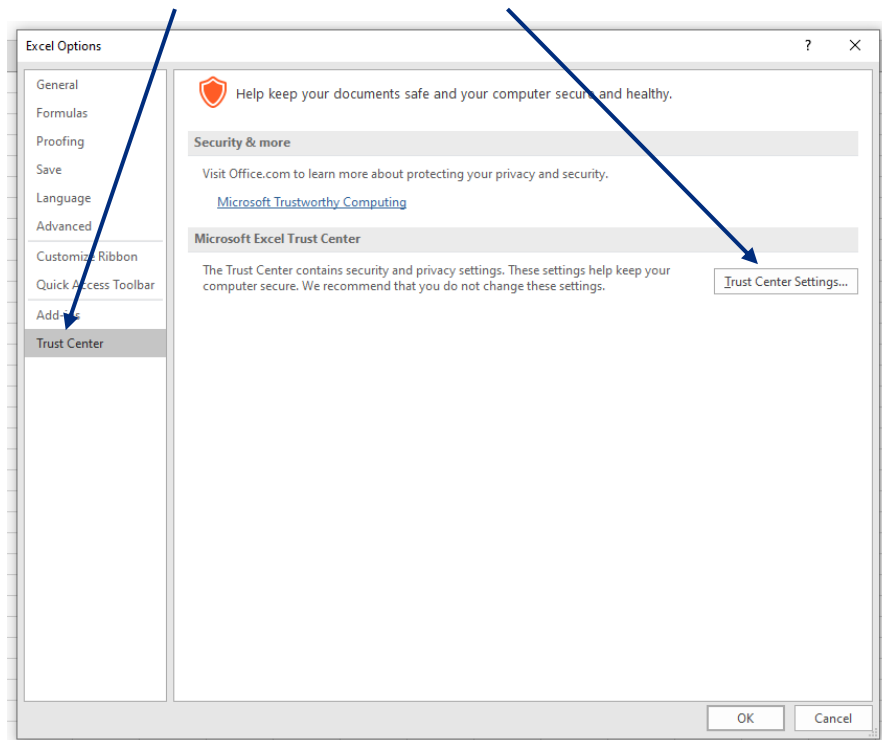
Orthodontic Service Code	Orthodontic Service Name	RDO
1	Former East Coast (Loughlinstown)	DML (RDO1)
2	Former South West (St James's)	DML (RDO1)
3	Midlands	DML(RDO1)
4	DNE	DNE(RDO2)
5	South East	South RDO3)
6	South	South (RDO3)
7	North West	West (RDO3)
8	Mid Western	West (RDO4)
9	Western	West (RDO4)

Appendix 6: Enable macros in excel 2016

- **Before** opening a template open a new file in excel
- Select *File*
- Select *Options*

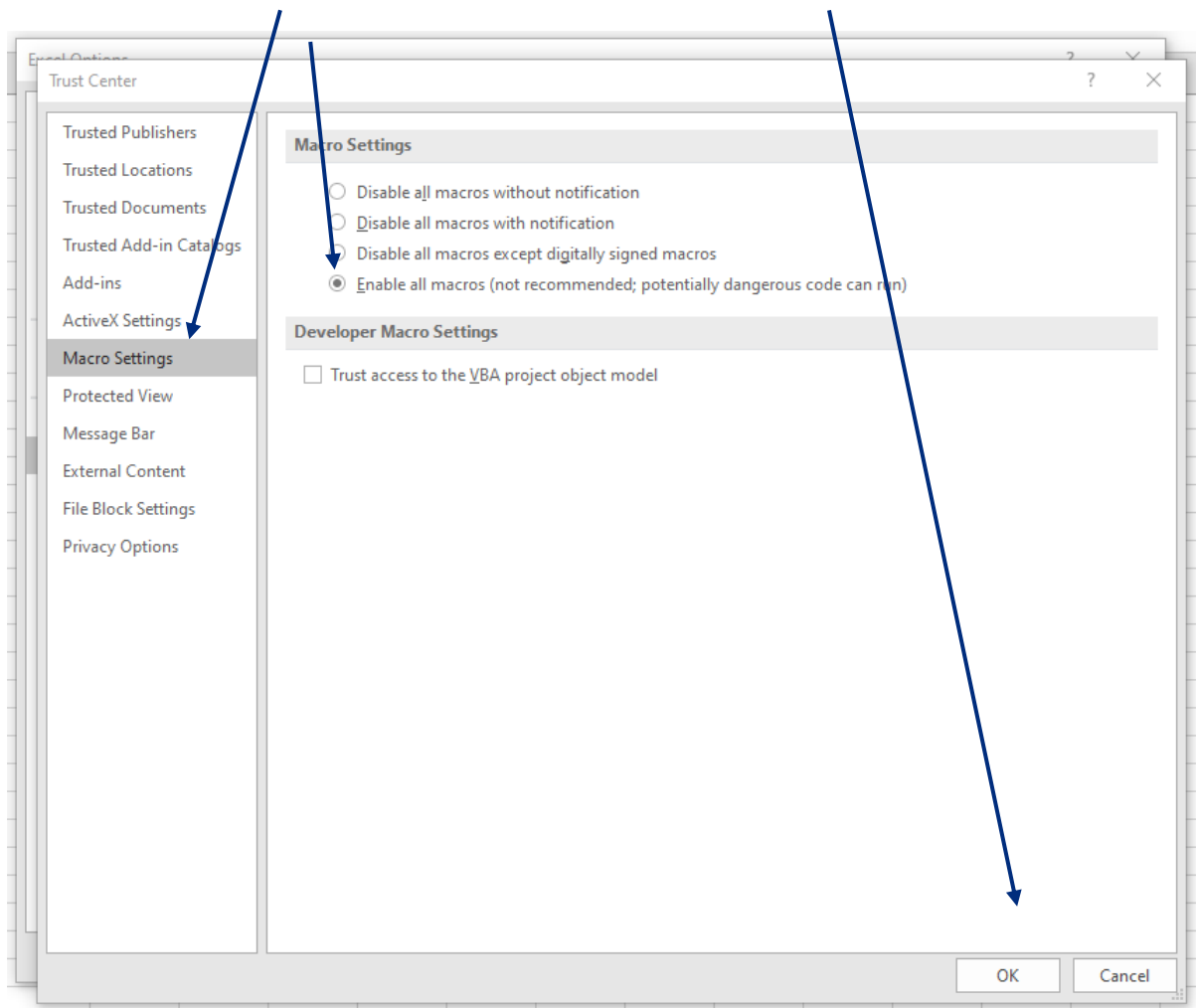


Select *Trust Centre* then *Trust Centre Settings*



A new window appears, from the left menu, select *Macro Settings*

- Select *Enable all macros*
- Click the ok button twice 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 2024, but suspends service on 1st April 2024 due to staff shortages. Below we outline how the April 2024 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 2024, 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 2024, zero should be entered.
Longest wait time for patient seen for first time assessment.	As no patients were seen during April 2024, 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 2024, zero should be entered.
Number of face to face contacts/visits/appointments in the reporting month	As no patients were seen during April 2024, zero should be entered.
Number of patients who did not attend their appointment (DNA).	As no appointments were offered in April 2024, 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 2024

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 2024

- ☐ 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 2024 template has been completed

Cover Sheet

- ☐ Correct year has been selection (2024)
- ☐ 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