



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

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

HSE Planning and Performance

Performance Team

# GUIDELINES FOR DATA RETURNS 2025 VIA EMAIL

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 – Health Regions on Qlikview.

For access to Qlikview, please contact [IIS.team@hse.ie](mailto:IIS.team@hse.ie) for an application form.

## Where to access CIF Templates and Metadata

CIF Templates for 2025 can be located by following the link below

<https://www.hse.ie/eng/biu-community-healthcare-2025-cif-data-templates-for-hse-performance-reports/chc-2025-data-collection-templates.html>

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/>

## 2025 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. The 2025 colours are:



## 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 Health Region / 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, Health Region 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 Health Region name and LHO number 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:	2025	
Reporting Month:	January	* Please ensure correct month is selected
Health Region:	--- select ---	
LHO:	--- select ---	
Data provided in the CIF templates must be validated for accuracy, completeness and month-on-month comparison by each Health Region before submission to the NBIU. CIF Template returns received by the NBIU are understood to have been approved and signed off by each Health Region.		
Empty cells alert:	160 out of 160	

## 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.

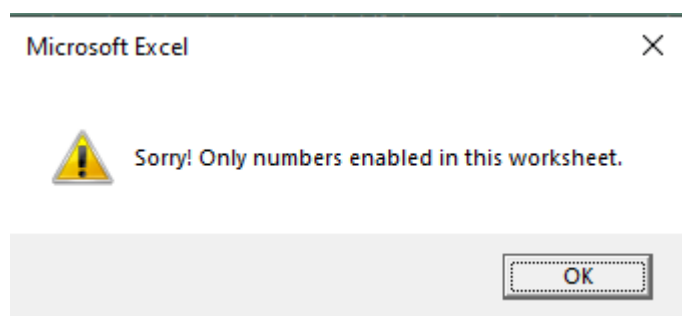
**Step 4:** If no service provided in this location – Please leave blank.

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 before submission to the Business Information Unit.
- Each Health Region 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 Health Region 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 Health Region, please forward your completed templates to your Health Region Data Coordinator who will forward them to the NBIU Community HUB. If you have any queries re the above, please contact your assigned HUB Information Officer at the number below.

Health Region	Name	Contact Number	Email Address
Dublin & Midlands	Sandra Morgan	Mobile: 087 6442998	<a href="mailto:NBIUCHC.DML@hse.ie">NBIUCHC.DML@hse.ie</a>
Dublin & North East	Niamh Malone	Mobile: 087 4882375	<a href="mailto:NBIUCHC.DNE@hse.ie">NBIUCHC.DNE@hse.ie</a>
Dublin & South East	Ann Forde/ Sandra Morgan	Mobile: 087 1660555/ Mobile: 087 6442998	<a href="mailto:NBIUCHC.DSE@hse.ie">NBIUCHC.DSE@hse.ie</a>
Midwest	Marie Keegan	Mobile: 087 1800273	<a href="mailto:NBIUCHC.MW@hse.ie">NBIUCHC.MW@hse.ie</a>
South West	Ann Forde	Mobile: 087 1660555	<a href="mailto:NBIUCHC.SW@hse.ie">NBIUCHC.SW@hse.ie</a>
West & North West	Marie Keegan	Mobile: 087 1800273	<a href="mailto:NBIUCHC.WNW@hse.ie">NBIUCHC.WNW@hse.ie</a>

## 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	<a href="mailto:Brian.timmons@hse.ie">Brian.timmons@hse.ie</a> <b>Mobile:</b> 087 359 8588
Denise O'Reilly	Older Persons Service & Safeguarding Service Lead Data Analyst	<a href="mailto:Denise.oreilly5@hse.ie">Denise.oreilly5@hse.ie</a> <b>Mobile:</b> 087 7071868
Laura Kangley	National Screening Service, National Services and Population Health & Wellbeing Lead Data Analyst	<a href="mailto:Laura.kangley@hse.ie">Laura.kangley@hse.ie</a> <b>Mobile:</b> 087 451 5998
Diane Duignan	Disability Service Lead Data Analyst	<a href="mailto:Diane.duignan@hse.ie">Diane.duignan@hse.ie</a> <b>Mobile:</b> 087 4154103
Jarlath Conefrey	Mental Health Service Lead Data Analyst	<a href="mailto:Jarlath.conefrey@hse.ie">Jarlath.conefrey@hse.ie</a> <b>Mobile:</b> 087 6197351
Deirdre Devin	Social Inclusion/ Palliative Care Service Lead Data Analyst	<a href="mailto:Deirdre.devin@hse.ie">Deirdre.devin@hse.ie</a> <b>Mobile:</b> 087 189 1797

## Appendix 1: 2025 CIF Template Names

### Health and Wellbeing

2025 CIF Template Title	Frequency
HWB_HPI_Tobacco_99_month	Q & Q-1Q
HWB_HEAL_Dietetics_99_month	Q
HWB_MECC_99_month	Q
HWB_Newborn_Bloodspot_Screening_99_month	Q-1Q
HWB_Newborn_Hearing_Screening_Programme_99_month	Q-1Q

### National Services

2025 CIF Template Title	Frequency
NS_Environmental_Health_99_month	Q & BiA
NS_PCRS_99_month	M

### Primary Care

2025 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_Chronic_Disease_Management_99_Month	BiA-1M (6)
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_CIT_00_month	M
PC_CIT_OPAT_Readmissions_99_month	M
PC_GP_OOH_00_month	M
PC_GP_Trainees_99_month	A (10)
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

2025 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

2025 CIF Template Title	Frequency
SC_Safeguarding_99_month	Q-1M

## Social Inclusion

2025 CIF Template Title	Frequency
SI_Alcohol_Use_00_month	Q-1Q
SI_Homeless_00_month	Q
SI_Substance_Use_00_month	Q-1Q
SI_Needle_Exchange_99_month	Q-1Q
SI_Traveller_Health_99_month	Q
SI_Opioid_Agonist_Treatment_99_month	M-1M
SI_Migrant_Health_99_month	M-1M
SI_DSGBV_99_month	M-1M

## Older Persons

2025 CIF Template Title	Frequency
OP_Home_Support_00_month	M
OP_Complex_Home_Support_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

2025 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_Neuro_Rehabilitation_00_month	Q-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 (12)
DIS_Day_Services_99_month	BiA (6)

## Mental Health

2025 CIF Template Title	Frequency
MH_Adult_Psychiatry_General_00_month	M
MH_Adult_Eating_Disorder_00_month (new for 2025)	M
MH_Adult_Psychiatry_Inpatient_99_month	Q-1Q
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/Health Region/LHO codes

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

Health Region Name	Health Region Code
HSE Dublin and North East (DNE)	7001
HSE Dublin and Midlands (DML)	7002
HSE Dublin and South East (DSE)	7003
HSE South West (SW)	7004
HSE Mid West (MW)	7005
HSE West and North West (WNW)	7006
National	99



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

LHO Code	LHO Name	Health Region
1	Dun Laoghaire	DSE
2	Dublin South East	DSE
10	Wicklow	DSE
11	Carlow Kilkenny	DSE
12	South Tipperary	DSE
13	Waterford	DSE
14	Wexford	DSE
3	Dublin South City	DML
4	Dublin South West	DML
5	Dublin West	DML
9	Kildare/ West Wicklow	DML
31	Laois/ Offaly	DML
32	Longford/ Westmeath	DML
28	Cavan Monaghan	DNE
29	Louth	DNE
30	Meath	DNE
6	Dublin North West	DNE
7	Dublin North Central	DNE
8	Dublin North	DNE
15	North Lee	SW
16	South Lee	SW
17	North Cork	SW

LHO Code	LHO Name	Health Region
18	West Cork	SW
19	Kerry	SW
20	Limerick	MW
21	North Tipperary/ East Limerick	MW
22	Clare	MW
23	Galway	WNW
24	Mayo	WNW
25	Roscommon	WNW
26	Donegal	WNW
27	Sligo Leitrim	WNW
43	Home Schooled	10 (HWB only)
44	Unallocated Kerry	SW(pall care only)
45	Unallocated South Lee	SW(pall care only)
46	Unallocated Donegal	WNW (pall care only)
47	Unallocated Sligo Leitrim	WNW (pall care only)
48	Unallocated Galway	WNW (pall care only)
49	Unallocated Mayo	WNW (pall care only)
50	Unallocated Limerick	MW (pall care only)
51	Unallocated Waterford	DSE (pall care only)
52	Unallocated Dun Laoghaire	DSE (pall care only)
53	Unallocated Wicklow	DSE (pall care only)
54	Unallocated Dublin South City	DML (pall care only)
55	Unallocated Dublin North	DNE (pall care only)

LHO Code	LHO Name	Health Region
56	Unallocated Dublin North West	DNE (pall care only)
57	Unallocated Kildare West Wicklow	DML (pall care 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, please email a request directly to:

[Philip.flanagan@hse.ie](mailto:Philip.flanagan@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 to confirm DED codes)
- Date from when the new team will start making returns.
- Contact details for 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.

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

Health Region	CAMHS Teams Code	CAMHTs
DNE	20	Blakestown
DNE	21	Blanchardstown
DNE	22	Cabra
DNE	23	Ballymun/Finglas
DNE	24	North Inner City/Clontarf
DNE	25	Swords
DNE	27	Meath North
DNE	28	Meath South
DNE	72	Meath South Ashbourne
DNE	57	Cavan CAMHS 1
DNE	58	Monaghan CAMHS 2
DNE	62	Louth North
DNE	63	Louth South
DNE	74	Balbriggan
DNE	77	Coolock/Kilbarrack
DNE	78	South Cavan/South Monaghan CAMHS 3
DNE	80	South Louth/East Meath
DNE	90	DNC&C Day Hospital Team
DNE	91	CAMHS DNC&C Eating Disorder Team
DML	2	Linn Dara Clondalkin
DML	3	Linn Dara Ballyfermot/St. James

Health Region	CAMHS Teams Code	CAMHTs
DML	4	Linn Dara Lucan
DML	5	Linn Dara North Kildare (Celbridge)
DML	6	Linn Dara East Kildare/West Wicklow
DML	7	Linn Dara South Kildare (Athy)
DML	11	Lucena Tallaght Team 1
DML	12	Lucena Tallaght Team 2
DML	18	Laois
DML	19	Offaly
DML	67	Laois/Offaly CAMHS team 3 (16-17yrs)
DML	68	Linn Dara West Kildare
DML	62	Longford/North Westmeath
DML	71	South Westmeath
DML	70	Longford Westmeath YAMHS
DML	81	Linn Dara South Kildare/West Wicklow
DML	82	Linn Dara Community Eating Disorder Service
DSE	10	Marine 56
DSE	13	Lucena Team A (Dub. 6 14 16)
DSE	14	Lucena Team C (Dub. 2 4 12)
DSE	15	Lucena Wicklow - Bray
DSE	16	Lucena Wicklow - Arklow
DSE	30	Carlow / Kilkenny 1
DSE	31	Carlow / Kilkenny 2

Health Region	CAMHS Teams Code	CAMHTs
DSE	32	Waterford
DSE	33	Wexford South
DSE	34	Wexford North
DSE	35	South Tipperary
DSE	69	South Tipperary Team 2
DSE	79	Century Court Team 1
DSE	86	Century Court Team 2
DSE	93	Riverside House CAMHS Eating Disorder Team
SW	36	North Cork
SW	37	North Lee East
SW	38	North Lee West
SW	39	South Lee 1
SW	40	South Lee 2
SW	41	South Lee / West Cork
SW	59	South Lee 3
SW	60	Kerry Team 1
SW	61	Kerry Team 2
SW	66	Cork North Central
SW	85	CAREDS Cork Kerry
MW	53	East Limerick
MW	54	West Limerick
MW	56	Limerick Central

Health Region	CAMHs Teams Code	CAMHTs
MW	75	Clare East
MW	76	Clare West
MW	88	North Tipperary East
MW	89	North Tipperary West
WNW	43	Mayo South
WNW	44	Mayo North
WNW	45	North Galway
WNW	46	South Galway
WNW	47	West Galway
WNW	48	Roscommon / East Galway
WNW	49	Donegal North Team
WNW	50	Donegal South Team
WNW	64	West Cavan/Leitrim/East Sligo
WNW	65	Sligo (excluding East Sligo)
WNW	84	Inishowen
WNW	92	CEDS West



## Adult Psychiatry (General) Teams

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
DNE	11	Cabra
DNE	12	Blanchardstown East Team 1
DNE	13	Blanchardstown East Team 2
DNE	14	Finglas Team 1
DNE	15	Finglas Team 2
DNE	16	Ballymun
DNE	17	Marino/Clontarf
DNE	18	Marino/Tolka
DNE	19	Mater
DNE	20	Millmount
DNE	21	North Strand
DNE	22	Coolock
DNE	23	Kilbarrack East
DNE	24	Kilbarrack West
DNE	25	Hampton Balbriggan
DNE	26	Darndale OPD
DNE	27	Killester OPD
DNE	28	Curam Clinic Swords
DNE	30	South Louth/East Meath
DNE	34	North Meath
DNE	36	South Meath

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
DNE	38	Monaghan
DNE	39	East & West Cavan
DNE	135	Blanchardstown West Team 1
DNE	136	Blanchardstown West Team 2
DNE	143	South Louth
DNE	144	North Louth
DNE	145	South East Meath
DML	6	Mullingar
DML	7	Longford
DML	8	Birr
DML	10	Tullamore West
DML	85	Camac
DML	86	Drimnagh
DML	87	Owendover
DML	88	Tallaght
DML	89	Clondalkin
DML	90	Crumlin
DML	91	Ballyfermot
DML	96	Kildare Mid East
DML	97	Kildare Mid West
DML	98	South Kildare
DML	99	Kildare North East

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
DML	100	Kildare North West
DML	101	Athlone
DML	132	Tullamore East
DML	133	Portlaoise West
DML	134	Portlaoise East
DSE	1	SJOG Team A Cluain Mhuire
DSE	2	SJOG Team B Cluain Mhuire
DSE	3	SJOG Team C Cluain Mhuire
DSE	4	North Wicklow (Greystones & Bray)
DSE	5	South Wicklow (Wicklow & Arklow)
DSE	40	Carlow North
DSE	41	Carlow South
DSE	42	Kilkenny North
DSE	43	Kilkenny West
DSE	44	Kilkenny East
DSE	45	South Kilkenny
DSE	46	Waterford City
DSE	47	Waterford West
DSE	48	Wexford South
DSE	49	Wexford North
DSE	92	Glenmalure A – Dublin 4
DSE	93	Churchtown A – Dublin 2 & 14

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
DSE	94	Glenmalure B – Dublin 6
DSE	95	Vergemount – Dublin 8
DSE	131	South Tipperary
DSE	146	Churchtown B – Dublin 14 & 16
SW	53	Mallow
SW	54	Fermoy
SW	55	Kanturk
SW	56	Cobh Glenville
SW	57	Middleton Youghal
SW	58	City North West
SW	59	City North East
SW	60	Macroom Blarney
SW	62	Bandon/Kinsale
SW	63	Bishopstown/Ballincollig
SW	64	Douglas/Carrigaline
SW	65	City South West
SW	66	City South East
SW	67	West Cork
SW	68	Listowel
SW	69	Killorglin/Iveragh
SW	70	Killarney
SW	71	Castleisland/Dingle

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
SW	72	Tralee
MW	116	Nenagh
MW	117	Thurles
MW	118	Limerick Sector A
MW	119	Limerick Sector B
MW	120	Limerick Sector C
MW	121	Limerick Sector D
MW	122	Limerick Sector E
MW	123	Clare West
MW	124	Clare South
MW	125	Clare North
MW	126	Clare East
WNW	102	Castlebar
WNW	103	Ballina
WNW	104	Westport
WNW	105	Claremorris
WNW	106	Belmullet
WNW	107	Donegal Central
WNW	108	Donegal South West
WNW	109	Donegal North West
WNW	110	Inishowen
WNW	111	Sligo

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
WNW	112	Leitrim/South Donegal/West Cavan
WNW	127	Donegal South Central
WNW	137	GR1 Connemara City West
WNW	138	GR2 Galway City
WNW	139	GR3 Headford City/East Gort
WNW	140	GR4 Tuam Loughrea
WNW	141	GR5 Ballinasloe/Portumna
WNW	142	GR6 Roscommon/Boyle

### Psychiatry of Later Life Teams

Health Region	Psychiatry of Later Life Team Code	Psychiatry of Later Life Team Name
DNE	7	Cavan Monaghan
DNE	4	Dublin North POA
DNE	24	Louth POA
DNE	25	Louth Meath POA
DNE	3	Mater
DNE	6	Meath
DML	19	Dublin South City POA
DML	20	Dublin South West POA
DML	28	Kildare West Wicklow POLL
DML	1	Longford/Westmeath POLL
DML	2	Laois/Offaly POLL

DSE	37	Carlow
DSE	38	Kilkenny
DSE	9	Waterford
DSE	10	Wexford
DSE	11	Tipperary South
DSE	31	Waterford Wexford POA
DSE	21	Dun Laoghaire POA
DSE	27	Wicklow POA
SW	12	Old Age South Lee
SW	30	North Lee POA
SW	32	Kerry POA
SW	33	West Cork POA
MW	16	Psychiatry Old Age Limerick
MW	17	Psychiatry Old Age Co. Clare
MW	34	North Tipperary POA
WNW	18	Donegal
WNW	14	East Galway
WNW	23	Mayo POA
WNW	29	Mayo POA2
WNW	26	Roscommon/North Galway POLL
WNW	36	Leitrim, West Cavan, Sth & West Sligo
WNW	35	Sligo town, North Sligo, South Donegal
WNW	13	West Galway Later Life UHG

## Mental Health Homeless Team

Health Region	Mental Health Homeless Team Code	Mental Health Homeless Team Name
SW	1	North Lee Homeless

## General Adult Eating Disorder Service (GAEDS)

Health Region	General Adult Eating Disorder Service Team Code	General Adult Eating Disorder Service Team Name
DSE	1	Riverside House Adult Eating Disorder Team

## MHID Adult Teams

Health Region	MHID Adult Team Code	MHID Adult Team Name
DNE	1	Cavan/Monaghan
	9	Louth/Meath
	11	North East Region MHID Team
	12	Avista MHID Service
WNW	2	Sligo and Leitrim
	3	Donegal MHID Service
	4	Mayo
	14	Galway
MW	5	North Tipperary & Clare
SW	6	Cork Kerry Community Healthcare
DSE	7	Wicklow
DML	8	St James & Tallaght
	13	Midlands MHID



## MHID CAMHS Teams

Health Region	MHID CAMHS Team Code	MHID CAMHS Team Name
WNW	1	Mayo
	2	Galway and Roscommon
SW	3	South Lee - Intellectual Disability CAMHS
DSE	9	South East MHID CAMHS
DML	4	Linndara - Tallaght
	5	Linndara - Kildare/West Wicklow
	6	MH & ID/YAMHS Longford Westmeath
DNE	7	North Dublin CAMHS-ID
	8	Avista CAMHS ID

## Psychiatry of Later Life Liaison Service

Health Region	CIF Team Codes	Service/Hospital/s
DNE	25	Meath/Navan
	3	Cavan General
	26	DNC/Mater/Connolly
	27	North Dublin/Beaumont
	23	North Louth/Dundalk
	24	Louth/Meath
DML	18	St James' Hospital
	19	Tallaght Hospital
	20	Kildare / Naas

	21	Mullingar
	22	Tullamore/Portlaoise
DSE	12	UH Waterford
	28	Waterford/Wexford
	13	Wexford General & St John's
	14	St Luke's Hospital Kilkenny
	15	South Tipp General Hospital
	16	SVUH
	5	Carlow
	6	Kilkenny
	17	Wicklow POA <sup>3</sup>
SW	10	Mercy University Hospital
	11	CUH
MW	8	Limerick UH
	3	Mid-West Liaison Psychiatry of Later Life
	9	UH Ennis/St Joseph's
WNW	1	Letterkenny General
	4	Mayo General
	2	Sligo General
	5	UH Galway
	6	Roscommon
	7	Portiuncula Hospital

## Appendix 5: Primary Care Codes

### GP Out of Hours Co-Operatives

Team No.	GP OOH Co-op	Health Region
5	MIDoc	DML
7	KDoc	DML
1	NowDoc	DNE
3	DDoc	DNE
4	NEDoc	DNE
6	CareDoc	DSE
10	EDoc	DSE
8	SouthDoc	SW
9	ShannonDoc	MW
2	WestDoc	WNW

## Community Intervention Teams

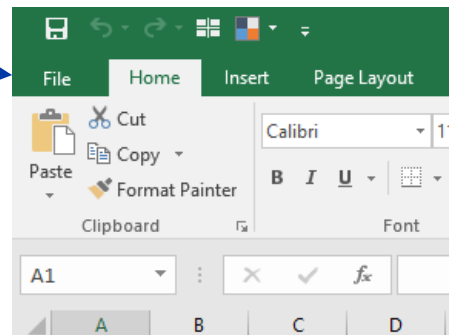
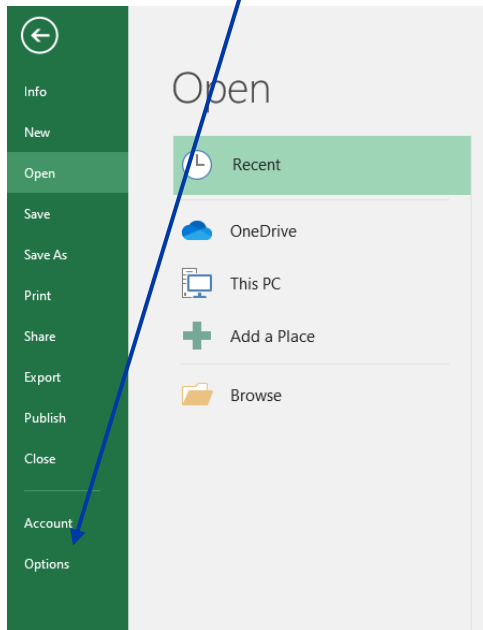
Health Region	CIT Code	CIT Name
DNE	2	CIT Dublin North
DNE	11	CIT Louth
DNE	13	CIT Meath
DNE	20	CIT Cavan/Monaghan
SW	10	CIT Kerry
SW	3	CIT Cork
MW	4	CIT Limerick
MW	5	CIT Clare
MW	7	CIT North Tipperary
DSE	1	CIT Dublin South
DSE	6	CIT Carlow/Kilkenny
DSE	9	CIT Wicklow
DSE	14	CIT Waterford
DSE	16	CIT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

## Orthodontic Service

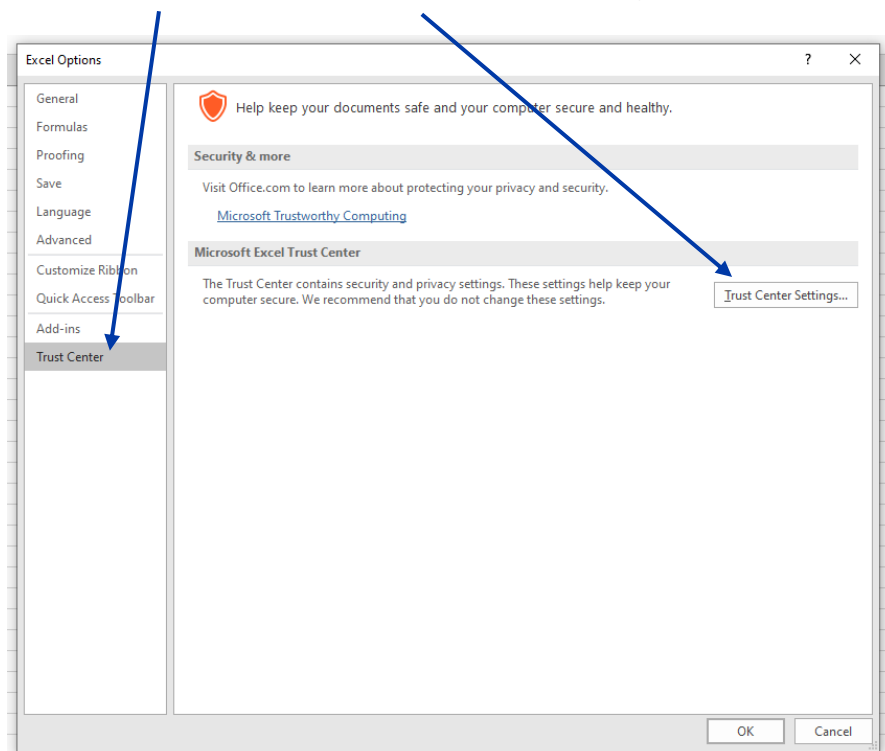
Orthodontic Service Code	Orthodontic Service Name	Health Region
1	Former East Coast (Loughlinstown)	DSE
5	South East	DSE
2	Former South West (St James's)	DML
3	Midlands	DML
4	DNE	DNE
6	South	SW
7	North West	WNW
9	Western	WNW
8	Mid Western	MW

## Appendix 6: Enable macros in excel 2016

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

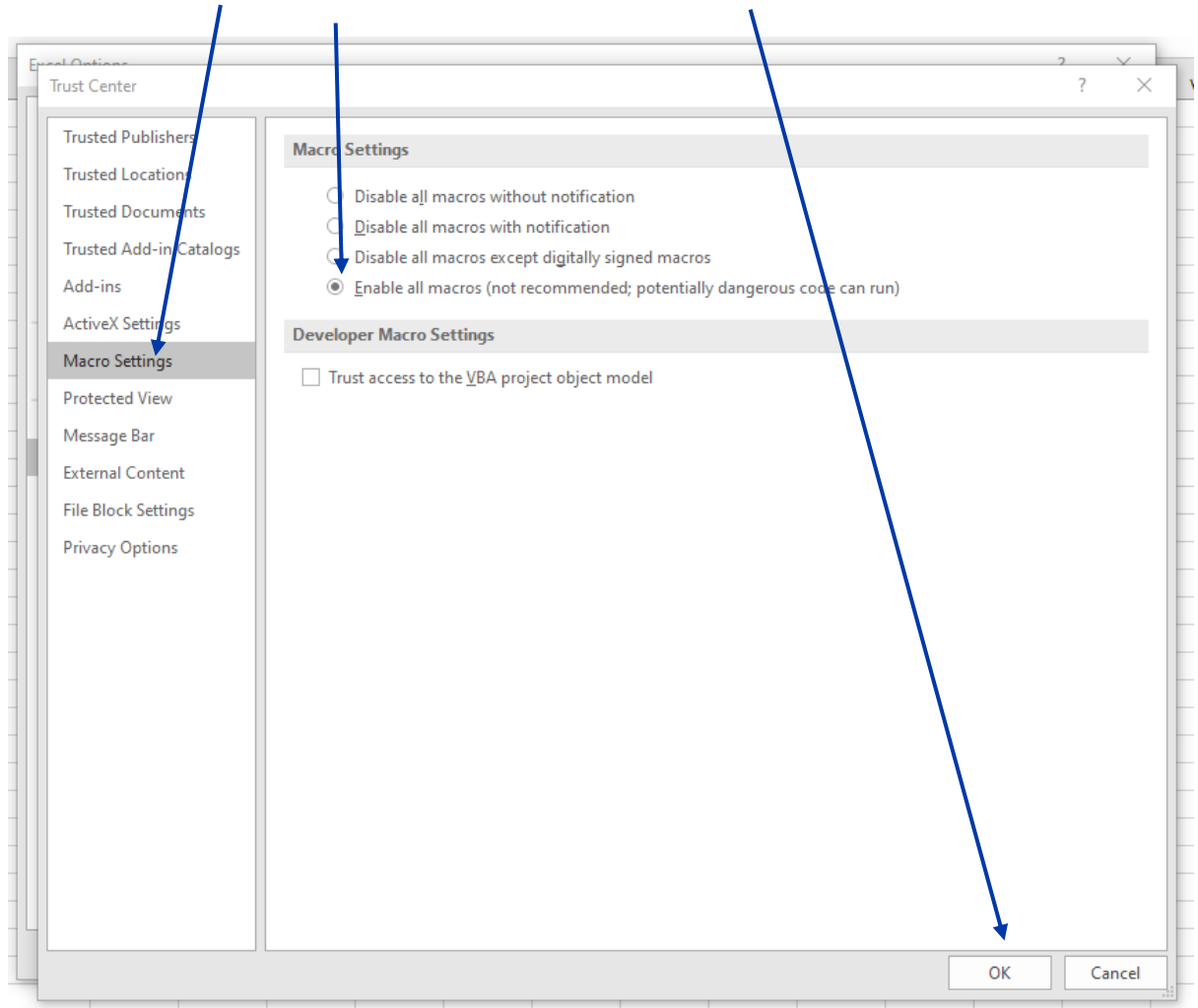


Select *Trust Centre* then *Trust Centre Settings*



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 2025, but suspends service on 1st April 2025 due to staff shortages. Below we outline how the April 2025 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 2025, 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 2025, zero should be entered.
Longest wait time for patient seen for first time assessment.	As no patients were seen during April 2025, 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 2025, zero should be entered.
Number of face to face contacts/visits/appointments in the reporting month	As no patients were seen during April 2025, zero should be entered.
Number of patients who did not attend their appointment (DNA).	As no appointments were offered in April 2025, 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 2025

#### 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 2025

<input type="checkbox"/>	Data provided in the CIF templates must be validated for accuracy, completeness and month on month comparison by each Health Region before submission to the NBIU.
<i>CIF Template returns received by the NBIU are understood to have been approved and signed off by the Health Regional Office.</i>	
<input type="checkbox"/>	Correct version of the 2025 template has been completed

Cover Sheet	
<input type="checkbox"/>	Correct year has been selection (2025)
<input type="checkbox"/>	Correct month has been selected (the month in which the data being submitted relates to)
<input type="checkbox"/>	Correct Health Region and LHO has been selected (where applicable)

Activity Data tab	
<input type="checkbox"/>	Data has been completed following the steps below
<p><b>Step 1:</b> No text or symbols permitted in cells, numeric values only.</p> <p><b>Step 2:</b> Data to be entered in the month/quarterly column when the activity took place.</p> <p><b>Step 3:</b> If nobody waiting during month/quarter, Please enter '0' in the required field.</p> <p><u>OR</u></p> <p>If no activity in the month/quarter, Please enter '0' in the required field.</p> <p><b>Step 4:</b> If no service provided in this location – Please leave blank.</p> <p>If no return/figure not known – please leave blank and provide explanation in covering mail.</p>	

Saving the template	
<input type="checkbox"/>	The template has been saved with the correct LHO code and month in the naming title where applicable