



National **B**usiness Information **U**nit (**NBIU**)

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

HSE Planning and Performance

Performance Team

GUIDELINES FOR DATA RETURNS 2025 VIA SHAREFILE

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 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 dashboard on Qlikview.

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 and LHO names 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 ---	
<div>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.</div>		
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.

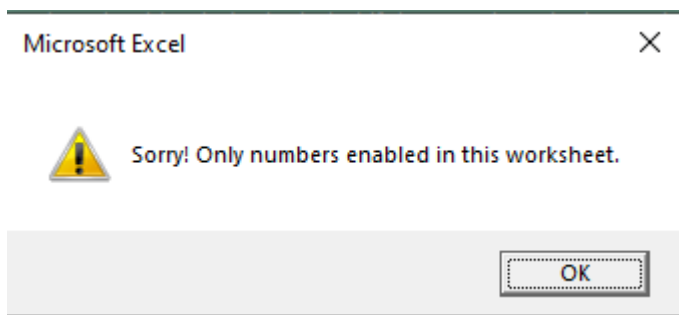
Step 4: If no service provided in this location – Please leave blank.

If no return/figure not known – please leave blank and provide explanation in covering 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 National 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 being uploaded to sharefile.**

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.

Submitting completed templates via ShareFile

Using HSE Citrix ShareFile <https://healthirl.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
Brian Timmons	Primary Care Service Lead Data Analyst	Brian.timmons@hse.ie Mobile: 087 359 8588
Denise O'Reilly	Older Persons Service, Safeguarding, Lead Data Analyst	Denise.oreilly5@hse.ie Mobile: 087 707 1868
Laura Kangley	National Services, National Screening Services, Population Health and Wellbeing Lead Data Analyst	laura.kangley@hse.ie Mobile: 087 451 5998
Diane Duignan	Disability Service Lead Data Analyst	Diane.duignan@hse.ie Mobile: 087 415 4103
Jarlath Conefrey	Mental Health Service Lead Data Analyst	Jarlath.conefrey@hse.ie Mobile: 087 619 7351
Deirdre Devin	Social Inclusion, Palliative Care Service, Lead Data Analyst	Deirdre.devin@hse.ie Mobile: 087 189 1797

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

Appendix 1: 2025 CIF Template Names

Public Health

2025 CIF Template Title	Frequency
HWB_FluVaccine(65+_&2-12yrs)99_year	A (9)
HWB_FluVaccine(65+_&2-17yrs)99_year	A (9)
HWB_Immunisation_uptake_12_months_99_month	Q-1Q
HWB_Immunisation_uptake_24_months_99_month	Q-1Q
HWB_Immunisations_Schools_annual_99_year_month	A (9)
HWB_Immunisations_FluVaccine_99_year	A (9)
HWB_Public_Health_99_month	Q-1Q
HWB_Public_Health_Alerts_99_month	Q, Q-1Q

National Screening Services

2025 CIF Template Title	Frequency
NSS_National_Screening_99_yyyy_mm	M, M-1M, Q, Q-1Q & BiA-1Q

Primary Care Services

2025 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 Services

2025 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
PALLCARE_Community_Services_00_month	M
PALLCARE_Daycare_00_month	M
PALLCARE_Bereavement_00_month	M

Social Inclusion

2025 CIF Template Title	Frequency
SI_Traveller_Health_99_month	Q

Mental Health Services

2025 CIF Template Title	Frequency
MH_Adult_Psychiatry_General_00_month	M
MH_CAMHS_Community_00_month	M
MH_Psychiatry_of_Old_Age_00_month	M
MH_POA_Liaison_00_month	M
MH_MHID_Adult_00_month	M
MH_MHID_CAMHS_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 return (i.e. data provided by each LHO), use this reference table:

LHO No	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
31	Laois Offaly	DML
32	Longford Westmeath	DML
9	Kildare West Wicklow	DML
6	Dublin North West	DNE
7	Dublin North Central	DNE
8	Dublin North	DNE
28	Cavan Monaghan	DNE
29	Louth	DNE
30	Meath	DNE

LHO No	LHO Name	Health Region
15	North Lee	SW
16	South Lee	SW
17	North Cork	SW
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)

LHO No	LHO Name	Health Region
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)
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 above, please email a request directly: philip.flanagan@hse.ie with the following information:

- The name of the new team
- DED codes of the area the new team will cover
- 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.

CAMHS Teams – use this table for individual team returns:

Health Region	CAMHS Teams Code	CAMHTs
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	79	Century Court Team 1
DSE	86	Century Court Team 2
DML	11	Lucena Tallaght Team 1
DML	12	Lucena Tallaght Team 2

Adult Psychiatry (General) Teams

Health Region	General Adult Psychiatry Team Code	General Adult Psychiatry Team
DSE	1	SJOG Team A Cluain Mhuire
DSE	2	SJOG Team B Cluain Mhuire
DSE	3	SJOG Team C Cluain Mhuire

MHID Adult Teams

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

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
DML	4	Linndara - Tallaght
	5	Linndara - Kildare/West Wicklow
	6	MH & ID/YAMHS Longford Westmeath
DNE	7	North Dublin CAMHS-ID
	8	Avista

Psychiatry of Later Life Liaison Service

Health Region	Service/Hospital/s	CIF Code
DML	St James' Hospital	18

Appendix 5: Primary Care Codes

GP Out of Hours Co-Operatives

Team No.	GP OOH Co-op	Health Region
6	CareDoc	DSE
10	EDoc	DSE
8	SouthDoc	SW
9	ShannonDoc	MW
2	WestDoc	WNW

Consumption of Antibiotics

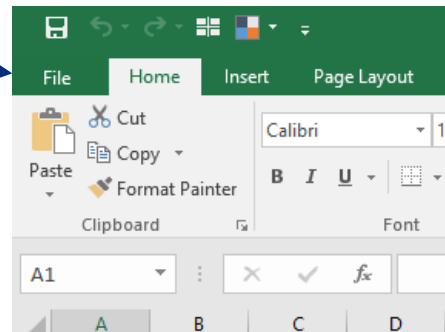
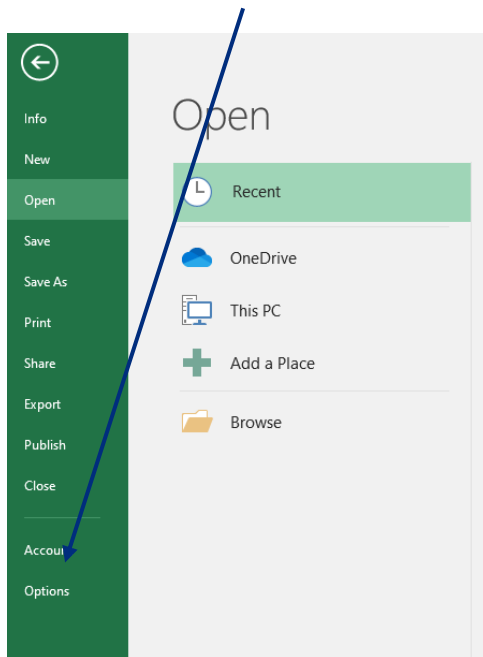
Health Region	CIT No.	Consumption of Antibiotics
DNE	National	PC Consumption of Antibiotics

Community Intervention Teams

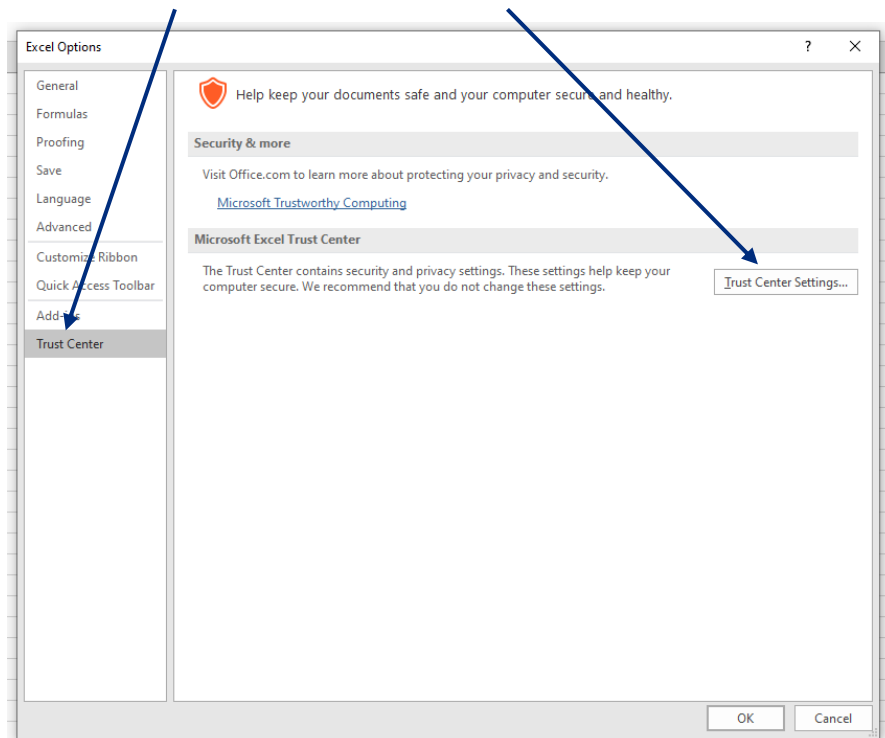
Health Region	CIT No.	CIT Name
DNE	11	CIT Louth
DNE	13	CIT Meath
DSE	6	CIT Carlow/Kilkenny
DSE	9	CIT Wicklow
DSE	14	CIT Waterford
DSE	16	CIT South Tipperary
DSE	22	CIT Wexford
DML	12	CIT Kildare / West Wicklow
DML	17	CIT Laois/Offaly
WNW	18	CIT Sligo
National	99	PC_CIT_OPAT_Readmissions_99_month

Appendix 6: Enable macros in excel 2016

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

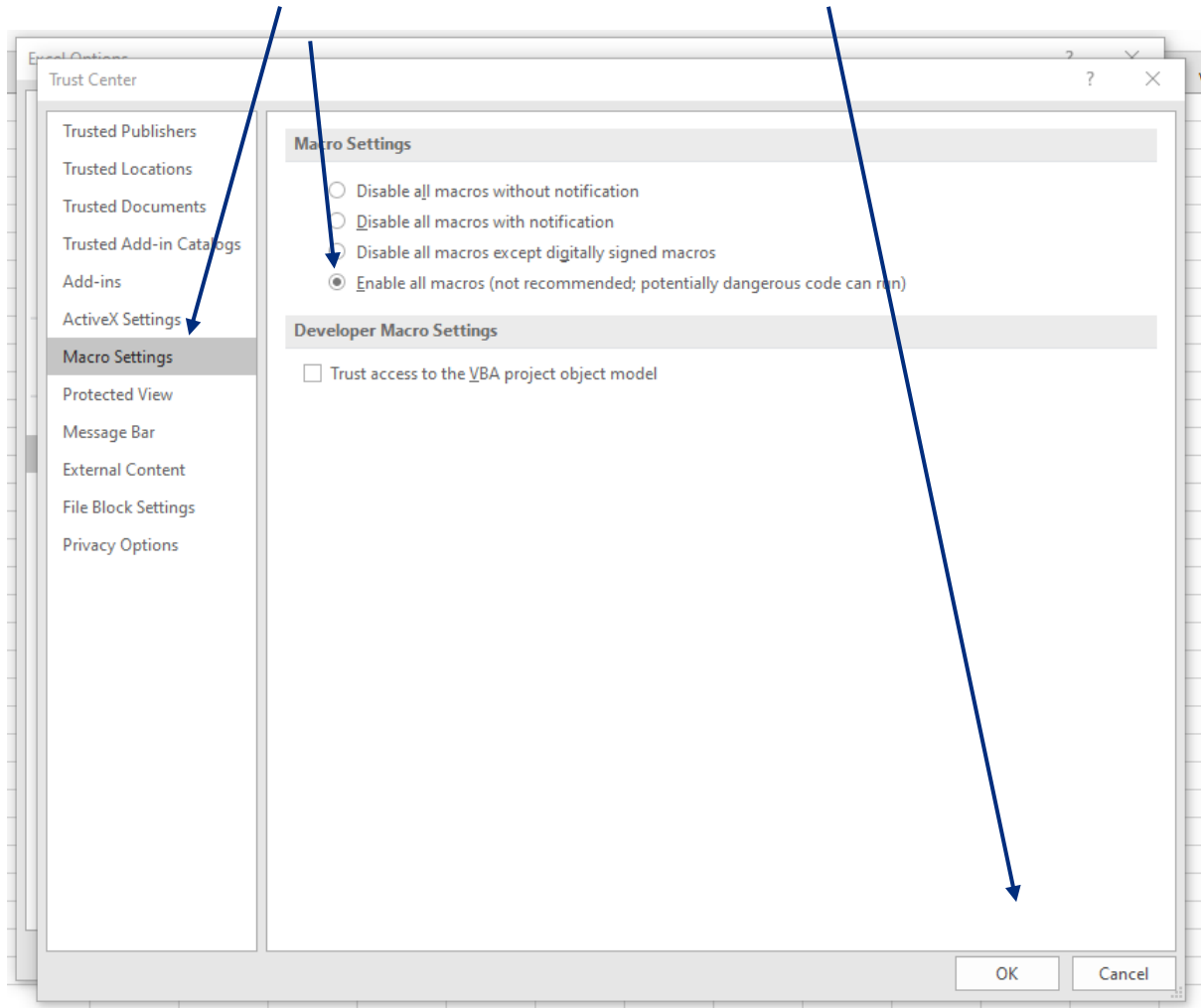


Select *Trust Centre* then *Trust Centre Settings*



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
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. <u>OR</u> 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

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