Corporate Information Facility (CIF)
Guidelines for Data Returns 2020

1. Opening 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 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 1 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:
    o 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.

2. Saving 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 *(Table 2: reference code tables below)* and 'month' with the relevant 3-letter month in lower case *(Table 3 below: monthly reference code).*

For example: Dublin South West Occupational Therapy return in January would be named: **PC_Occupational_Therapy_04_jan**

Table 4 below lists codes specific to Mental Health Teams and table 5 lists codes specific to Primary Care

3. Completing a CIF template

Cover sheet
- Use the drop down menus to complete the year, month, CHO and LHO fields.

Activity Sheet
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.

4. **Sending template and submission of template**
   - Save and close 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 (NBIU).
   - 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 by the CHO Office.**

5. **Preparation of a Template for current cycle**
   - 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.

6. **Amendments to data following submission - Late and or Retrospective data**
   - Should late or retrospective data for a previous month require loading, please ensure to return a CIF template correctly labelled for each month(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: Data in published reports are governed by the HSE Leadership Team and are signed off 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**

7. 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 National Business Information Unit (NBIU) 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.

CHOs 1, 2 & 3   Denise O'Reilly   Ph.046-9251338   Communityhealth.data123@hse.ie

CHOs 4 & 5   Deirdre Devin   Ph.046-9251337   Communityhealth.data45@hse.ie

CHOs 6, 7, & 8 Jarlath Conefrey   Ph.046-9251319   Communityhealth.data678@hse.ie

CHO 9   Miriam Byrne   Ph.046-9251313   Communityhealth.data45@hse.ie

Table 1: 2020 CIF Template Names

Division	2020 CIF Template Title	Frequency
Population Health and Wellbeing	HWB_HPI_Tobacco_99_month	Q
	HWB_HEAL_Parkrun_People_99_month	M
	HWB_HEAL_Parkrun_Junior_99_month	M
	HWB_HEAL_Dietetics_99_month	Q
	HWB_Immunisation_uptake_12_months_00_month	Q-1Q
	HWB_Immunisation_uptake_24_months_00_month	Q-1Q
	HWB_Public_Health_99_month	Q
	HWB_MECC_99_month	Q
	HWB_Immunisations_Schools_annual_99_year_month	A
	HWB_Immunisations_FluVaccine(65+)_99_year	A
	HWB_Immunisations_FluVaccine_99_year	A
National Services	HWB_Environmental_Health_99_month	Q & BA
	NS_PCRS_99_month	M
National Screening Services	NSS_National_Screening_99_year_month	M, M-1M, Q, Q-1Q & BiA-1Q
Primary Care	PC_Audiology_00_month	M
	PC_CIT_00_month	M
	PC_CIT_OPAT_Readmissions_99_month	M
	PC_Dietetics_00_month	M
	PC_GP_OOH_00_month	M
	PC_Occupational_Therapy_00_month	M
	PC_Ophthalmology_00_month	M
	PC_Oral_Health_00_month	M
	PC_Orthodontics_00_month	Q
	PC_Primary_Care_Teams_00_month	M
	PC_PHN_00_month	M
	PC_Physiotherapy_00_month	M
	PC_Podiatry_00_month	M
	PC_Psychology_00_month	M
	PC_SLT_00_month	M
	PC_Consumption_of_Antibiotics_99_month	Q
	PC_Health_Amendment_Act_99_month	Q
	PC_Child_Developmental_Screening_00_month	M
	PC_Child_Health_Quarterly_00_month	Q
	PC_Community_Diagnostics_99_month	M
	PC_National_Hepatitis_C_Treatment_Programme_00_month	M
	PC_National_Newborn_Hearing_Screening_00_month	Q-1Q
	PC_GP_Trainees_99_month	M
	PC_National_Virus_Reference_Laboratory_99_month	M
	PC_Paediatric_Home_Care_Packages_99_month	M
Palliative Care	PALLCARE_Specialist_00_month	M
	PALLCARE_Intermediate_00_month	M

Division	2020 CIF Template Title	Frequency
	PALLCARE_Community_Services_00_month	M
	PALLCARE_Daycare_00_month	M
	PALLCARE_Bereavement_00_month	M
	PALLCARE_Children_LHO_00_month	M
	PALLCARE_Children_Acute_00_month	M
	PALLCARE_Adult_Acute_00_month	M

Division	2020 CIF Template Title	Frequency
Social Inclusion	SI_Alcohol_Addiction_00_month	Q
	SI_Homeless_00_month	Q
	SI_Substance_Misuse_00_month	Q
	SI_Needle_Exchange_99_month	Q
	SI_Traveller_Health_99_month	Q
	SI_Opioid_Substitution_99_month	M-1M

Division	2020 CIF Template Title	Frequency
Mental Health	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_ID_Team_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
Older Persons	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
	SC_Safeguarding_99_month	Q
	OP_Quality_99_month	M-1M
	OP_Transitional_Care_Beds_99_month	M
	OP_InterRAI_Ireland_Assessment_99_month	M
Disability Services	DIS_Day_Res_Respite_00_month	Q-1M
	DIS_Childrens_Disability_Network_Teams_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	Q
	DIS_Personalised_Budgets_99_month	Q
	DIS_HIQA_Inspections_99_month	Q-2Q
	DIS_School_Leavers_99_month	A
	DIS_Day_Services_99_month	BA

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
23	Galway	2
24	Mayo	2
25	Roscommon	2
26	Donegal	1
27	Sligo Leitrim	1

LHO No	LHO Name	CHO Area
28	Cavan Monaghan	1
29	Louth	8
30	Meath	8
31	Laois Offaly	8
32	Longford Westmeath	8
34	unallocated	Unallocated (pall care only)

Table 3:   Monthly Reference Codes

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

Table 4:   Mental Health 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 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 diane.duignan@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	CAMHTs Code	CAMHTs
1	57	Cavan
1	58	Monaghan
1	49	Donegal North Team
1	50	Donegal South Team
1	64	West Cavan/Leitrim/East Sligo
1	65	Sligo (excluding East Sligo)
1	78	Cavan/Monaghan Team 3
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	52	North Tipperary
3	53	East Limerick
3	54	West Limerick
3	75	Clare East
3	76	Clare West
3	56	Limerick Central
4	66	Cork North Central
4	36	North Cork
4	37	North Lee East

CHO No	CAMHTs Code	CAMHTs
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
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	79	Century Court Team
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
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 Mid - Kildare (Kill)
7	7	Linn Dara South Kildare (Athy)
7	11	Lucena Tallaght (W Wicklow) (Team 1)
7	12	Lucena Tallaght (W Wicklow) (Team 2)
7	68	Linn Dara West Kildare
8	70	Longford/North Westmeath
8	71	South Westmeath
8	72	Meath South Ashbourne
8	73	Longford Westmeath YAMHS
8	67	Laois/Offaly CAMHS team 3 (16-17yrs)
8	18	Laois
8	19	Offaly
8	27	Meath North
8	28	Meath South
8	62	Louth North
8	63	Louth South
8	80	South Louth/East Meath
9	20	Linn Dara Blanchardstown
9	21	Linn Dara Castleknock
9	22	Mater Team A North Inner City
9	23	Mater Team B Ballymun
9	24	Mater Team C & D North East City/Darndale

CHO No	CAMHTs Code	CAMHTs
9	25	Mater Team E Swords
9	74	Balbriggan
9	77	Darndale

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	127	Donegal South Central
1	112	Leitrim/South Donegal/West Cavan
1	111	Sligo
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-Portumna
2	142	GR6 Roscommon-Boyle
3	116	Nenagh
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	Midleton Youghal

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
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
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	131	South Tipperary
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
6	92	Dublin 4
6	93	Dublin 2 & 14
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
6	5	South Wicklow
6	94	Dublin 6
6	95	Dublin 8
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

CHO No	General Adult Psychiatry Team Code	General Adult Psychiatry Team
7	99	Kildare North East
7	100	Kildare North West
8	6	Mullingar
8	7	Longford
8	101	Athlone
8	8	Birr
8	10	Tullamore West
8	132	Tullamore East
8	133	Portlaoise West
8	134	Portlaoise East
8	30	South Louth East Meath
8	34	North Meath
8	36	South Meath
8	143	South-Louth
8	144	North Louth
8	145	South East Meath
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	11	Cabra
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
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 Old Age Teams

CHO No	Psychiatry of Later Life Team Code	Psychiatry of Later Life Team Name
1	7	Cavan Monaghan
1	18	Donegal
1	15	Sligo/Leitrim
2	23	Mayo POA
2	29	Mayo POA 2
2	13	West Galway Later Life UHG
2	14	East Galway
2	26	Roscommon/North Galway POLL
3	16	Psychiatry Old Age Limerick
3	17	Psychiatry Old Age Co. Clare
3	34	North Tipperary POA
4	30	North Lee POA
4	12	Old Age South Lee
4	32	Kerry POA
4	33	West Cork
5	8	Carlow Kilkenny
5	9	Waterford
5	31	Waterford/Wexford POA
5	10	Wexford
5	11	Tipperary South
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	24	Louth POA
8	25	Louth Meath POA
8	6	Meath
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

Mental Health Intellectual Disability Team

CHO No	Mental Health ID Team Code	Mental Health Intellectual Disability Team Name
1	1	Donegal ID Service
4	2	Cork MHID Service

MHID Adult Teams

CHO No	MHID Adult Team Code	MHID Adult Team Name
1	01	Cavan/Monaghan
1	02	Sligo and Leitrim
1	03	Donegal MHID Service
2	04	Mayo
3	05	North Tipperary & Clare
4	06	Cork Kerry Community Healthcare
6	07	Wicklow
7	08	St James & Tallaght
8	09	Louth/Meath
9	10	St Joseph's
9	11	North East Region MHID Team
9	12	Daughters of Charity MHID service

MHID CAMHS Teams

CHO No	MHID CAMHS Team Code	MHID CAMHS Team Name
2	01	Mayo
2	02	Galway and Roscommon
4	03	South Lee - Intellectual Disability CAMHS
7	04	Linndara - Tallaght
7	05	Linndara - Kildare/West Wicklow
8	06	MH & ID/CAMHS Longford Westmeath
9	07	North Dublin CAMHS-ID
9	08	Daughters of Charity

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[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

GP Out of Hours Co-Operatives

GP Out of Hours

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

Orthodontic Service

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

Appendix 1   Enable macros in excel 2007

- **Before** opening a template open a new file in excel
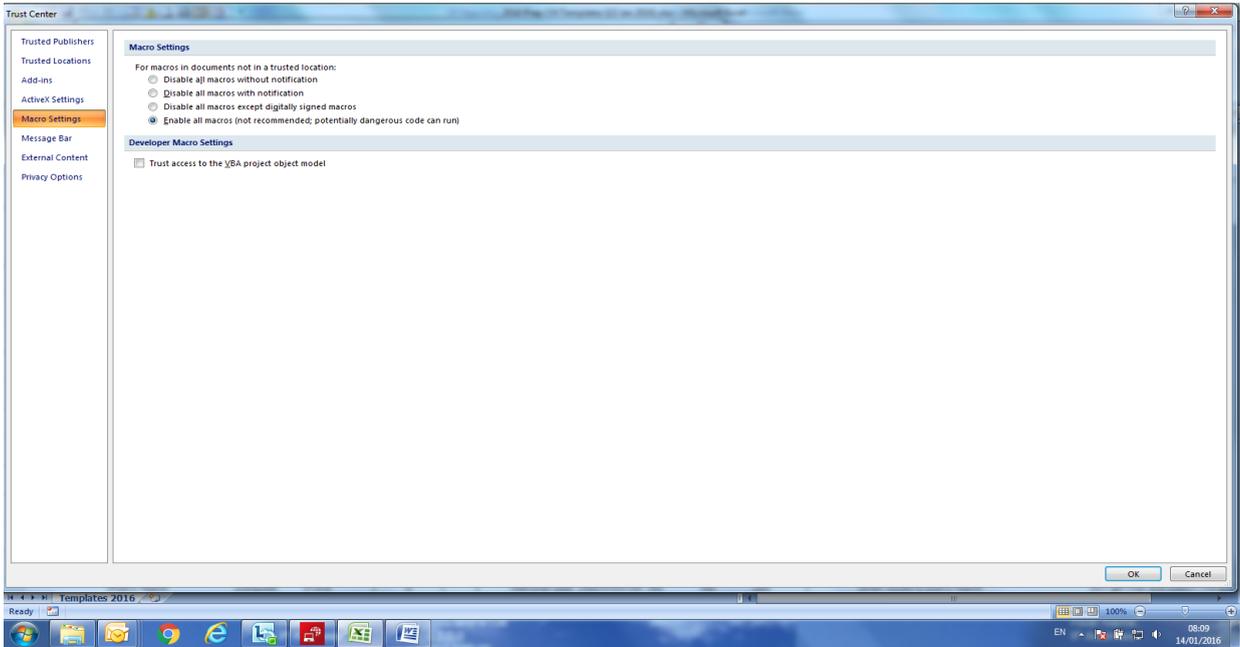- Select the office button –
- Select Excel options
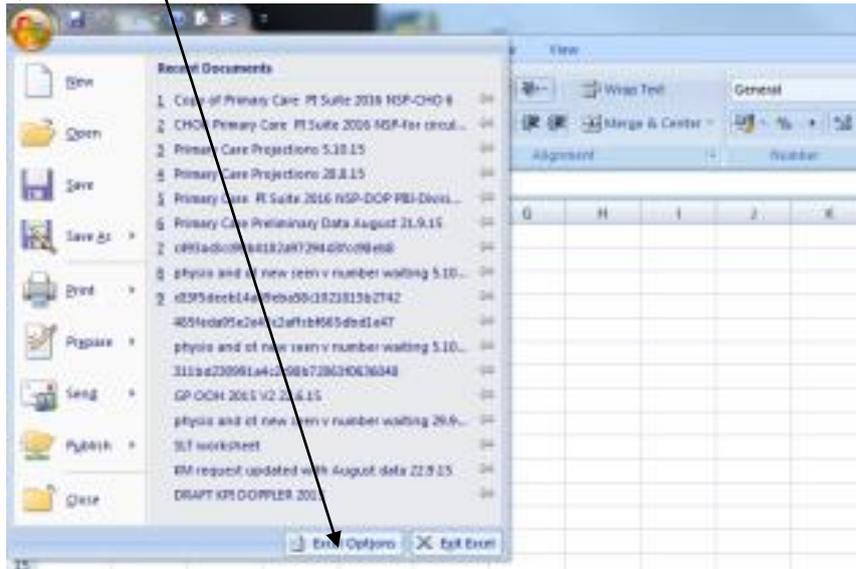
New dialogue box opens on screen - Select trust centre settings
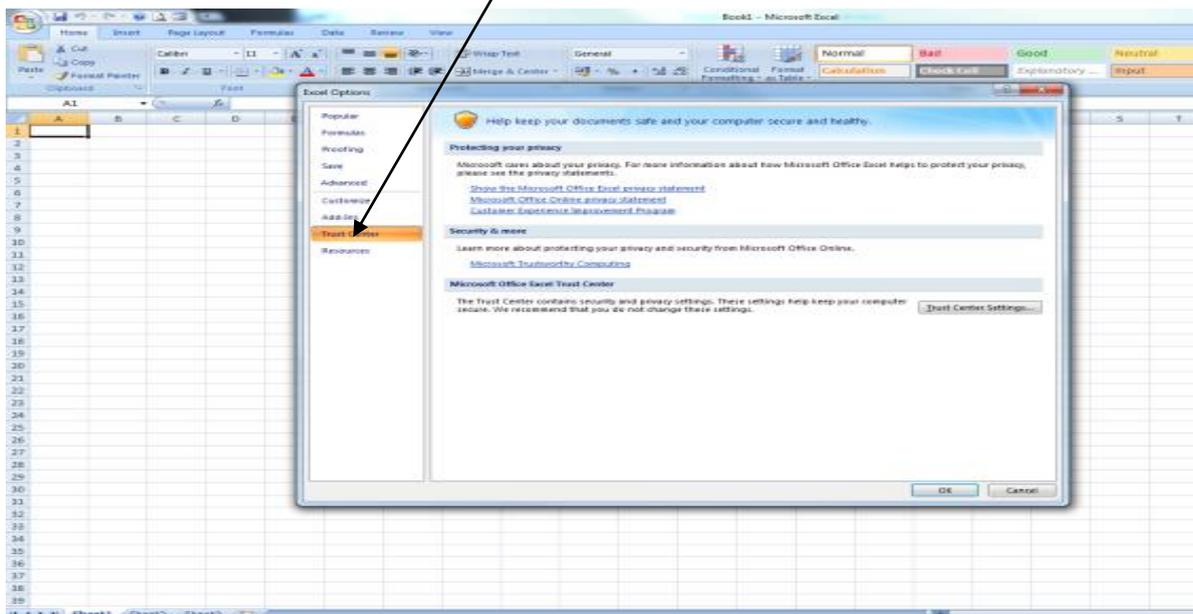
A new screen appears from the menu at the side select macro settings
- From the options that appear on screen select enable macros
- Click the ok button and then close out of excel

Appendix 2   **Example of no service in month/quarter**

Scenario: An LHO provides Primary Care Physiotherapy services for the first 3 months of 2020, but suspends service on 1st April 2020 due to staff shortages. Below we outline how the April 2020 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 2020, 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 2020, zero should be entered.
Longest wait time for patient seen for first time assessment.	As no patients were seen during April 2020, 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 2020, zero should be entered.
Number of face to face contacts/visits/appointments in the reporting month	As no patients were seen during April 2020, zero should be entered.
Number of patients who did not attend their appointment (DNA).	As no appointments were offered in April 2020, 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.