



# MDS Newsletter

## **Reporting for Quarter 2011/4 (October - December) has commenced. Are You Ready to Submit Your MDS Report?**

Many service providers delay their MDS submission until late in the reporting period. We recommend that you submit your report early to allow time for any issues or difficulties to be resolved prior to the compliance deadline.

## **HADS Software Enhancement, Version 2.1.0e is now ready!**

We have now completed our final testing phase for HADS 2.1.0e. After the completion of the 2011/4 MDS reporting in January we will be commencing the release of HADS 2.1.0e in February 2012.

In an effort to reduce potential congestion resulting from everyone attempting to download the software at the same time, we will be releasing the link in batches, commencing with a selection of organisations funded for specific HACC service types for the initial release.

We anticipate the software's full rollout to be completed by early March and then the software will be placed on the ADHC website.

NOTE: While migrating your current client databases into HADS 2.1.0e will not result in loss of 'events' data for your clients, we strongly encourage that you first copy your database and store it in its own file prior to migration.

This will provide your organisation with an adequate safeguard should you experience any migration issues.

## **Service providers currently using the following versions: HADS 2.1.0, 2.1.0b and 2.1.0d as part of the Hunter Access Points Project**

Please note that for service providers participating in the Hunter Access Points Project, there is no migration pathway for your current HADS software to HADS version 2.1.0e.

We have negotiated with the software developer to migrate your data manually and we will be contacting you individually in the month of February to commence your database upgrade.

## **Windows 7 and Vista users migrating to 2.1.0e**

Are you a Windows 7 or Vista operating system user and migrating your database to HADS 2.1.0e?

Please note that "Administration Rights" will be required when installing HADS 2.1.0e on these operating systems.

"Administration Rights" are required during initial installation and migration as the wizard will install files in the DLL file section of your software.





Prior to migration, you must log onto your computer as an “Administrator” or 2.1.0e will not install correctly.

“Administration Rights” are only required temporarily for the actual installation and migration process and will not be required upon installation completion.

The MDS team suggests that if you are uncertain if you have this level of computer access when you log onto your computer you should first confirm this with your IT support prior to installing HADS 2.1.0e.

### **Enhanced MDS Data Feedback to be provided within MDS Submission Summary Reports for HADS 2.1.0e users**

If your organisation is currently providing the following Disability Service types; 1.08 – Other Accommodation Support, 2.07 – Other Community Support or 3.02 – Recreation/holiday programs, you will notice an improvement in your MDS submission summary reports when you start using HADS 2.1.0e.

Going forward, once you have migrated and commenced reporting with HADS 2.1.0e, outputs for these service types will now be visible within your MDS submission summary reports.

We are also on target to deliver additional enhancements to the MDS submission summary reports including feedback on all client and outputs figures contained within your MDS submission not just those for consenting clients.

The report will also list the staff hours you provided during the reporting period and outputs provided specifically for clients from Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander backgrounds.

These changes are set to go live for the 2012/1 reporting period (January – March) for HADS 2.1.0e users.

### **New MDS Training coming in 2012**

In the past six months over 160 participants across 19 sessions state-wide have attended our ‘Hands on HADS’ MDS software training.

In 2012 the MDS team will also be developing and delivering a new ‘Overview of MDS’ training module for service providers who are not using the HADS reporting software.

Within this training we will be covering such topics as to why accurate and timely MDS reporting is important for the service provider and ADHC, as well as, providing advice on what types of service activities can be counted towards your MDS outputs.

More on these training sessions, dates and venues will be provided in our next Newsletter.

### **Upcoming Hands on HADS Software Training Dates and Venues**

2 February – Southern (Queanbeyan)  
15 February – Northern (Tamworth)  
29 February – Western (Wagga Wagga)  
8 March – Metro North (Parramatta)  
15 March – Metro South (Sutherland)  
28 March – Hunter (Newcastle)

Flyers & nomination forms for these training dates will be distributed from your regional office.

### **Quick Reminder**

Please remember that if you have nominated to attend one of our ‘Hands on HADS’ software training sessions, viewing the MDS instructional streaming video and



HADS tutorials are mandatory prerequisites prior to your attending.

The MDS training link can be viewed at: [http://www.adhc.nsw.gov.au/sp/minimum\\_data\\_set](http://www.adhc.nsw.gov.au/sp/minimum_data_set)

From here, click on the link “Training” under the ‘See also’ heading in the right margin of the page.

**Minimum Data Set**

The Minimum Data Set Data is a regular collection of information about clients and the services they received. There are two MDS data collections; HACC (Home and Community Care) MDS and Disability Services (DS) MDS.

The HACC MDS is a collection of data about HACC clients (such as their age and living arrangements) and the amount and types of assistance being provided to them through the HACC Program.

The DS MDS replaces the previous Commonwealth State/Territory Disability Agreement Minimum Data Set (CSTDA MDS), which changed from 1 January 2009 with the new National Disability Agreement (NDA). The DS MDS also gathers data centred on the service user and their experiences including the amounts and types of services they receive.

**See also**

- Training
- Service Provider Portal
- Legislation and agreements
- HACC Program

**Other websites**

- Office of the Privacy Commissioner
- Department of Health and Ageing

**NB:** Registration closes 2 weeks before the training date.

### From the Helpdesk

A very common question we get asked here on the Helpdesk is, “How do I know that my MDS submission has been processed?”

Upon submitting your report you will receive the two responses from the MDS repository. The first response is an automated response that acknowledges that you have sent an email to the MDS repository. You will get this message even if your submission doesn’t contain any MDS data.

The second response is the critical one. This response provides important information such as whether your submission was successful, conditionally successful or whether it was rejected. This second response will also provide direct summary feedback on the MDS data that you have reported.

It is very important that you monitor your feedback from the repository to ensure that you receive both responses. Failure to receive the second response indicates that your MDS submission was not correctly processed and your services and outlets may be viewed as non compliant.

If you have submitted MDS data to the repository and have not received both submission responses, please contact the Helpdesk.

### Archiving Clients

For HADS users, it is good practice to archive clients who are no longer active and or have not received a service for a minimum of 6 months.

You can archive a client from the Client Search Screen. Go to Administration → Archive Records.

From here you can view clients who have not received a service for a period of six months or longer by clicking ‘Show’. You can select clients to archive by clicking the box adjacent to the client record(s). See below:

**Archive Records**

View clients who have not received service in the last 6 months

ID	Last Name	Given Name	DOB	Sex	Last Served	Client Type
<input checked="" type="checkbox"/>	POPPINS	Mary	23/12/1929	Female		Client
<input checked="" type="checkbox"/>	WALKER	Paul	28/04/1934	Male		Client
<input type="checkbox"/>	BOYLE	Raelene	09/02/1951	Female		Service User
<input type="checkbox"/>	PAEA	Micky	20/05/1988	Male		Service User
<input type="checkbox"/>	GIBNEY	Rebecca	30/03/1921	Female		Service User
<input type="checkbox"/>	HADDEN	Amber	11/03/1985	Female		Service User
<input type="checkbox"/>	LEE	Bruce	03/09/1952	Male		Service User

Select Archive File:

Clients in current archive file:

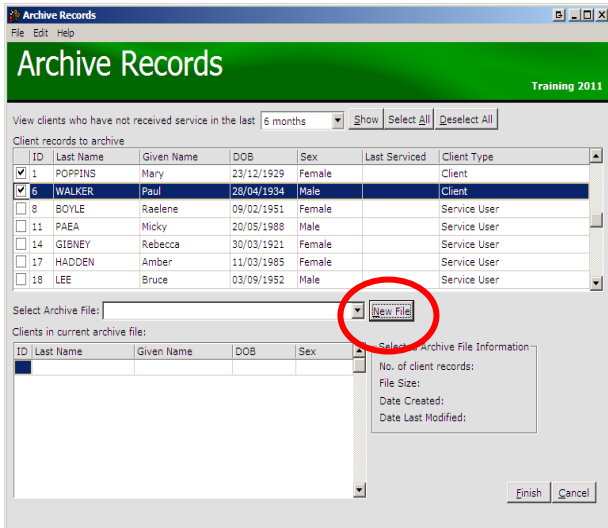
ID	Last Name	Given Name	DOB	Sex

Selected Archive File Information:

No. of client records:  
File Size:  
Date Created:  
Date Last Modified:

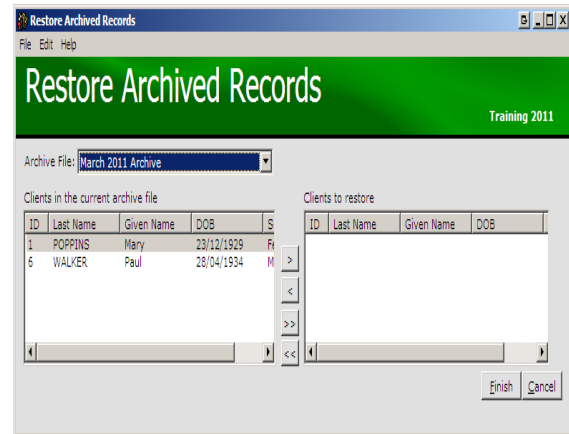


As part of selecting clients to be archived, you need to create a file and name it. Click on the 'New File' button.

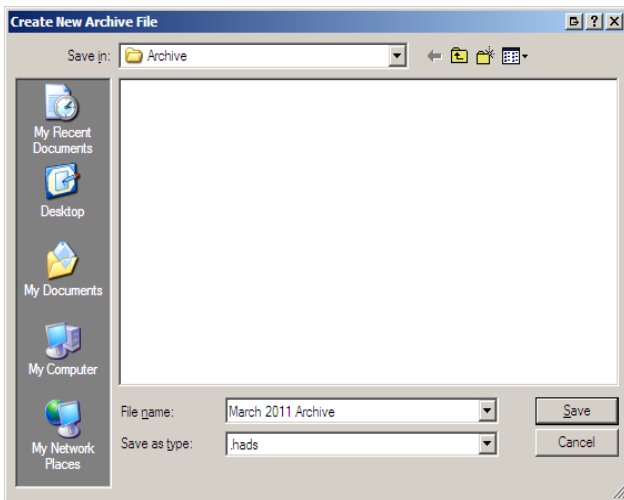


## Restoring archived records

To restore a client record from the client search screen, select Administration → Restore Archived Records.



From here you will be automatically directed to the HADS 'Archive' folder. It is also recommended that you save your file in this location.



From the drop down list, select the Archive file name that contains the relevant client record. From the list of clients in the archive file click on the record once to highlight it, use the single arrow in the middle to move the client to the restore box on the right of the screen and press 'Finish'.

At the 'Client Search' screen click 'show all' to refresh your active client list. The client(s) that you have restored will have a new client ID and will be located on the bottom of the list.

You should carefully name your file in a way that will help you to identify it. It is strongly encouraged that you keep a list of the clients in each archived file in another location for ease of locating them should they be restored.