

# **Guide to...**

**Logging on to Omnibus and completing a Return**

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# 1 – Data request email

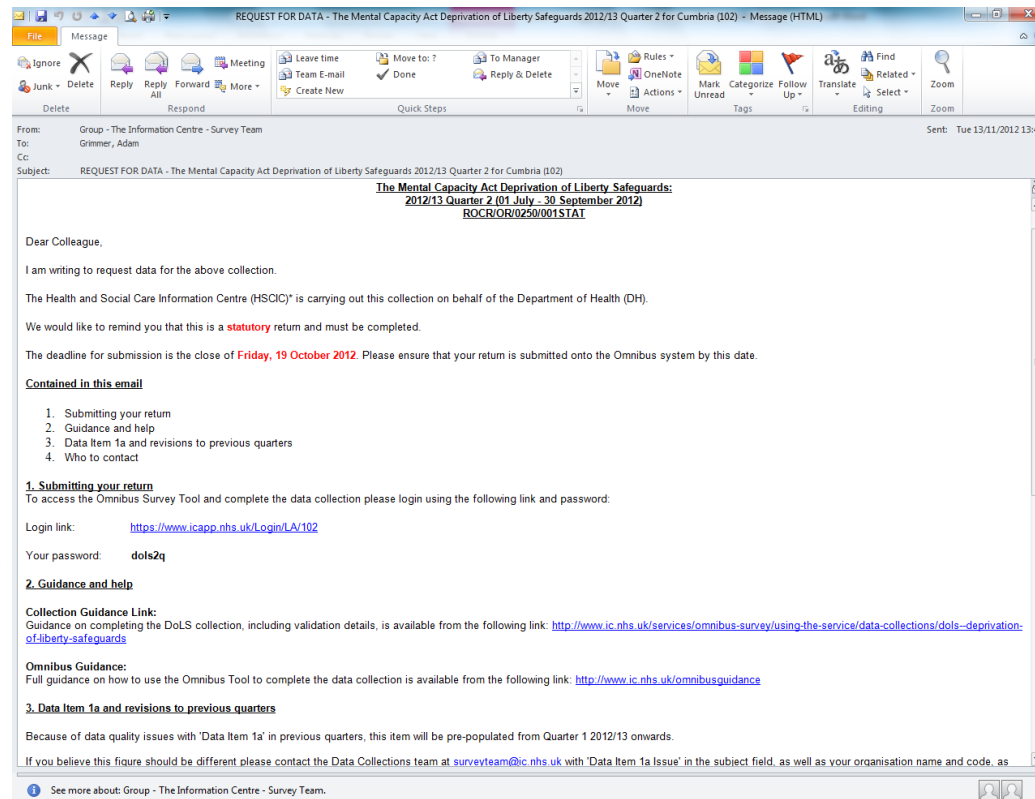
1.1 For each return completed on Omnibus a data request email will be issued. For Quarterly collections this will be on the first working day after the quarter end and for Annual collections this will be on the first working day following the financial year end.

1.2 The email will contain:

1.2.1 A link to the Omnibus log on page

1.2.2 The password for the collection

1.2.3 Links to guidance documents



1.2.1 →

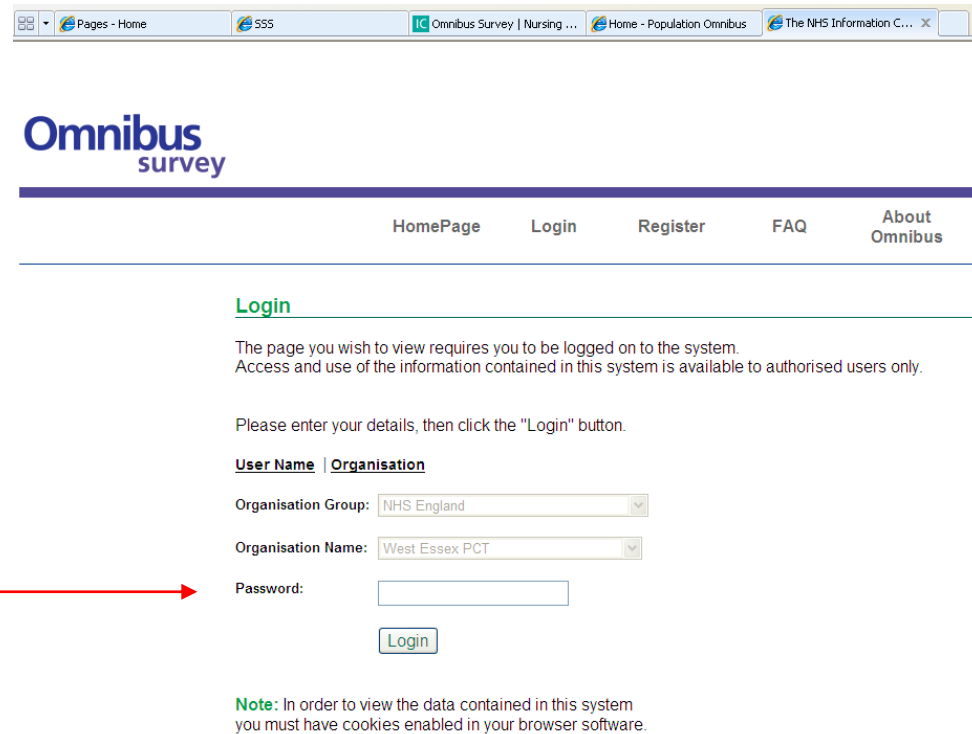
1.2.2 →

1.2.3 →

## 2 – Omnibus log on screen

2.1 The Organisation Name field will already contain the name of the relevant organisation.

2.2 Enter the password from the data request email. Do not use a password that you have used for another collection.



Pages - Home SSS Omnibus Survey | Nursing ... Home - Population Omnibus The NHS Information C... x

# Omnibus survey

HomePage Login Register FAQ About  
Omnibus

### Login

The page you wish to view requires you to be logged on to the system.  
Access and use of the information contained in this system is available to authorised users only.

Please enter your details, then click the "Login" button.

**User Name | Organisation**

Organisation Group: NHS England

Organisation Name: West Essex PCT

Password:

Login

**Note:** In order to view the data contained in this system  
you must have cookies enabled in your browser software.

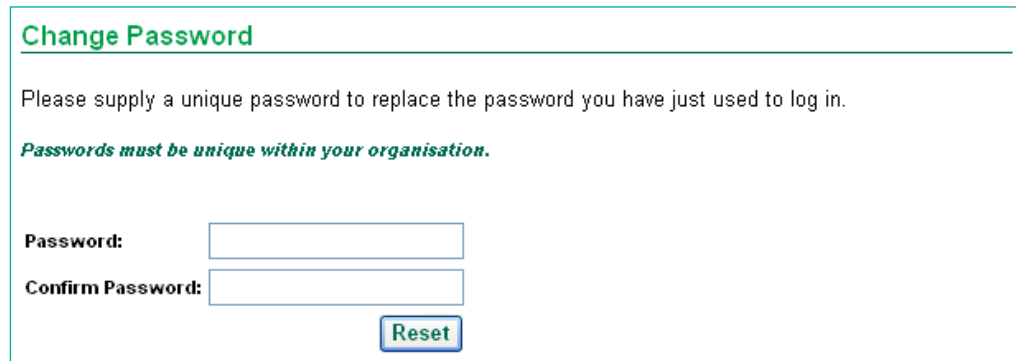
2.2

## 3 – Changing the password

3.1 Once you have logged in using the password supplied in the data request email, you will be prompted to enter a password of your own.

3.2 Enter your new password in the “Password” field and the “Confirm Password” field to confirm, and then click the “Reset” button

3.2



**Change Password**

Please supply a unique password to replace the password you have just used to log in.

*Passwords must be unique within your organisation.*

**Password:**

**Confirm Password:**

**Reset**

If you forget your password contact the Data Collection Team and we will reset the password for you. When requesting a password reset please email [data.collections@hscic.gov.uk](mailto:data.collections@hscic.gov.uk) and state ‘Password Reset’, your organisation name and the name of the collection in the subject field.

Always choose a password that you have not used for another collection.

## 4 – Amending contact details

4.1 If we do not already hold contact details in Omnibus, you will be prompted to enter your contact details.

4.2 Please ensure you enter a valid email address as confirmation of receipt of your Return will be sent to this address.

4.2

**Update Contact Details**

We currently do not hold any contact details for you.

Please provide some, using the form below, so we may contact you in the future either to query some data or to reply to a request for information from yourself.

**Contact Name:**

**Email:**

**Telephone:**

**Extn:**

If you are not prompted to enter contact details, please check the 'My Details' tab to ensure the details we hold are up to date.

Contact details can be amended at any time by clicking on the 'My Details' tab.

## 5 – Opening the Return

5.1 You will be taken to the “My Home” tab.

5.2 Click on the reference code for the collection that you are completing.

5.2

The screenshot shows the Omnibus survey web application interface. The browser address bar displays <https://omnibus.hscic.gov.uk/WebPages/Collection/Hon>. The page header includes the hscic logo and the text "Health & Social Care Information Centre" and "Omnibus survey". The navigation menu shows "Logout", "Omnibus Home", "My Home", "My Details", "My Identity", and "NHS Nursing and Continuing Care Q1 2011-12". The "My Home" tab is selected. The page title is "Home Page". The main content area is titled "Overdue Single Returns" and contains a table with the following data:

Reference	Title	Due Date	Period	Status
CHC12Q1	NHS Nursing and Continuing Care Q1 2011-12	19 Jul 2011	June 2011	● 1

A red arrow points from the text "5.2" to the "Reference" column of the table.

## 5 – Opening the Return continued

5.3 You will be taken to a new tab for that particular collection.

5.4 Click on “Collection Page” in the left hand column.

The screenshot shows a web browser window displaying the NHS Omnibus Survey interface. The browser's address bar shows the URL: <https://omnibus.hscic.gov.uk/Webpages/Collection/Collection.aspx>. The page title is "NHS Nursing and Continuing Care Q1 2011-12 (Page 1)".

In the left-hand navigation menu, the "Collection Page" link is highlighted with a red arrow and the number "5.4". The menu items include: Welcome, Guidance, Contact, Collection Page, Preview Data, Download to Excel, Upload data from Excel, Contact Us, and FAQ.

The main content area displays the following information:

- Buttons: Hide Menu, Printable Version, Use Scrolling Grids, Save Version, Validate Page, Release Final
- Warning: To prevent your session from timing out Omnibus Survey will automatically save your changes every 10 minutes. This will occur even if you are still entering data, so please be aware of this and ensure you save your changes regularly to avoid this.
- Section: NHS Nursing and Continuing Care Q1  
ROCR/OR/0254/001MAND
- Warning: Please ensure you have only one Omnibus window open at a time, even if you are logged in as different organisations. Opening more than one window can cause data to be saved incorrectly and lead to errors in your organisation's return.
- Question 1: NHS Continuing Healthcare Q1  
Total number of people eligible for 100% NHS Continuing Healthcare at end of Q4   
Total number of people currently eligible for 100% NHS Continuing Healthcare at quarter end (snapshot)
- Question 2: NHS Continuing Healthcare Q1  
Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare in Q4   
Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare for any length of period during Q1 (activity in quarter). Please include those people newly eligible who have also subsequently ceased to be eligible during the quarter
- Footer: Thank you for completing the collection.



## 6 – Completing the Return – Entering Data

6.1.1 Enter your data into the relevant cells.

6.1.2 Click on “Save Version” to save your data.

6.1.2

The screenshot shows a web browser window displaying the Omnibus survey interface. The URL is <https://omnibus.hscic.gov.uk/Webpages/Collection/Collection.aspx>. The page title is "NHS Nursing and Continuing Care Q1 2011-12 (Page 1)". The interface includes a navigation menu with options like "Logout", "Omnibus Home", "My Home", "My Details", and "My Identity". A sidebar on the left contains links for "Welcome", "Guidance", "Contact", "Collection Page", "Preview Data", "Download to Excel", "Upload data from Excel", "Contact Us", and "FAQ". The main content area features a "CURRENT COLLECTION" section with a "Save Version" button highlighted by a red arrow. Below this, there is a warning message: "To prevent your session from timing out Omnibus Survey will automatically save your changes every 10 minutes. This will occur even if you are still entering data, so please be aware of this and ensure you save your changes regularly to avoid this." The survey questions are displayed in a light green box. Question 1 asks for the "Total number of people eligible for 100% NHS Continuing Healthcare at end of Q4" and the "Total number of people currently eligible for 100% NHS Continuing Healthcare at quarter end (snapshot)". Question 2 asks for the "Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare in Q4" and the "Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare for any length of period during Q1 (activity in quarter). Please include those people newly eligible who have also subsequently ceased to be eligible during the quarter".

## 6 – Completing the Return – Validating Data

- 6.2.1 Once all your data has been entered click on “Validate Page”. If there are any validation errors a series of messages will appear in red print at the top of the form telling you what the errors are and where the errors are.
- 6.2.2 Revisit the relevant cells and make any necessary amendments.
- 6.2.3 Once amendments have been made click on “Validate Page” again.
- 6.2.4 If there are still validation errors repeat process 6.2.2.

### 6.2.1

hscic Health & Social Care Information Centre **Omnibus survey**

Logout Omnibus Home My Home My Details My Identity **NHS Nursing and Continuing Care Q1 2011-12** Workarea: Nursing  
Organisation: Dummy Code For Testing

CURRENT COLLECTION **NHS Nursing and Continuing Care Q1 2011-12 (Page 1)**

Welcome  
Guidance  
Contact  
**Collection Page**  
Preview Data  
Download to Excel  
Upload data from Excel  
Contact Us  
FAQ

Hide Menu Printable Version Use Scrolling Grids ~~Save Version~~ **Validate Page** Release Final

To prevent your session from timing out Omnibus Survey will automatically save your changes every 10 minutes.  
This will occur even if you are still entering data, so please be aware of this and ensure you save your changes regularly to avoid this.

**NHS Nursing and Continuing Care Q1**  
ROCR/OR/0254/001MAND

Please ensure you have only one Omnibus window open at a time, even if you are logged in as different organisations. Opening more than one window can cause data to be saved incorrectly and lead to errors in your organisation's return.

**Question 1**  
NHS Continuing Healthcare Q1

**Total number of people eligible for 100% NHS Continuing Healthcare at end of Q4**

**Total number of people currently eligible for 100% NHS Continuing Healthcare at quarter end (snapshot)**

**Question 2**  
NHS Continuing Healthcare Q1

**Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare in Q4**

**Total number of people newly meeting eligibility criteria for 100% NHS Continuing Healthcare for any length of period during Q1 (activity in quarter). Please include those people newly eligible who have also subsequently ceased to be eligible during the quarter**

Thank you for completing the collection.

## 6 – Completing the Return – Submitting Data

6.3.1 Once all data has been entered and there are no more validation errors click on “Save Version”.

6.3.2 When the form has saved click on “Release Final”.

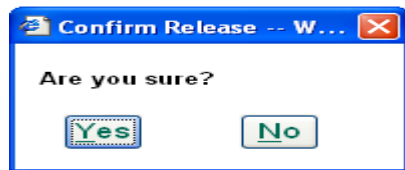
6.3.3 You will be prompted to confirm the release.

6.3.4 Do not log out until the Return has been fully released, i.e. the progress bar vanishes and you are returned to the “My Home” tab.



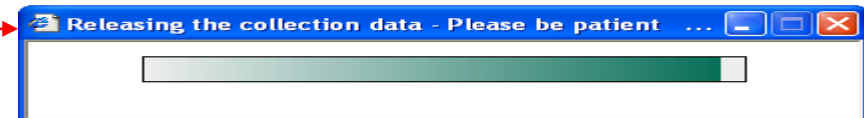
6.3.2

6.3.1



6.3.3

6.3.4



## 6 – Completing the Return – Nil Return

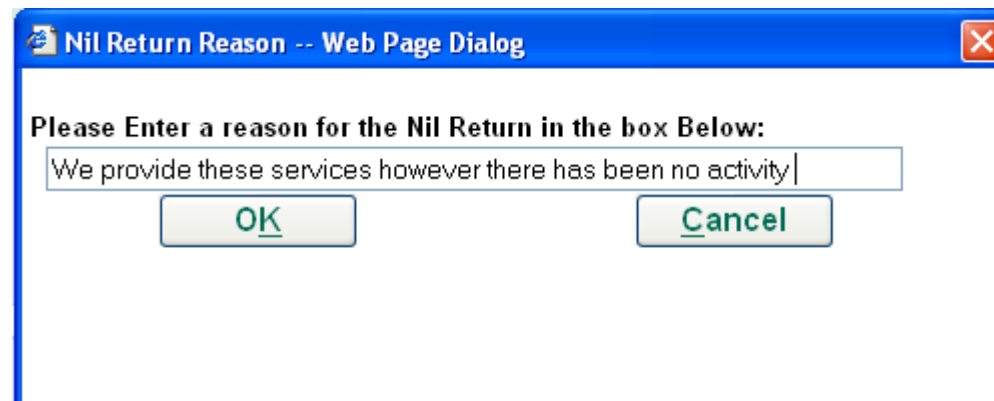
6.4.1 Some collections allow the submission of a nil return. Where this option is available, a “Nil Return” button will be present on the Collection Page.

6.4.2 To submit a nil return click on the “Nil Return” button.

6.4.3 You will be prompted to enter a reason for your nil return. Enter your reason and click “OK”. You will not be able to make a nil return without entering a reason.



6.4.2



6.4.3

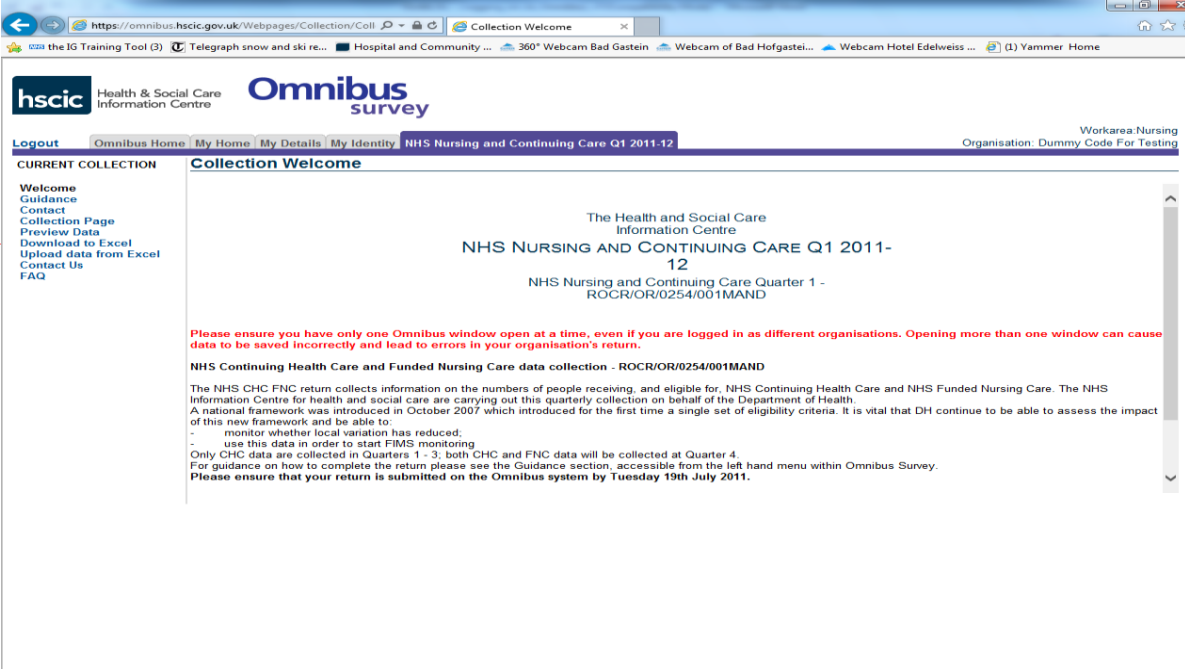
## 7 – How to Download the Return Template to input Data Offline

7.1 Some collections allow data to be entered into a Template offline.

7.2 To download a template, click on 'Download to Excel' in the menu options on the left hand side of the screen.

7.3 Save the template to a location of your choice on your local system.

7.3



The screenshot shows a web browser window displaying the Omnibus survey interface. The URL in the address bar is <https://omnibus.hscic.gov.uk/Webpages/Collection/Coll>. The page title is "Collection Welcome". The left-hand navigation menu includes the following items: Welcome, Guidance, Contact, Collection Page, Preview Data, Download to Excel, Upload data from Excel, Contact Us, and FAQ. A red arrow points from the number "7.3" to the "Download to Excel" link in the menu. The main content area of the page displays the following text: "The Health and Social Care Information Centre", "NHS NURSING AND CONTINUING CARE Q1 2011-12", and "NHS Nursing and Continuing Care Quarter 1 - ROCR/OR/0254/001MAND". Below this, there is a red warning message: "Please ensure you have only one Omnibus window open at a time, even if you are logged in as different organisations. Opening more than one window can cause data to be saved incorrectly and lead to errors in your organisation's return." followed by a section titled "NHS Continuing Health Care and Funded Nursing Care data collection - ROCR/OR/0254/001MAND" which provides detailed information about the data collection process and submission deadline.

## 8 – How to Upload a Return Template

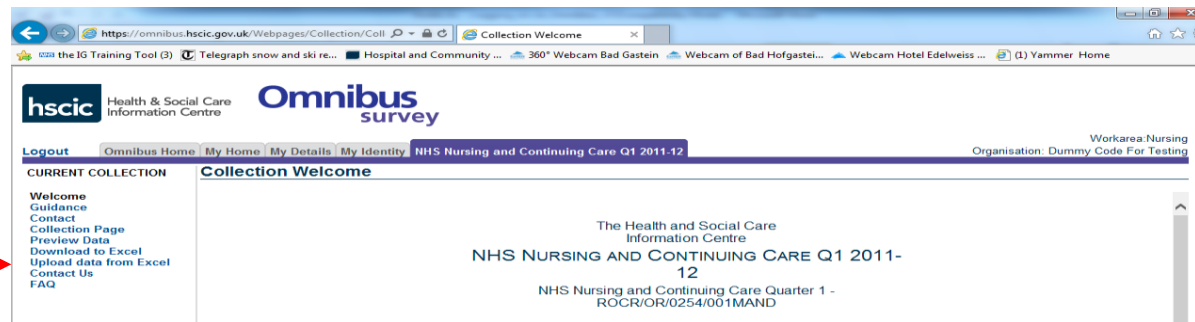
8.1 To upload a template, click on 'Upload data from Excel' in the menu options on the left hand side of the screen.

8.2 Click on 'Select' and locate the file on your local system.

8.3 Click on 'Submit' and the file will be uploaded.

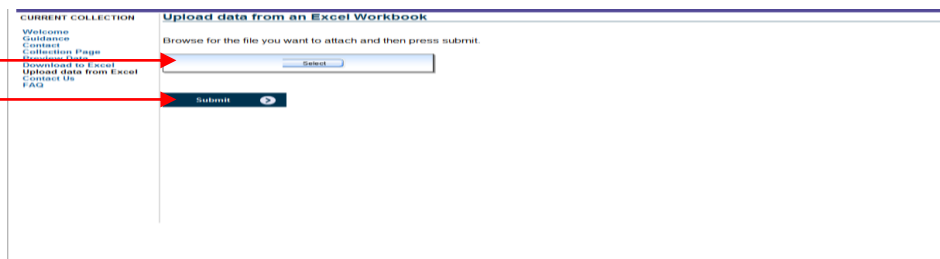
8.4 You will now be able to save, validate and submit the Return following the instructions in section 6 above.

8.1



8.2

8.3



## 9 – Best Practice

- Always choose a password that is easy for you to remember.
- Never use the same password for different collections.
- Click on Save Version regularly to ensure that none of your input is lost.
- Please ensure you have only one Omnibus window open at a time, even if you are logged in as different organisations. Opening more than one window can cause data to be saved incorrectly and lead to errors in your organisation's return.
- Always read the guidance specific to the collection that you are completing and any additional notes that may be provided in the data request email.

## 10 – Contact

- For more detailed guidance go to: <http://www.hscic.gov.uk/omnibussurvey/>
- Any queries regarding the Omnibus system should be sent to: [data.collections@hscic.gov.uk](mailto:data.collections@hscic.gov.uk)
- A named contact will appear on the data request email issued for each collection.
- Guidance for completing specific collections will be available via a link in the data request email.