

Strategic Data Collection Service (SDCS) – Stop Smoking Monitoring Return

External User Guidance

Published 01 August 2016

Information and technology
for better health and care

Contents

1. Introduction	3
2. Accessing the web-based SDCS system	4
3. Submitting data files to the SDCS system	9
4. Viewing and downloading submitted data	17
5. Frequently Asked Questions	19

1. Introduction

Please note that the Health and Social Care Information Centre changed its Trading Name to NHS Digital on 1st August. There may be a discrepancy between the logo on the actual systems and those in this document. These will be updated shortly.

1.1 Background

The Strategic Data Collection Service (SDCS) is a secure data collection system which accepts uploads of submissions in a variety of formats.

This guidance document will help you register with SDCS and download and upload data securely.

We welcome feedback on this guidance.

1.2 Who should read this guidance?

This guidance is intended for any organisation required to securely submit data to the Data Collections Team at NHS Digital via the SDCS.

1.3 How will this guidance help me?

This guidance will show you how to:

- Create the correct file structure to enable upload of data files
- Register on the system
- Upload data files to the system
- Sign out of the system

1.4 SDCS guidance sections

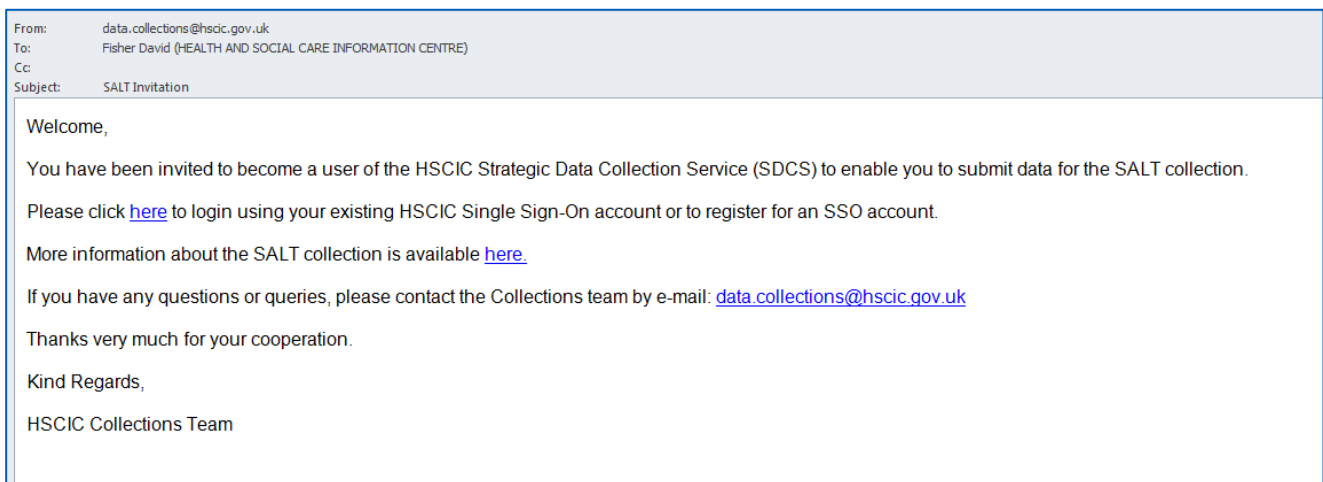
1. Accessing the web based SDCS system
2. Submitting data files to the SDCS system

3. Frequently Asked Questions

2. Accessing the web-based SDCS system

2.1 User accounts for new users

Users will be sent an automated email invitation. This will include a link to the online system, a link detailing more information about the specific collection and contact details for the NHS Digital if you have any further queries. An example of this email is displayed below.



Once invited, you will have 30 days to sign into the system and activate your account. If you do not log in within this time your account will expire - you will then need to contact the Data Collections team at the NHS Digital via email: data.collections@nhs.net to be re-invited to the system. If you have any further problems with your account please consult the 'Frequently Asked Questions' in Section 5 of this guidance.

2.2 User accounts already registered with SDCS

Users will be sent an email invitation. This will include a link to the online system, a link detailing more information about the specific

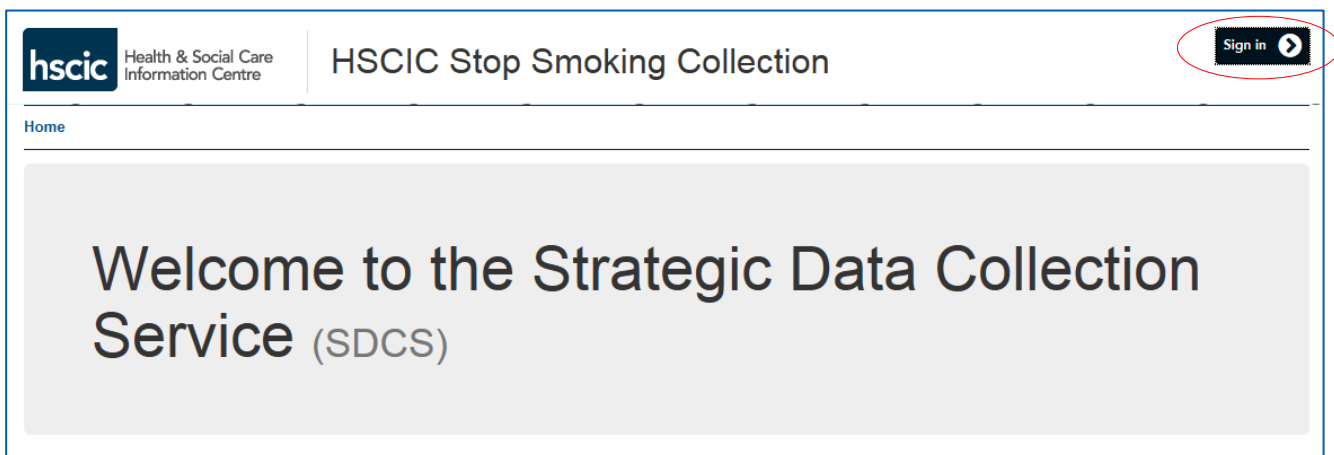
collection and contact details for NHS Digital if you have any further queries.

2.3 Create your NHS DIGITAL account


To access the web based SDCS system, you will need to register with the NHS Digital to get a Single-Sign-On account. If you already have an account, please proceed to Section 2.4.1 ‘Logging into the system’.

2.3.1. Creating an account:

Click the link in your invitation email to navigate to the Sign In screen which contains details about the specific collection. Click ‘Sign In’.



1. From the sign in page, click the ‘Register’ button.



Health & Social Care Information Centre

You have arrived at the Health & Social Care Information Centre account sign in page.

Our accounts use a single sign-on system. This means you log in once to gain access to the Health & Social Care Information Centre tools and web applications such as [My HSCIC](#) and [iView](#). Use your existing username and password to login.

HSCIC staff are reminded that we are currently in the process of migrating to new @hscic.gov.uk email addresses. For now, HSCIC staff will need to authenticate using their @ic.nhs.uk email addresses if their email address is their username.

From your Health & Social Care Information Centre account you can manage your details and preferences from one secure place by using the 'My Account' feature.

**Some tools contain data that will require authorisation before you can use them.*

To find out more about us and our services [access our website](#).

[Terms and conditions](#) [Privacy and cookies](#) [Internet disclaimer](#)

Copyright © 2015, the Health and Social Care Information Centre. All rights reserved. v1.0.204.670

Sign in

Username

Password

[Sign in](#)

We use cookies to improve our website and your experience using it. Without them, parts of this site will not work. If you need more information or want to change your cookie preferences, please see our [privacy policy](#).

[Forgotten details?](#)


Don't have an account?

[Register](#)

Having trouble? Contact us on 0300 303 5678 or enquiries@hscic.gov.uk

2. Complete the registration form by filling out each of the fields in the form. Once complete click 'Create My Account'.

Please note: These fields are mandatory and need to be completed before you can successfully complete your registration and use SDCS. If there are any errors in your registration you will be asked to make amendments and re-submit. Once registration has been successful you will be able to sign in to the system using your email address as your username and the password you have created.



Create your HSCIC account

Tell us your name and other details

(All fields are required)

Your email will be your username to sign in...

Email

Re-enter email

Choose your password

Your password must meet the following rules:

- At least 10 characters
- Not more than 2 identical characters in a row (e.g., 111 not allowed)
- Must meet at least 3 out of the following 4 complexity rules:
 - At least 1 uppercase character (A-Z)
 - At least 1 lowercase character (a-z)
 - At least 1 digit (0-9)
 - At least 1 special character:
!"#\$%&'()*+,-./:;=?@[\\]^_`{|}~

Password

Re-enter password

Display name

Forename(s)

Surname


Job Title

Organisation

We'd like to keep you informed about features and services that are relevant to the applications you use. Please tick the box to hear from us. We will not pass your details to third parties, and this will not affect ongoing notification of system updates.

Verification

Type the code shown



[Terms and conditions](#) [Privacy and cookies](#) [Internet disclaimer](#)

Copyright © 2015, the Health and Social Care Information Centre. All rights reserved. v1.0.204.670

Having trouble?

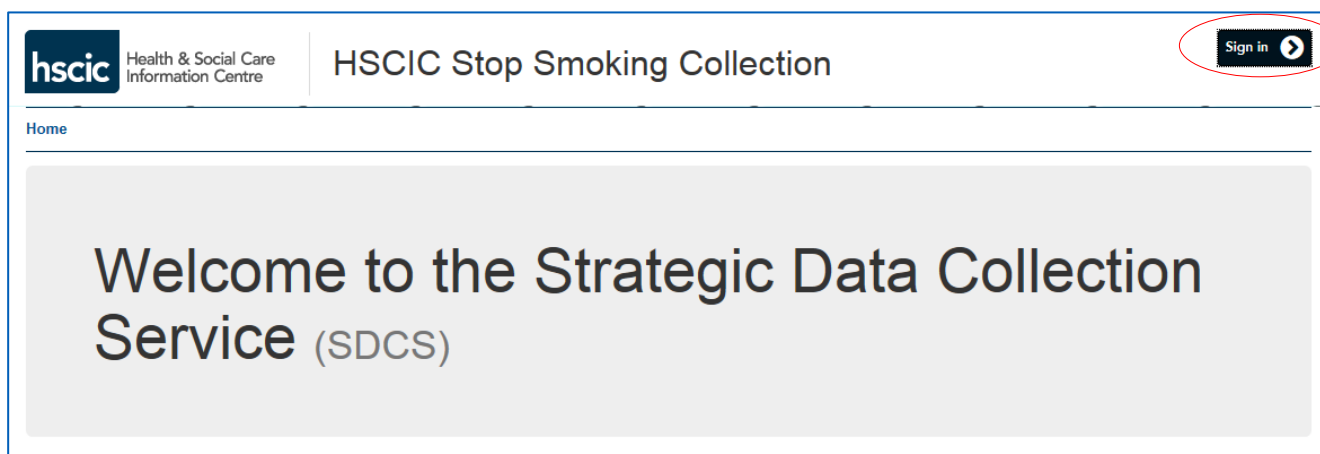
Contact us on 0300 303 5678 or enquiries@hscic.gov.uk

2.4 Signing in and out of the SDCS system

Once a NHS Digital account has been created, you can log in to the SDCS system.

2.4.1. Logging into the system:

Click the link in your invitation email to navigate to the Sign In screen which contains details about the collection. Click Sign In.



1. Enter your username and password and click the Sign In button.

If you do not have a NHS DIGITAL account, click the Register button and follow the steps in Section 2.3.1.

2. You will then be taken to the SDCS Home Page.

2.4.2 Signing out of the SDCS system

In order to sign out after completing your submission within the SDCS system, follow the steps below.

1. Once you have logged in and completed your submission, click the Sign Out button to the top right of the screen (as indicated below).

2. This will take you to the Sign In screen where you can proceed to sign in again or close your browser.

The system will continue to process your file even after signing out and closing your web browser. You will be sent an email when the system has processed your file.

Please note: the system automatically signs users out after twenty minutes of inactivity. You can log back in using your email address and password as normal.

3. Submitting data files to the SDCS system

The SDCS system accepts the following types of files:

- Excel files saved in .xls or .xlsx format

These should be populated with data for the organisation(s) for which you are submitting data and then uploaded to the SDCS system. The system validates the file structure therefore it is essential that these templates are used and no alterations are made.

Each collection has different requirements. We recommend using the following file types:

- Stop Smoking - .xls, .xlsx

The following section will help you to:

- Submit an Excel file
- Submit a test file
- View and download submitted data
- Resubmit for a reporting period

3.1 Downloading a Template

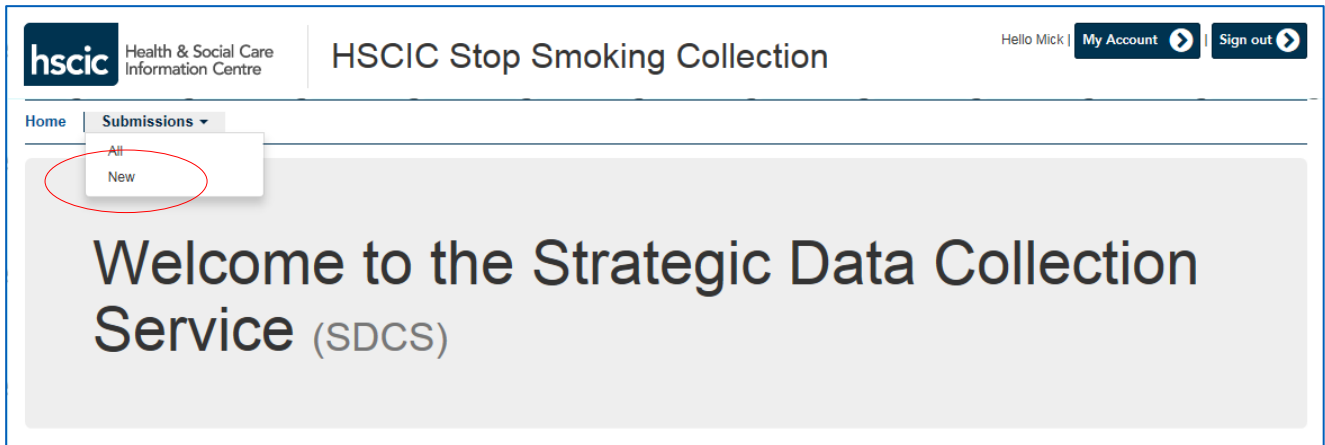
If you do not have a template to enter your data on to you can obtain one directly from the system.

You will receive an email with a link to the SDCS log in page

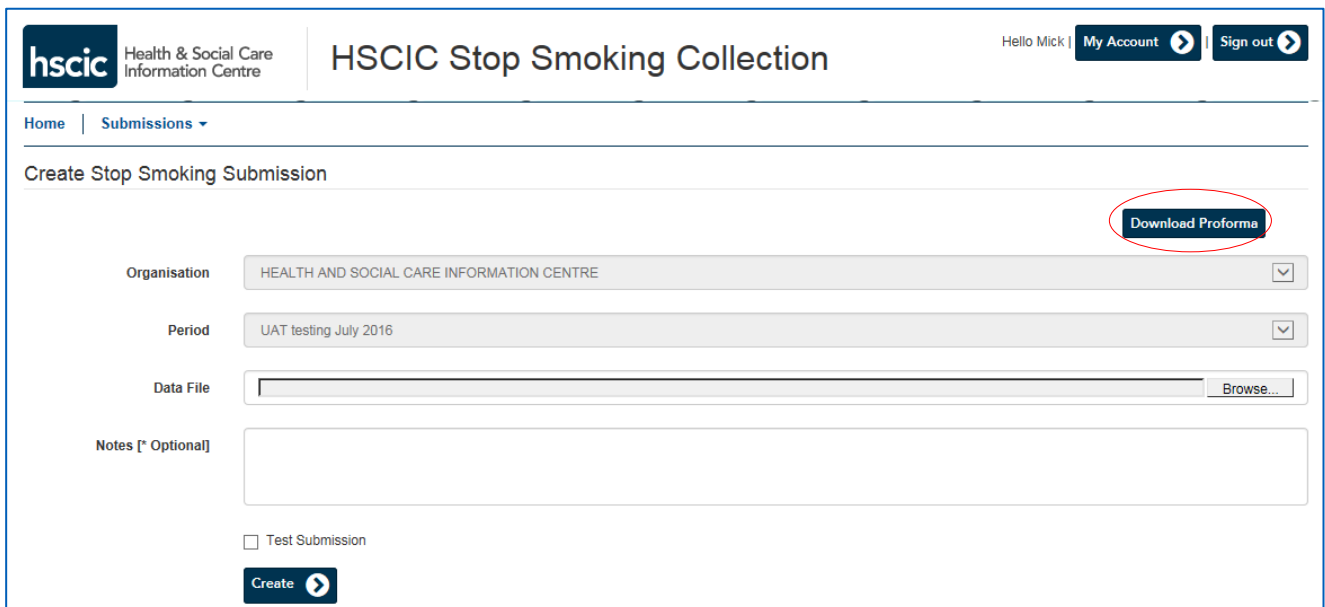
This link will take you to the SDCS sign in screen. Click the Sign In link at the top right of the screen. Enter your username and password and click the Sign In button.

You will be taken to the SDCS Home Page.

1. Navigate to the Submissions drop down and then select New.



2. Click on Download and follow your web browser's instructions to complete the download. You should save the template onto your local drive as an .xls or .xlsx file.



3.2 Submitting data files

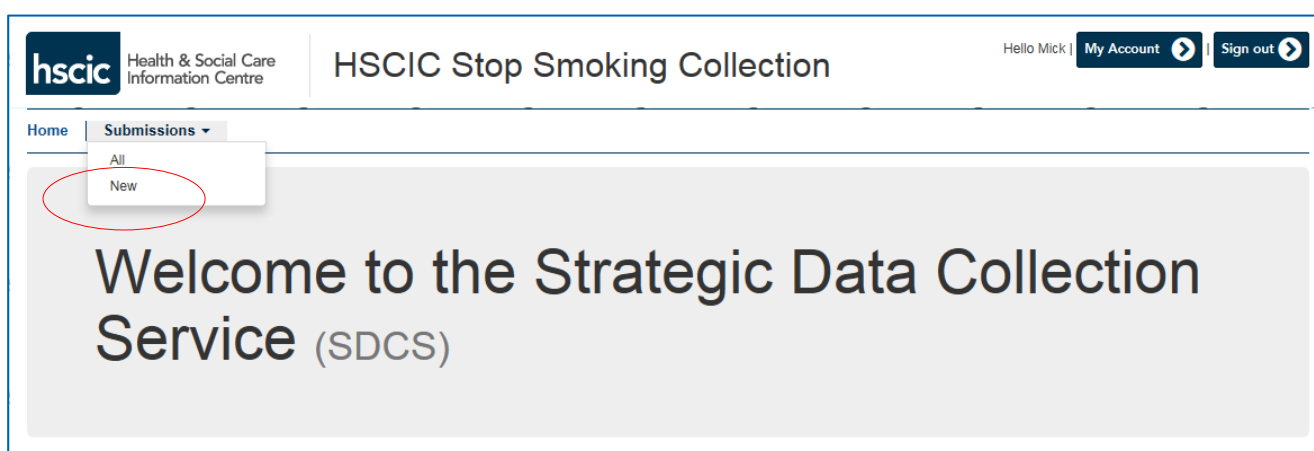
Once your file is complete (with no validation errors in column K), saved in the relevant format and file type, you will be ready to upload it to the

SDCS system. Before uploading data to the SDCS system you may want to upload a test file.

3.2.1 Submitting a test file:

In some instances it may be necessary to submit a test file in order to ascertain if the file to be submitted meets the requirements of the system. This process is purely for test purposes and therefore no data is loaded in the data store from a test submission.

1. Navigate to the Submissions drop down and then select New.



2. Click Browse and navigate to the location on your computer where the files are saved.

Please Note: If you choose to add Notes to the submission, please ensure that this does not contain any person identifiable information. The notes will be available for you to view on the All Submissions page.

3. Before clicking 'Create' ensure that the 'Test Submission' box is checked as indicated below.

The screenshot shows the 'Create Stop Smoking Submission' page in the HSCIC Stop Smoking Collection system. The page header includes the hscic logo, 'Health & Social Care Information Centre', and the title 'HSCIC Stop Smoking Collection'. The user is logged in as 'Hello Mick' with 'My Account' and 'Sign out' links. The main content area has a 'Submissions' dropdown menu. Below it, the 'Create Stop Smoking Submission' form is displayed. It includes a 'Download Proforma' button, an 'Organisation' dropdown menu set to 'HEALTH AND SOCIAL CARE INFORMATION CENTRE', a 'Period' dropdown menu set to 'UAT testing July 2016', and a 'Data File' field with a file path 'C:\Users\MCarter\Desktop\SSS_monitoring_form_201617_v2.0.xls' and a 'Browse...' button. There is also a 'Notes [* Optional]' text area. At the bottom, there is a checked checkbox for 'Test Submission' (circled in red) and a 'Create' button.

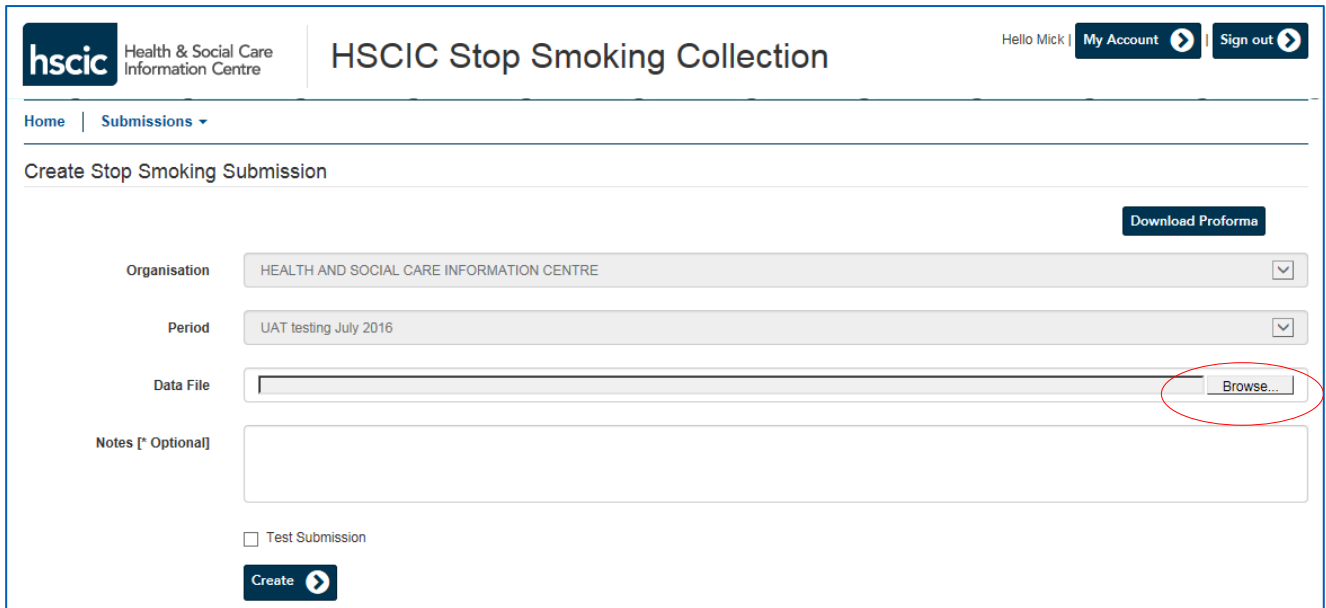
4. Click 'Create'.

3.2.2 Submitting a file:

1. Navigate to the Submissions drop down and then select New.

The screenshot shows the 'Submissions' dropdown menu in the HSCIC Stop Smoking Collection system. The user is logged in as 'Hello Mick' with 'My Account' and 'Sign out' links. The main content area has a 'Submissions' dropdown menu with 'All' and 'New' options. The 'New' option is selected and circled in red. Below the dropdown, a large grey box contains the text 'Welcome to the Strategic Data Collection Service (SDCS)'.

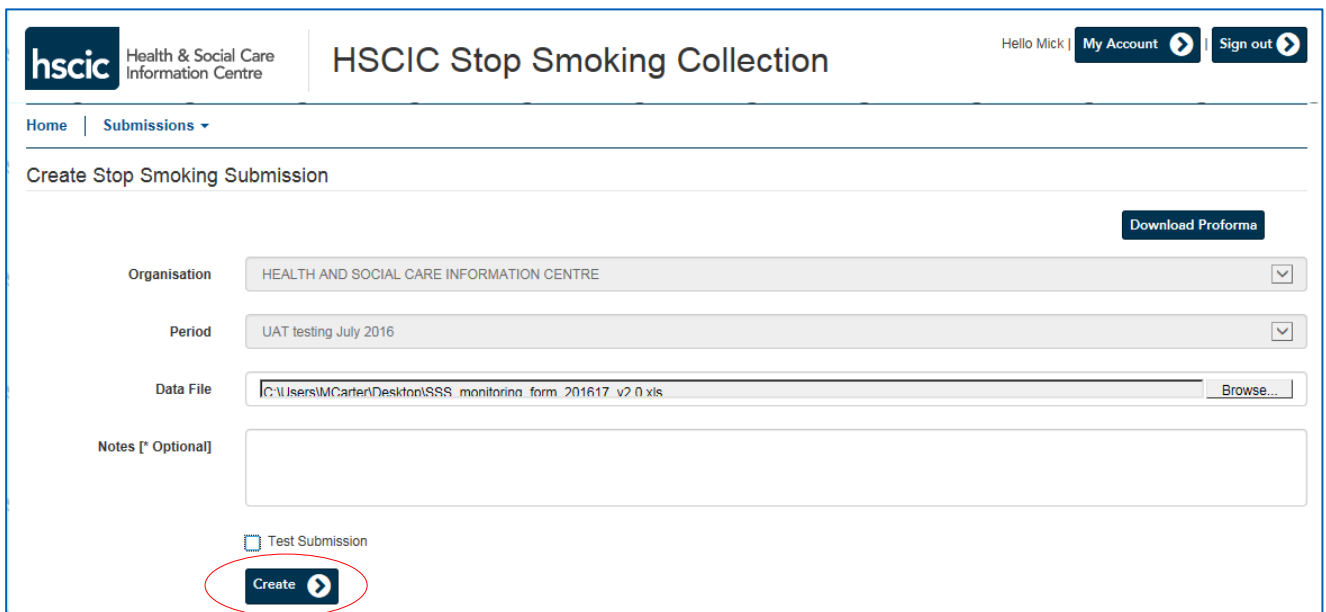
2. Click Browse and navigate to the location on your computer where the Excel file is saved. Click Open.



The screenshot shows the 'Create Stop Smoking Submission' page. At the top left is the hscic logo and 'Health & Social Care Information Centre'. The page title is 'HSCIC Stop Smoking Collection'. On the top right, it says 'Hello Mick | My Account | Sign out'. Below the header, there are navigation links for 'Home' and 'Submissions'. The main heading is 'Create Stop Smoking Submission'. On the right side, there is a 'Download Proforma' button. The form fields are: 'Organisation' (HEALTH AND SOCIAL CARE INFORMATION CENTRE), 'Period' (UAT testing July 2016), 'Data File' (empty), and 'Notes [* Optional]' (empty text area). Below the 'Data File' field, there is a 'Browse...' button circled in red. At the bottom left, there is a checkbox for 'Test Submission' and a 'Create' button.

Please Note: If you choose to add Notes to the submission, please ensure that this does not contain any person identifiable information. The notes will be available for you to view on the All Submissions page.

3. Click 'Create'.



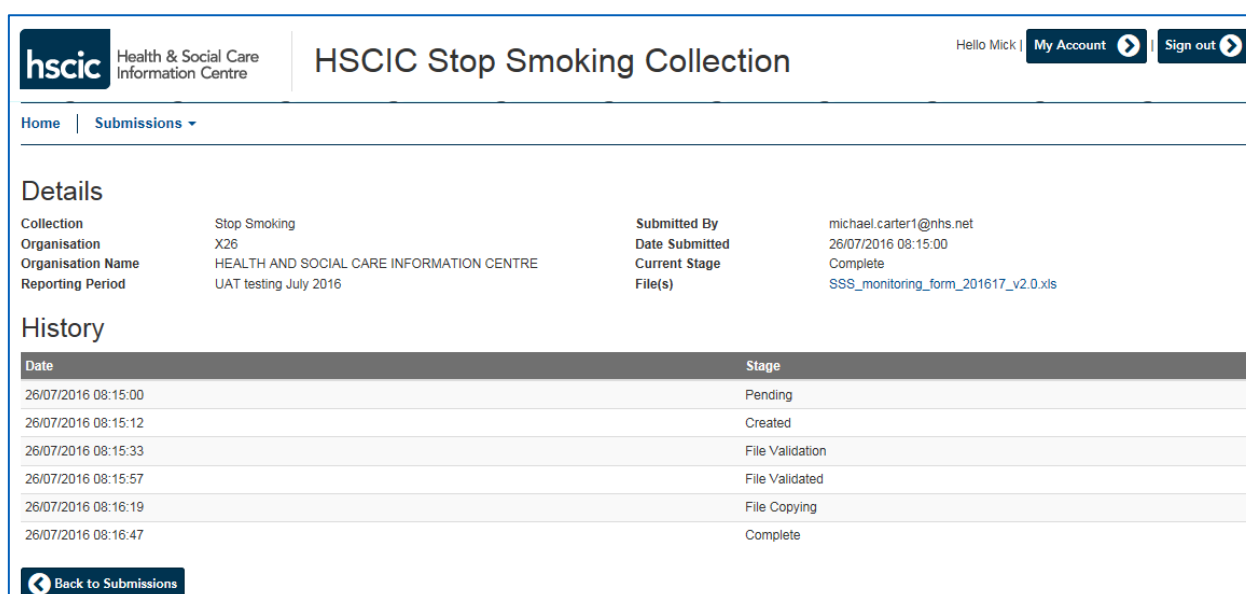
The screenshot shows the 'Create Stop Smoking Submission' page with the 'Data File' field populated with the file path 'C:\Users\MCarter\Desktop\SSS_monitoring_form_201617_v2.0.xls'. The 'Browse...' button is still present. The 'Test Submission' checkbox is now checked. The 'Create' button at the bottom left is circled in red.

Please Note: At this stage if data has already been submitted for this reporting period, a warning may be displayed. This is to ensure that you want to overwrite the data in the data store. See the section on 'Resubmitting data for reporting period' in Section 3.2.3 for more detail. (This does not apply to test submissions).

Please Note: Once you click Create the page is set to auto refresh every ten seconds, therefore, even though the system may appear not to be processing your submission it will be. Additionally submissions will continue to be loaded even if you navigate away from the above page.

Once a submission has been made you will receive a system generated confirmation email. Please check that this email details the submission you intended to make. In particular, if the submission was a test submission, note that this would be validated but NOT uploaded, you would need to resubmit with the Test Submission box unticked for your submission to be uploaded to the NHS Digital.

When your file has been successfully processed you will see the screen below



The screenshot shows the 'HSCIC Stop Smoking Collection' submission details page. At the top, there is a navigation bar with the HSCIC logo, 'Health & Social Care Information Centre', and the title 'HSCIC Stop Smoking Collection'. On the right, there are links for 'Hello Mick!', 'My Account', and 'Sign out'. Below the navigation bar, there are tabs for 'Home' and 'Submissions'. The main content area is divided into two sections: 'Details' and 'History'.

Details

Collection	Stop Smoking	Submitted By	michael.carter1@nhs.net
Organisation	X26	Date Submitted	26/07/2016 08:15:00
Organisation Name	HEALTH AND SOCIAL CARE INFORMATION CENTRE	Current Stage	Complete
Reporting Period	UAT testing July 2016	File(s)	SSS_monitoring_form_201617_v2.0.xls

History

Date	Stage
26/07/2016 08:15:00	Pending
26/07/2016 08:15:12	Created
26/07/2016 08:15:33	File Validation
26/07/2016 08:15:57	File Validated
26/07/2016 08:16:19	File Copying
26/07/2016 08:16:47	Complete

At the bottom left of the page, there is a 'Back to Submissions' button.

If your file contains validation errors you will see the screen below. You can see what the validation errors are by clicking on 'Errors', or you can download the errors by clicking on 'Download All Validations'.

You must resolve all validation errors before re-submitting your file (see 3.2.3)

The screenshot shows the HSCIC Stop Smoking Collection interface. At the top, there is a header with the HSCIC logo, the text 'Health & Social Care Information Centre', and the page title 'HSCIC Stop Smoking Collection'. On the right, there are user navigation links: 'Hello Mick | My Account' and 'Sign out'. Below the header, there are navigation tabs for 'Home' and 'Submissions'. The main content area is divided into three sections: 'Details', 'Validation Summary', and 'History'. The 'Details' section shows submission information such as 'Collection: Stop Smoking', 'Organisation: X26', 'Submitted By: michael.carter1@nhs.net', etc. The 'Validation Summary' section contains a table with columns for 'Structure', 'Field or Area name', 'Errors', and 'Warnings'. The 'History' section contains a table with columns for 'Date' and 'Stage'. A 'Download All Validations' button is visible in the top right of the history section. A 'Back to Submissions' button is at the bottom left.

Details

Collection	Stop Smoking	Submitted By	michael.carter1@nhs.net
Organisation	X26	Date Submitted	25/07/2016 14:31:48
Organisation Name	HEALTH AND SOCIAL CARE INFORMATION CENTRE	Current Stage	Failed
Reporting Period	Q1 Test Reporting Period	File(s)	SSS_monitoring_form_201617_v2.0.xls

Validation Summary

Structure	Field or Area name	Errors	Warnings
Quarter 1	Errors	2	0

History

Date	Stage
25/07/2016 14:31:48	Pending
25/07/2016 14:32:01	Created
25/07/2016 14:32:22	File Validation
25/07/2016 14:32:49	Failed

Buttons: Back to Submissions, Download All Validations

3.2.3 Resubmitting data for a reporting period

It will be necessary to correct and upload a new version of your submission if there are any errors highlighted in your submission which will prevent it being loaded into the data store. The steps below explain how this is done.

Resubmitting data:

1. Navigate to the New Submissions page.

The screenshot shows the HSCIC Stop Smoking Collection interface. At the top, there is a header with the HSCIC logo, the text 'Health & Social Care Information Centre', and the page title 'HSCIC Stop Smoking Collection'. On the right, there are user navigation links: 'Hello Mick | My Account' and 'Sign out'. Below the header, there are navigation tabs for 'Home' and 'Submissions'. The 'Submissions' dropdown menu is open, showing options for 'All' and 'New'. The 'New' option is circled in red. Below the dropdown, there is a large grey box with the text 'Welcome to the Strategic Data Collection Service (SDCS)'.

Submissions

- All
- New

Welcome to the Strategic Data Collection Service (SDCS)

2. Click 'Create'.

hscic Health & Social Care Information Centre HSCIC Stop Smoking Collection Hello Mick | My Account | Sign out

Home | Submissions

Create Stop Smoking Submission Download Proforma

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: UAT testing July 2016

Data File: C:\Users\MCarter\Desktop\SSS_monitoring_form_201617_v2.0.xls Browse...

Notes [* Optional]

Test Submission

Create

3. Due to data having already been submitted for this period, a warning will be triggered in the system stating that data already exists for the reporting period. Check the box to confirm the submission and overwrite the submitted data in the data store.

4. Click 'Create'.

hscic Health & Social Care Information Centre HSCIC Stop Smoking Collection Hello Mick | My Account | Sign out

Home | Submissions

Create Stop Smoking Submission Download Proforma

There is a problem with this Submission. Please see below for details.

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: UAT testing July 2016

Data File: C:\Users\MCarter\Desktop\SSS_monitoring_form_201617_v2.0.xls Browse...

Notes [* Optional]

Test Submission

Allow Resubmit

A submission for this period already exists. Please confirm you wish to replace it.

Create

5. Ticking the 'Allow Resubmit' box and clicking 'Create' will overwrite data currently held the data store for all quarters.

4. Viewing and downloading submitted data

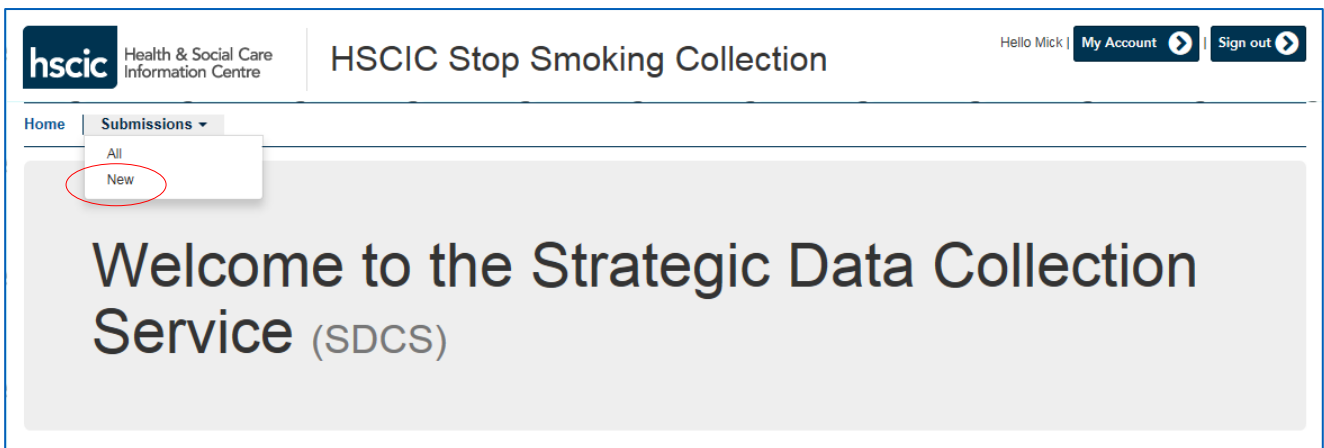
Once your data has been submitted you can check on the progress of the submission.

The following section will help you to:

- View detail of submissions
- Filter submitted data

4.1 Viewing a submissions Status

1. Navigate to the All Submissions page.



2. The following screen shows the status of the submission attempted.

Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
22/07/2016 12:23:21	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	michael.carter1@nhs.net	Failed	✓	Detail
21/07/2016 10:29:34	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	michael.carter1@nhs.net	Failed	✓	Detail
20/07/2016 08:28:04	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	judithellison@nhs.net	Failed		Detail
19/07/2016 16:01:45	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	seangregory@nhs.net	Test Complete	✓	Detail
19/07/2016 15:23:51	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	seangregory@nhs.net	Failed	✓	Detail
19/07/2016 15:05:45	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	seangregory@nhs.net	Test Complete	✓	Detail
19/07/2016 14:53:19	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	judithellison@nhs.net	Complete		Detail

If the current stage column shows Complete then the submission has been successful.

4.2 Filtering submission statuses

Within the system there is also the capability to filter submissions. For example this may be used to view data for a particular reporting period.

1. Navigate to the All Submissions page. Click Submission Filters.

This allows you to filter on the following options:

Date: time period for the submissions, available as a drop down menu.

Period: the reporting periods for data submissions, available as a drop down menu.

Submitted by: the email address of the user who submitted the data, the full email address does not have to be known as a wildcard search can be used.

Stage: either All, Complete, Failed, Errored or In Progress, available as a drop down menu.

Include Tests: by default test submissions are excluded from the All Submissions page, checking the box adds a ticked column next to test submissions.

2. To activate a filter press return.

The screenshot shows the HSCIC Stop Smoking Collection interface. At the top, there is a navigation bar with the HSCIC logo, the text 'Health & Social Care Information Centre', and the title 'HSCIC Stop Smoking Collection'. On the right, there are links for 'Hello Mick!', 'My Account', and 'Sign out'. Below the navigation bar, there is a breadcrumb trail: 'Home | Submissions'. The main content area is titled 'Submission Filters' and contains several input fields: 'Date Submitted' (set to 'All'), 'Collection' (empty), 'Org Code' (empty), 'Period' (empty), 'Submitted By' (empty), 'Stage' (set to 'Complete'), 'Test' (checkbox), and 'Page Size' (set to '25'). A 'Reset' button is located at the bottom right of the filter section. Below the filters is a table with the following columns: Submitted, Collection, Org Code, Organisation, Period, Submitted By, Current Stage, Test, and Actions. The table contains two rows of data:

Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
19/07/2016 14:53:19	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	UAT testing July 2016	judithellison@nhs.net	Complete	<input type="checkbox"/>	Detail
13/07/2016 15:34:12	Stop Smoking	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	Q1 Test Reporting	matthew.sheard@nhs.net	Complete	<input type="checkbox"/>	Detail

When you have applied a filter, you can click Detail to view the submission details. Click Back to Submissions to return to the submissions list.

Once a filter has been applied and is no longer required, click the green Reset button which will remove all applied filters.

5. Frequently Asked Questions

5.1 Accounts

My invite to SDCS has expired, what do I do?

Please contact the NHS Digital via email at data.collections@nhs.net quoting your organisation code and your email address. Please also include the collection name in the email header.

I want to add another user to my organisation, how do I do this?

Please contact the NHS Digital via email at data.collections@nhs.net quoting the organisation code and email address of the user to be added to the system. Please note, if calling to make a request it will be necessary to follow up the call with an e-mail so that we can ensure we are only inviting the correct people to become users of the system and avoid the risk of any unauthorised access being gained to the system or to view the submissions previously made by your organisation.

I want to remove a user from my organisation, how do I do this?

Please contact the NHS Digital via email at data.collections@nhs.net quoting the organisation code and email address of the user to be removed from the system. As above, if calling this will need to be followed up with an e-mail to ensure that we are not removing access to the system for people who have a legitimate reason for accessing the system.

I receive the following message: ‘You have incorrectly entered your username, password or both. Please try again. Your account will be locked out after 3 unsuccessful attempts.’ What do I do?

If you have forgotten your password, press the 'Forgotten details?' link. This will navigate you to a Forgotten Details page which then allows you to reset your password. You will be sent an email to your previously registered email address which will contain all the relevant information to allow you to log back into the SDCS system.

My email address has changed. What do I do?

If you have a change in your email address, please contact the Data Collections team at the NHS Digital via email: data.collections@nhs.net. A new account in the SDCS system will be created. You will receive another invitation email and therefore need to create a new 'Single Sign On' (SSO) account which will be associated with your new email address. Details on how to create a SSO account are available in Section 2.3.1 'Creating an account'.

5.2 Submissions

What types of files can I upload to the system?

The types of files which can be uploaded to the system are dependent on the collection. Details on the specification of these files are included in Section 3 'Submitting data files to the SDCS system'.

Can I resubmit data for a reporting period?

Yes. Please see Section 3.2.3 on 'Resubmitting data for a reporting period'.. Please note that data for all quarters will be updated.

My submission has the current stage as 'Errored', what do I do?

Please follow the instructions which will be displayed at the top of the Submission Detail page and in your confirmation email. This should instruct you to contact the NHS Digital via email: data.collections@nhs.net and quote the Submission ID.

5.3 System

Which web browsers are compatible with the system?

The system may not work as expected if you use an out of date web browser, it is not recommended for use with Safari or Opera.

Recommended browsers are Internet Explorer (9 and above), Firefox version 7.01 and above or Chrome version 36.0.1985.143m and above. For the purposes of this guidance, all screen images of the SDCS system are shown in Internet Explorer 10.0.

More FAQs are to be added in due course. If you have any queries which are not covered in the guidance please get in touch with the NHS Digital via email: data.collections@nhs.net.