

Strategic Data Collection Service (SDCS) – SRHAD

Operational Guidance

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Information and technology
for better health and care

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1. Introduction

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. SRHAD data is required to be submitted in .csv format

This guidance document will help you register with SDCS, 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 SRHAD 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

2. Accessing the web-based SDCS system

2.1 User accounts

When the collection period is opened you will be sent an automated email invitation. This will include a link to the online data collection system <https://srhad.sdcs.digital.nhs.uk/>.

A link detailing more information about the collection is given below:

<http://digital.nhs.uk/datacollections/srhad>

An **example** of the invitation email is displayed below:

Welcome,

You have been invited to become a user of the NHS Digital Strategic Data Collection Service (SDCS) to enable you to submit data for the SRHAD collection.

You have been associated with the following organisation(s) and can submit data on their behalf:

HEALTH AND SOCIAL CARE INFORMATION CENTRE (X26)

Please click [here](#) to login using your existing NHS Digital Single Sign-On account or to register for an SSO account.

Please note that this email invite is specific to you as it is your details that are associated with your organisation on SDCS. If you are not the correct person to submit data please contact us using the email listed below.

More information about the SRHAD collection is available [here](#).

If you have any questions or queries, please contact the Collections team by email: data.collections@nhs.net

Thanks very much for your cooperation.

Kind Regards,

Data Collections Team

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 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 Create your NHS Digital account

To access the web based SDCS system, you will need to register with NHS Digital to get a Single-Sign-On account. If you already have an account, please proceed to Section 2.3 'Logging into the system'.

2.2.1. Creating an account:

1. The link in your invitation email will navigate to the Home screen. Click '**Sign In**'.

Welcome to the Strategic Data Collection Service (SDCS)

2. Click 'Register'.

NHS Digital

You have arrived at NHS Digital account sign in page.

Our accounts use a single sign-on system. This means you only log in once to gain access to the NHS Digital tools and web applications such as [iView](#). Use your existing username and password to login.

From your NHS Digital 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](#).

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@nhsdigital.nhs.uk

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

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- 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 the 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 NHS Digital 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

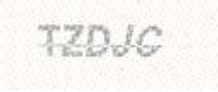
Having trouble?


Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk



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





2.3 Signing in and out of the SDCS system

Once a NHS Digital Single-Sign-On account has been created or if you already have a Single-Sign-On account, you can log in to the SDCS system.

2.3.1. Logging into the system:

1. Click the link in your invitation email to navigate to the Home screen. Click **'Sign In'**.
2. Enter your Single Sign On username and password and click the **Sign in** button. You will then be taken to the SDCS Home Page.
3. If you have forgotten your password, click on the **'Forgotten details?'** hyperlink in order to be able to re-set it. 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.

If you do not have a NHS Digital account, click the Register button and follow the steps in Section 2.2 Creating an account.



Home

Welcome to the Strategic Data Collection Service (SDCS)



NHS Digital

You have arrived at NHS Digital account sign in page.

Our accounts use a single sign-on system. This means you only log in once to gain access to the NHS Digital tools and web applications such as [iView](#). Use your existing username and password to login.

From your NHS Digital 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](#).

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@nhsdigital.nhs.uk

2.3.2 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 at the top right of the screen.

Welcome to the Strategic Data Collection Service (SDCS)

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.

Please note: the system automatically signs out users 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 for SRHAD

The SDCS system only accepts the following types of files:

- files in .csv format

A SRHAD template (see 3.1) is available and 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. The system you use to collect your data may generate a SRHAD report that can be uploaded directly into SDCS, this should be exactly the same as the template.

3.1 SRHAD template

A template for making a SRHAD submission can be found at this link:

<http://digital.nhs.uk/datacollections/srhad>

under the heading '**SRHAD Template**'.

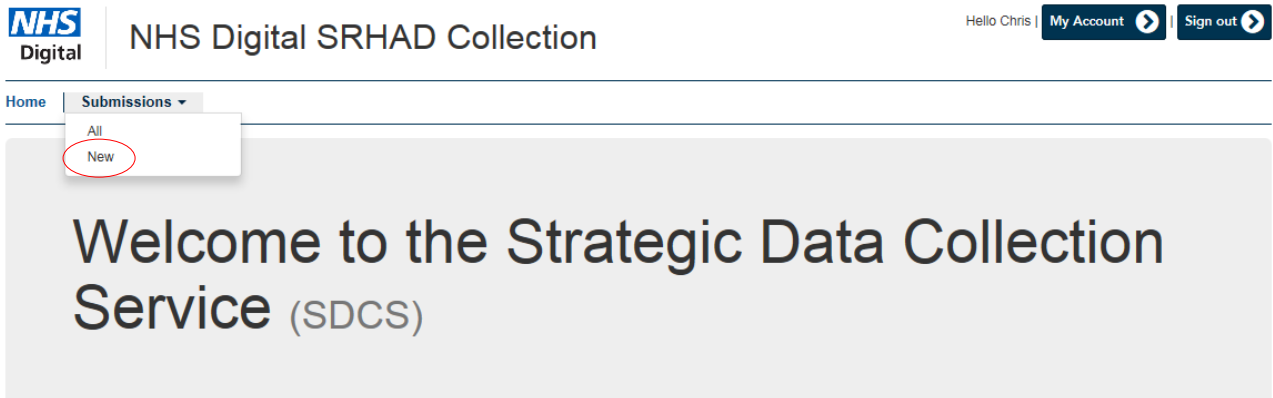
3.2 Submitting data files

Once your file is complete and saved in the relevant format and file type you will be ready to upload it to the SDCS system. Before uploading your data to the SDCS system you may want to upload a test file.

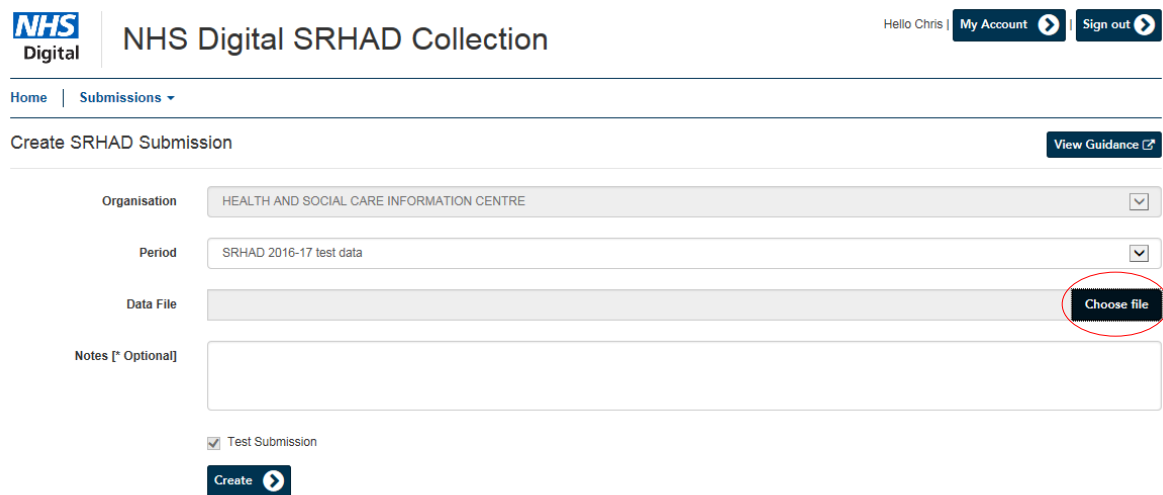
3.2.1 Submitting a test file:

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 to the data store from a test submission.

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



2. Click '**Choose File**' and navigate to the location on your computer where the file is saved. Then open the file.



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 in the screen shot above.

NHS Digital NHS Digital SRHAD Collection

Hello Chris | My Account | Sign out

Home | Submissions

Create SRHAD Submission [View Guidance](#)

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: SRHAD 2016-17 test data

Data File: C:\Users\ichsu1\Desktop\Shrad test submission 12122016.xlsx [Choose file](#)

Notes [* Optional]

Test Submission

Create

4. Click **'Create'**.

5. The system will run through a process of validation checks. Further details can be found in **Part 3. Validation Rules for SRHAD** of the SRHAD General Guidance document that is available at <http://digital.nhs.uk/datacollections/srhad>

Whilst the system is validating the data, you do not need to be in the system. If you have a big file then it could take longer than 45 minutes to process. An email will be sent to you once the file has been processed, informing you that the file has passed the validation checks or:

- x number of errors
- x number of warnings

3.2.2 Submitting a file:

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

NHS Digital NHS Digital SRHAD Collection

Hello Chris | My Account | Sign out

Home | Submissions

All
New

Welcome to the Strategic Data Collection Service (SDCS)

2. Click **'Choose File'** and navigate to the location on your computer where the Excel file is saved. Click **'Open'**.

NHS Digital NHS Digital SRHAD Collection

Hello Chris | My Account | Sign out

Home | Submissions

Create SRHAD Submission [View Guidance](#)

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: srhad test 2015-16

Data File: [Choose file](#)

Notes [* Optional]

Test Submission

[Create](#)

Please Note: If you choose to add notes in the Notes field 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. These may also be used in the data quality statement when the data is published.

3. Click 'Create'.

NHS Digital NHS Digital SRHAD Collection

Hello Chris | My Account | Sign out

Home | Submissions

Create SRHAD Submission [View Guidance](#)

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: srhad test 2015-16

Data File: C:\Users\chsu1\Desktop\Shrad test submission 12122016.xlsx [Choose file](#)

Notes [* Optional]

Test Submission

[Create](#)

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.

You can only submit one file per organisation per period at any one time. You will be presented with a warning message should you attempt to upload more than one file.

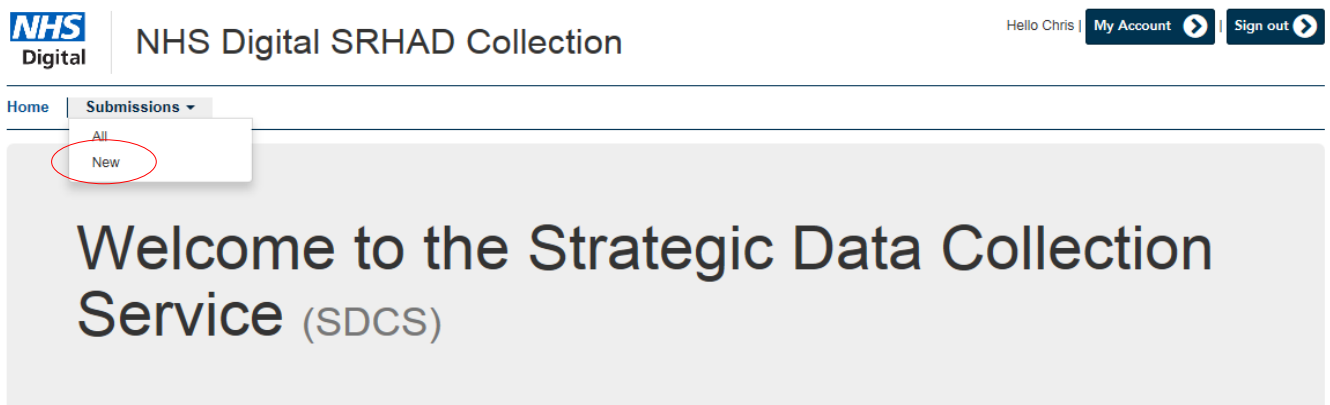
Once a submission has been made you will receive a system-generated confirmation email. Please check that this email details the submission you intended to make. In particular, if the submission was a test submission, note that this would be validated but **NOT** uploaded, you would need to resubmit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

3.2.3 Resubmitting data for a reporting period

Any errors in your submission will prevent it being loaded into the data store. It will be necessary to correct the errors and upload a new version of your submission. The data will flow into the data store when a file is uploaded with all errors corrected. The steps below explain how this is done.

Resubmitting data:

1. Navigate to the **Submissions drop down** and select '**New**'.



2. Click '**Choose File**' and navigate to the location on your computer where the CSV file is saved. Click '**Open**'.
3. Click '**Create**'.
4. Due to data having already been submitted for this period, a warning will be triggered by 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.
5. Ticking the '**Allow Resubmit**' box and clicking '**Create**' will overwrite data currently held for that reporting period in the data store.

NHS Digital NHS Digital SRHAD Collection

Hello Chris | My Account | Sign out

Home | Submissions

Create SRHAD Submission [View Guidance](#)

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

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: srhad test 2015-16

Data File: C:\Users\chsu1\Desktop\test file.csv [Choose file](#)

Notes [* Optional]

Test Submission

Allow Resubmit

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

[Create](#)

6. When you click '**Create**' the system will process your data, this may take some time. The screen will automatically refresh and you will see the stages appear on the screen as they are processed even though it may look like nothing is happening.

You can navigate away from the page or close the page without affecting the processing of your data. You do not have to stay on the page for the full duration as this could take some time. When processing has finished, you will receive an email with a link that will take you back to the submission page so you can view the outcome.

3.3 Submitting data with warnings

Once you have cleared all your validation errors, you may still be left with some warnings, these are not necessarily incorrect, they may have been generated by data that falls out of the 'expected' or 'usual' range, so you are required to check it and correct it if it is incorrect or, email data.collections@nhs.net to confirm that the data is correct. In the subject line of the email state your organisation name and code and 'SRHAD warning confirmation'.

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
- View or download validation errors and warnings

4.1 Viewing submission statuses

1. Navigate to the **Submissions drop down** and select '**All**'.

The screenshot shows the NHS Digital SRHAD Collection interface. The top navigation bar includes the NHS Digital logo, the text 'NHS Digital SRHAD Collection', and user information 'Hello Chris | My Account | Sign out'. Below the navigation bar, there is a 'Home | Submissions' dropdown menu. The 'Submissions' dropdown is open, showing 'All' (circled in red) and 'New' options. The main content area displays a large heading: 'Welcome to the Strategic Data Collection Service (SDCS)'.

2. The following screen shows the status of the submissions made for all the data collections that you are the registered data submitter for.

The screenshot shows the NHS Digital SRHAD Collection interface with a table of submission statuses. The table has columns for Submitted, Collection, Org Code, Organisation, Period, Submitted By, Current Stage, Test, and Actions. The 'Current Stage' column is circled in red, showing 'Failed', 'Complete', and 'Test Complete' for the three rows.

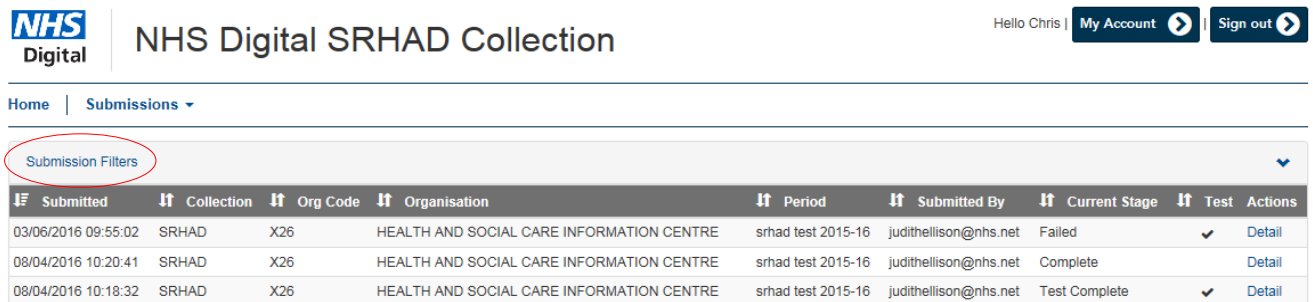
Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
03/06/2016 09:55:02	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Failed	✓	Detail
08/04/2016 10:20:41	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Complete		Detail
08/04/2016 10:18:32	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Test Complete	✓	Detail

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

4.2 Filtering submissions

From the submissions page you can filter your submissions. For example, if you want to view data for a particular reporting period.

1. Navigate to the **Submissions drop down** and select **All**. Click **Submission Filters**.



Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
03/06/2016 09:55:02	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Failed	<input checked="" type="checkbox"/>	Detail
08/04/2016 10:20:41	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Complete	<input type="checkbox"/>	Detail
08/04/2016 10:18:32	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	srhad test 2015-16	judithellison@nhs.net	Test Complete	<input checked="" type="checkbox"/>	Detail

You can apply a filter to any of the column headings as follows:

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

Collection: Collection name

Org Code: Organisation Code

Period: the reporting periods for data submissions.

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, insert the required information in the filter field and press return.

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

Submission Filters

Date Submitted: All | Collection: | Org Code: | Period: test sub | Submitted By: | Stage: All | Test: | Page Size: 50

[Reset](#)

Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
15/03/2016 12:44:38	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	lily.bond@hscic.gov.uk	Failed	<input type="checkbox"/>	Detail
15/03/2016 11:17:27	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	lily.bond@hscic.gov.uk	Errored	<input type="checkbox"/>	Detail
28/01/2016 16:10:03	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	judithellison@nhs.net	Failed	<input type="checkbox"/>	Detail
28/01/2016 15:58:05	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	judithellison@nhs.net	Complete	<input type="checkbox"/>	Detail

When you have applied a filter, you can click **Detail** to view the submission details.

Submission Filters

Date Submitted: All | Collection: | Org Code: | Period: test sub | Submitted By: | Stage: All | Test: | Page Size: 50

[Reset](#)

Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions
15/03/2016 12:44:38	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	lily.bond@hscic.gov.uk	Failed	<input type="checkbox"/>	Detail
15/03/2016 11:17:27	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	lily.bond@hscic.gov.uk	Errored	<input type="checkbox"/>	Detail
28/01/2016 16:10:03	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	judithellison@nhs.net	Failed	<input type="checkbox"/>	Detail
28/01/2016 15:58:05	SRHAD	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	test sub	judithellison@nhs.net	Complete	<input type="checkbox"/>	Detail

4.3 Downloading submitted data and viewing validations

On the Submission Details page, you will see 4 sections where you can do the following:

- Submission Details:** view the details of the submission and download the file that was submitted.
- Structure Summary:** view the number of records contained in the submitted file.
- Validation Summary:**
 - view a condensed list of validation issues and whether each one is an error or a warning.
 - Click into each error / warning message to view more details including error location in the submitted file.

(iii) Click a link to the website where you can access guidance documents which may help to correct errors

(iv) Download all the returned errors / warnings as a csv file.

4. **History:** View the submission journey from upload to completion

The screenshot shows the NHS Digital SRHAD Collection interface. At the top, there is a navigation bar with the NHS Digital logo, the title 'NHS Digital SRHAD Collection', and user information 'Hello Chris | My Account | Sign out'. Below this is a breadcrumb trail: 'Home | Submissions'. The main content area is divided into several sections:

- Details:** A table showing submission information:

Collection	SRHAD	Submitted By	chris.sutton4@nhs.net
Organisation	X28	Date Submitted	15/12/2016 10:08:32
Organisation Name	HEALTH AND SOCIAL CARE INFORMATION CENTRE	Current Stage	Failed
Reporting Period	SRHAD 201617	File(s)	test file.csv
- Structure Summary:** A table showing the number of records for each structure:

Structure	Number of records
SRHAD	7
- Validation Summary:** A table showing the number of errors and warnings for each structure:

Structure	Field or Area name	Errors	Warnings
SRHAD	Date of Attendance	7	0
TOTAL		7	0
- Validation Messages - SRHAD - Date of Attendance:** A table listing specific validation errors:

Location	Level	Message
Line Number: 4, Patient ID: EF130113	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 8, Patient ID: EM152369	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 6, Patient ID: EM130263	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 5, Patient ID: EM050971	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 2, Patient ID: EF081051	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 3, Patient ID: EF130113	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
Line Number: 7, Patient ID: EM130300	Error	The Date of Attendance submitted is outside of the annual reporting range. Please revise and resubmit.
- History:** A table showing the submission journey:

Date	Stage
15/12/2016 10:08:32	Pending
15/12/2016 10:09:04	Created
15/12/2016 10:09:06	File Validation
15/12/2016 10:09:35	Failed

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

Click **Back to Submissions** to return to the list of submissions.

5. Frequently Asked Questions

5.1 Accounts

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

Please contact 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?

Only one person per organisation is permitted to make a SRHAD submission.

Please contact 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. This avoids 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 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. If advising us by phone you will need to follow the call 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 received 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 as detailed in **Section 2.3.1 Logging into the system**. This will navigate you to a Forgotten Details page which then allows you to reset your password. An email will be sent 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 will 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 2.2.1 'Creating an account'.

5.2 Submissions

What types of files can I upload to the system?

SRHAD data must be submitted in a .csv file format.(comma separated values) .

Can I resubmit data for a reporting period?

Yes, you can re-submit data for a reporting period until the reporting period is closed. Please see Section 3.2.3 on 'Resubmitting data for a reporting period'.

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 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 NHS Digital via email: data.collections@nhs.net.

Published by NHS Digital

For further information:

www.digital.nhs.uk

0300 303 5678

enquiries@nhs.net

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