

Strategic Data Collection Service (SDCS) for General Collections

External User Guidance

Date January 2017

Contact Details

Email: data.collections@nhs.net

Telephone: 0300 303 5678

Contents

Contents	2
1. Introduction	3
1.1 Background	3
1.2 Who should read this guidance?	3
1.3 How will this guidance help me?	3
2. Accessing the web-based SDCS system	4
2.1 User accounts for new users	4
2.2 User accounts already registered with SDCS	4
2.3 Create your NHS Digital account	4
2.3.1. Creating an account:	5
2.4 Signing in and out of the SDCS system	7
2.4.1. Logging into the system:	7
2.4.2 Signing out of the SDCS system	7
3. Submitting data files to the SDCS system	8
3.1 Downloading a Template	9
3.2 Submitting data files	10
3.2.1 Submitting a test file:	10
3.2.2 Submitting a file:	11
3.2.3 Submitting a Nil Return	13
3.2.4 Resubmitting data for a reporting period	14
3.2.5 Submitting data for more than one collection	15
4. Viewing and downloading submitted data	16
4.4.1 Viewing a submissions Status	16
4.4.2 Filtering submission statuses	17
5. Frequently asked Questions	18
5.1 Accounts	18
5.2 Submissions	19
5.3 System	19

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.

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?

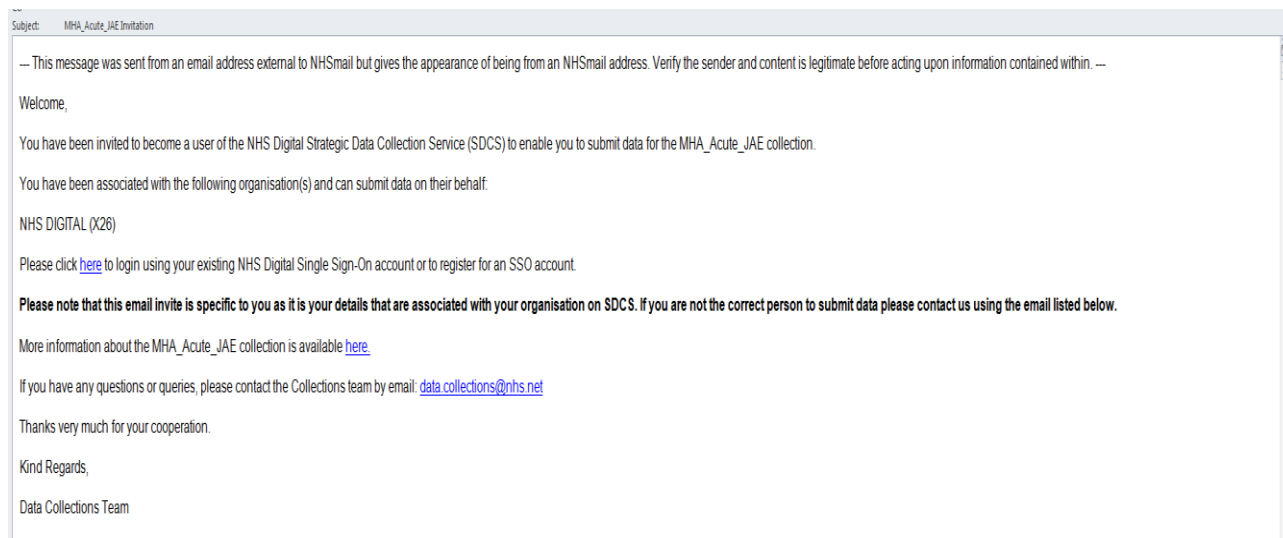
This guidance will show you how to:

- 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

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 (<https://datacollection.sdcs.digital.nhs.uk/>) detailing more information about the specific collection and contact details for 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 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 to the webpage 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 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:



Home

Welcome to the Strategic Data Collection Service (SDCS)

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

From the sign in page, click the **'Register'** button.



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 [View](#). 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](#)

Copyright © 2016, the Health and Social Care Information Centre. All rights reserved. v1.1.257.713

Complete the registration form by filling out each of the fields in the form. Once complete, click **‘Create My Account’**.



Create your NHS Digital account

Tell us your name and other details

(All fields are required)

You 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



Having trouble?

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

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

Copyright © 2016, the Health and Social Care Information Centre. All rights reserved. v1.1.257.713

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

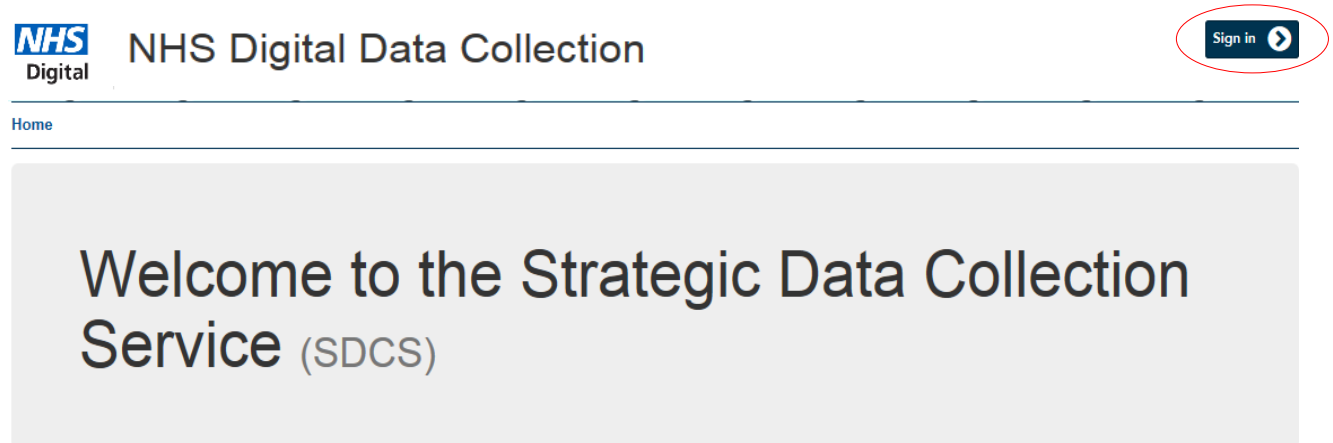
been successful you will be able to sign in to the system using your email address as your username and the password.

2.4 Signing in and out of the SDCS system

Once an 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.

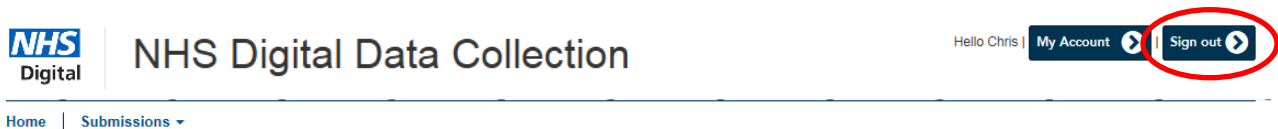
If you do not have a NHS Digital account, click the Register button and follow the steps in Section 2.3.1.

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.

If you are submitting a file, 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 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 proformas are used and no alterations are made.

Each collection uses a specific proforma obtainable through the SDCS system (see section 3.1) or available on the NHS Digital Data Collections website:

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

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

Please note the screens that follow in this guidance document mainly relate to the MHA collection. Other collections can be completed using this guidance as the process is the same.

The screenshot shows the 'Create Data Collection Submission' page. At the top left is the NHS Digital logo. The page title is 'NHS Digital Data Collection'. On the top right, it says 'Hello richard murray' with 'My Account' and 'Sign out' buttons. Below the title are 'Home' and 'Submissions' navigation links. The main heading is 'Create Data Collection Submission' with a 'View Guidance' link. A yellow banner states: 'This is a TEST Submission, you are still required to SUBMIT DATA for this period.' The form includes: 'Collection' dropdown (MHA Acute) with a 'Download Proforma' button; 'Organisation' dropdown (NHS DIGITAL); 'Period' dropdown (Test 2); 'Data File' upload field with a 'Choose file' button; 'Submit Nil Return' checkbox; 'Notes [* Optional]' text area; a checked 'Test Submission' checkbox; and a 'Create' button.

3.1 Downloading a Template

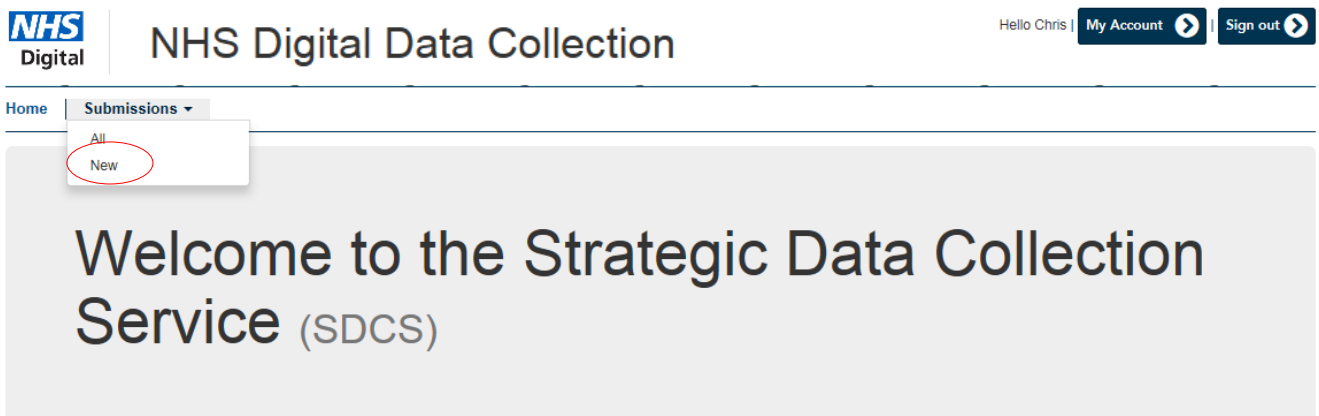
If you do not have a proforma to enter your data on, you can obtain one directly from the system.

1. Open your web browser

Once your browser is open enter the following web address (URL) into the address bar at the top of the browser:

<https://datacollection.sdcs.digital.nhs.uk/>

This URL will take you to the SDCS home 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.

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

- Click on **Download Proforma** and follow your web browser's instructions to complete the download. You should save the proforma onto your local drive.

The screenshot shows the 'Create Data Collection Submission' page in the NHS Digital Data Collection system. The page includes the NHS Digital logo, the user name 'Hello richard murray', and links for 'My Account' and 'Sign out'. The main content area has a 'View Guidance' link and a form with the following fields:

- Collection:** MHA Acute (dropdown menu)
- Organisation:** NHS DIGITAL (dropdown menu)
- Period:** Test 2 (dropdown menu)
- Data File:** A grey bar with a 'Choose file' button.
- Submit Nil Return:** An unchecked checkbox.
- Notes [Optional]:** A large text input area.
- Test Submission:** An unchecked checkbox.
- Create:** A button with a right-pointing arrow.

The 'Download Proforma' button, located to the right of the 'Collection' dropdown, is circled in red.

3.2 Submitting data files

Once your file is complete, 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 system from a test submission.

The screenshot shows the 'Submissions' page in the NHS Digital Data Collection system. The page includes the NHS Digital logo, the user name 'Hello Chris', and links for 'My Account' and 'Sign out'. The main content area has a 'Home' link and a 'Submissions' dropdown menu. The dropdown menu is open, showing 'All' and 'New' options. The 'New' option is circled in red. Below the dropdown menu, there is a large grey banner with the text 'Welcome to the Strategic Data Collection Service (SDCS)'.

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

- Click **Choose File** 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.

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

The screenshot shows the 'Create Data Collection Submission' page. At the top, there's the NHS Digital logo and the text 'NHS Digital Data Collection'. Below that, there are navigation links for 'Home' and 'Submissions'. The main heading is 'Create Data Collection Submission'. A yellow banner states: 'This is a TEST Submission, you are still required to SUBMIT DATA for this period.' The form contains several fields: 'Collection' (MHA Acute), 'Organisation' (NHS DIGITAL), and 'Period' (Test 2). There are also buttons for 'Download Proforma' and 'Choose file'. A 'Submit Nil Return' checkbox is unchecked. A 'Notes [* Optional]' text area is present. At the bottom, the 'Test Submission' checkbox is checked, and a 'Create' button is highlighted.

3. Click **'Create'**.

3.2.2 Submitting a file:

The screenshot shows the 'Submissions' page. At the top, there's the NHS Digital logo and the text 'NHS Digital Data Collection'. Below that, there are navigation links for 'Home' and 'Submissions'. The 'Submissions' dropdown menu is open, showing 'All' and 'New' options. The 'New' option is circled in red. The main heading is 'Welcome to the Strategic Data Collection Service (SDCS)'. There are also buttons for 'My Account' and 'Sign out'.

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

The screenshot shows the 'Create Data Collection Submission' page. At the top left is the NHS Digital logo and the text 'NHS Digital Data Collection'. At the top right, it says 'Hello richard murray | My Account | Sign out'. Below the header is a navigation bar with 'Home | Submissions'. The main heading is 'Create Data Collection Submission' with a 'View Guidance' link. The form contains several fields: 'Collection' (MHA Acute), 'Organisation' (NHS DIGITAL), 'Period' (Test 2), 'Data File' (with a 'Choose file' button circled in red), 'Submit Nil Return' (checkbox), and 'Notes [* Optional]' (text area). At the bottom, there is a 'Test Submission' checkbox and a 'Create' button.

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

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'**.

This screenshot is identical to the one above, showing the 'Create Data Collection Submission' page. The 'Create' button at the bottom 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 3.2.4 for more detail. (This does not apply to test submissions).

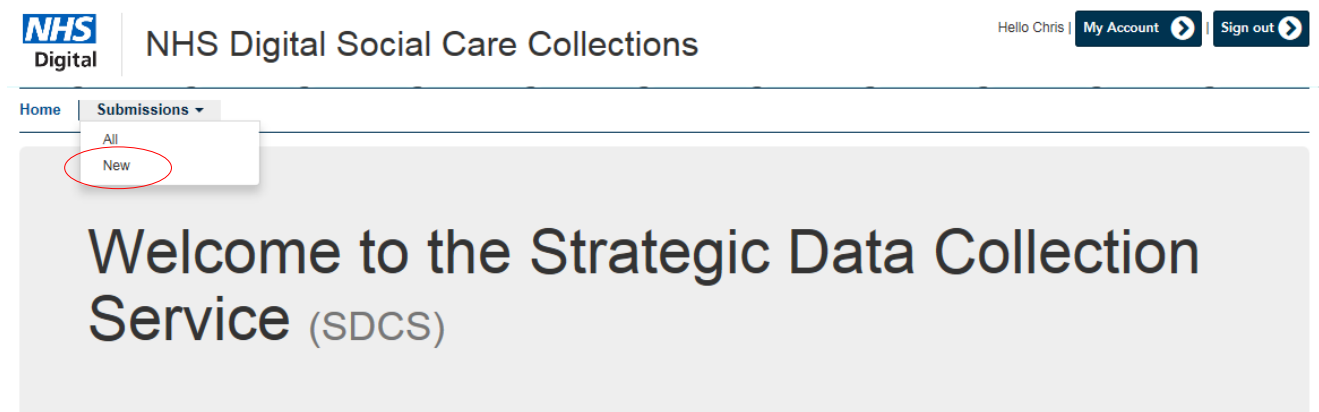
Please Note: Once you click Create the page is set to auto refresh every ten seconds, therefore even though the system may appear not to be processing your submission it will be. Additionally submissions will continue to be loaded even if you navigate away from the above page.

You can only submit one file per organisation per period at any one time. You will be presented with a warning message should this be attempted.

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

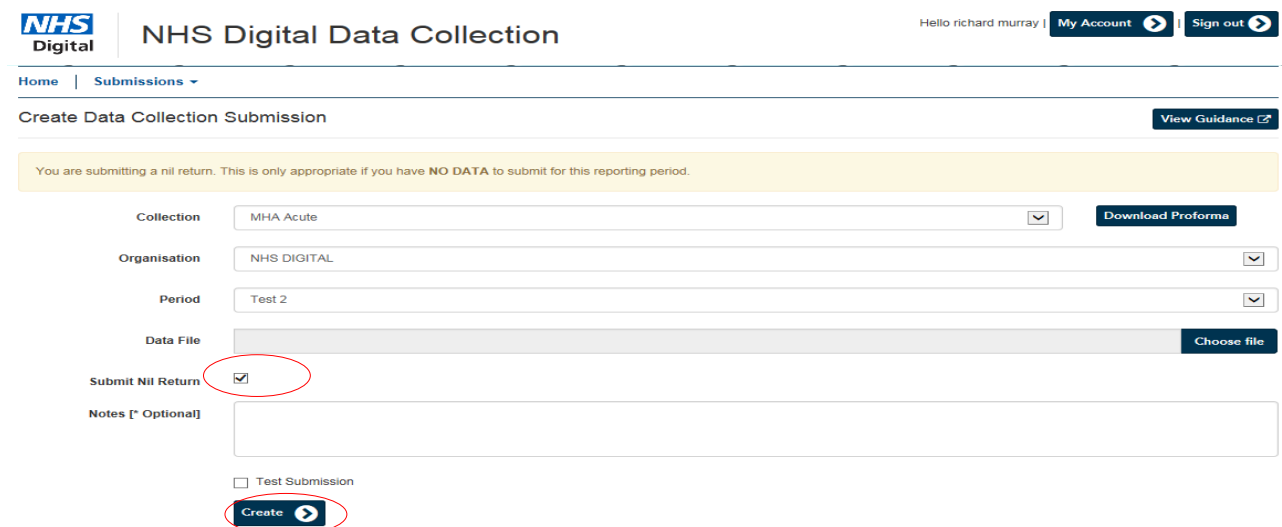
3.2.3 Submitting a Nil Return

Please Note: Only tick the Nil Return button if you have NO DATA to submit for your organisation.



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

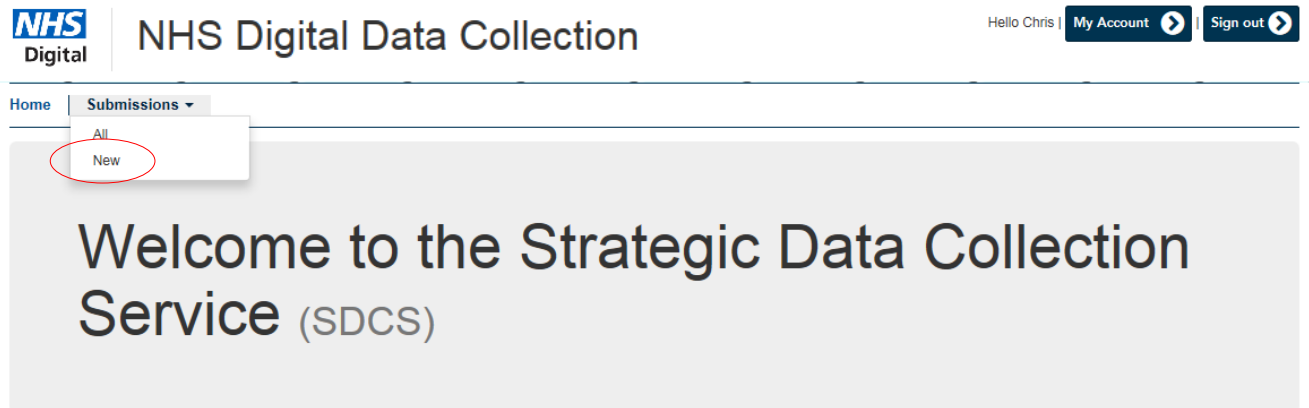
1. Ensure the correct collection/organisation and period are selected before ticking the submit nil return button then click **'Create'** as indicated below.



3.2.4 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 onto the system. The steps below explain how this is done.

Resubmitting data:



1. Navigate to the **New Submissions** page.
2. Click '**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**'.

The screenshot shows the 'Create Data Collection Submission' page. At the top, there is a red error message: "There is a problem with this Submission. Please see below for details." Below this, the form includes fields for 'Collection' (MHA_Acute...), 'Organisation' (NHS DIGITAL), 'Period' (testing process), and 'Data File' (Copy of MHA collection for acute trusts proforma.xlsx). There are buttons for 'Download Proforma' and 'Choose file'. A 'Submit Nil Return' checkbox is unchecked. The 'Notes [* Optional]' field is empty. Below the notes, there are checkboxes for 'Test Submission' and 'Allow Resubmit'. The 'Allow Resubmit' checkbox is checked and circled in red. Below it, a red message reads: "A submission for this period already exists. Please confirm you wish to replace it." At the bottom, there is a 'Create' button with a right-pointing arrow.

5. Ticking the ‘**Allow Resubmit**’ box and clicking ‘**Create**’ will overwrite data currently held for that reporting period in the data store.

3.2.5 Submitting data for more than one collection

The screenshot shows the 'Create Social Care Submission' page. It features a 'Collection' dropdown menu with the text 'Select Collection' and a 'Download' button to its right. The page header includes the NHS Digital logo and the text 'NHS Digital Data Collection'. The user is identified as 'Hello Chris' with 'My Account' and 'Sign out' buttons. The navigation bar shows 'Home' and 'Submissions'.

If you submit data for more than one collection when you click to make a New Submission as detailed in Section 3.2.2 you will be presented with the following screen:

This screenshot shows the 'Collection' dropdown menu from the previous form. The dropdown is open, displaying three options: 'Select Collection', 'ASC-FR', and 'SALT'. A 'Download' button is visible to the right of the dropdown.

To proceed, simply select the collection for which you would like to submit data from the drop down box:

Create Social Care Submission

[View Guidance](#)

Collection: ASC-FR [Download](#)

Organisation: HEALTH AND SOCIAL CARE INFORMATION CENTRE

Period: 2015-2016

Data File: [Choose file](#)

Notes [* Optional]

Test Submission

[Create](#)

Once you have selected your collection you will then be asked to select your organisation. Once this has been done you should be able to proceed as normal:

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

Welcome to the Strategic Data Collection Service (SDCS)

Navigate to the **All Submissions** page.

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

Submission Filters									
Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions	
15/12/2016 08:55:46	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	matthew.sheard@nhs.net	Complete		Detail	
30/11/2016 14:37:01	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	michellehandley@hscic.gov.uk	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.

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.

Tests: a tick shows if the submission was a test submission.

2. To activate a filter press return.

Submission Filters									
Submitted	Collection	Org Code	Organisation	Period	Submitted By	Current Stage	Test	Actions	
04/11/2016 11:33:39	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	matthew.sheard@nhs.net	Test Complete	✓	Detail	
02/11/2016 07:55:48	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	vanessamurray@nhs.net	Errored		Detail	
27/10/2016 14:16:53	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	vanessamurray@nhs.net	Complete		Detail	
15/12/2016 08:55:46	SALT	X26	HEALTH AND SOCIAL CARE INFORMATION CENTRE	SALT Reporting period Q1 2015-16	matthew.sheard@nhs.net	Complete		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 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 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. Only one user per organisation is allowed. 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 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 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 2.1 '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 3.2.4 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

Part of the Government Statistical Service

This publication may be requested in large print or other formats.

For further information:

www.digital.nhs.uk

0300 303 5678

enquiries@nhsdigital.nhs.uk

Copyright © 2017 NHS Digital. All rights reserved.

This work remains the sole and exclusive property of NHS Digital and may only be reproduced where there is explicit reference to the ownership of the NHS Digital.

This work may be re-used by NHS and government organisations without permission