



*National Treatment Agency
for Substance Misuse*

National Drug Treatment Monitoring System (NDTMS)

NDTMS Data Entry Tool

Regional User Guide

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1 Revision History

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0.1 draft	D.Cohen	Regional User Guide built from Full Guide	29/03/2006
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2 External References

No	Description	Version
1	DET User Guide – Navigation Component	0.1
2	DET Agency User Guide	2.1
3	NDTMS DET – Terms and Conditions	0.1
4	NDTMS DET – Minimum Environment Criteria	0.3

References to the above documents will be indicated by square brackets (eg [1])

3 Outstanding Issues

No	Section	Description

4 Significant Changes (in this issue)

No	Section	Description

5 Distribution

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7 Introduction

The National Drug Treatment Monitoring System (NDTMS) Data Entry Tool (DET) allows drug treatment agencies (service providers) to capture essential client information and then to extract this information in a file format that can be submitted to the NDTMS regional offices.

This document is aimed at:

- Those working in a regional NDTMS centre (region user)

The NDTMS DET will only be used by those agencies categorised as active for using the DET at a regional level.

The regional DET administrator will never be able to view the client data stored within the DET.

The DET requires its user to agree with certain terms and conditions; these can be found at [3].

The minimum system requirements for using the DET can be found at [4].

8 Getting started

This section details the steps required for getting started with the DET.

8.1 Logging in to the system

Users access the DET via the Internet. The web address is <https://www.ndtms.org/det/>

Important note: you must type in the web address exactly as above (with trailing /); older Internet browsers may not display the page correctly otherwise.

If the website is unavailable (e.g. page not available), help can be obtained from the NTA website:

<http://www.nta.nhs.uk/programme/national/contacts.htm>

If you are unable to access the DET (user name not recognised), please contact your regional administrator using the phone number given on the login screen.

8.2 A note on passwords

- First time users will be requested to change their password.
- Passwords must be between 6 and 20 characters
- Passwords must contain at least one number and one letter.
- A new password cannot be the same as the previous password or the username.
- If an invalid password is entered three times in a row, the user name will be disabled.

For example, a valid password might be: RegionYH3

Please contact NTA head office to reset the password.

8.3 Changing passwords

Password changes may be enforced if your user account requires it so this screen may appear directly after you log on.

Administration		Change Password	Logout	Help
Change Password				
Username	reguser			
Current Password				
New Password				
Confirm Password				
<input type="button" value="Change Password"/>				

SS001

To change your password:

- Click on "Change Password" link (SS001)
- Enter your current password in the "Current Password" box
- Enter your new password in the "New Password" box
- Enter your new password in the "Confirm Password" box
- Press "Change Password" button

8.4 Lost or forgotten passwords

You can retrieve your password if you have forgotten it. To do this, follow these steps:

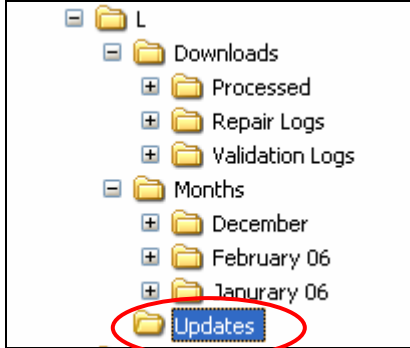
- Click on "Lost Password" link on the DET homepage
- Enter your email address associated with your user name
- Press the "Email Password" button

9 The basics of the DET

9.1 DET folders

Below shows the relevant FTP folder where all data updates must be stored (over-written), as detailed in section [9.2 below](#) (SS003).

This directory is where to store the ECMS_Data.mdb and ECMS_Agencies.mdb files.



SS003

9.2 Settings and importing variables

Before the regional NDTMS teams can administer and manage the DET, certain variable types must be set in ECMS and subsequently imported into the DET.

The DET uses reference data and other variables driven from ECMS to populate regional variance. All the variables listed below are mastered and maintained at a region level using ECMS databases (i.e. the data database "Tab_SYSTEM_Setup" table).

The sections below detail how to alter and amend this table.

9.2.1 Post code truncation options

Each regional NDTMS team can set the post code truncation options (i.e. to allow full post codes or not).

To do this, follow these steps:

- Open the ECMS data database
- Open the table Tab_SYSTEM_Setup
- Check the flag "FullPostCode" to allow full post codes, uncheck the flag to opt out (see screen shot below SS004)

	Region_Code	FullPostCode	NextIndividualNumber	NextUploadINumber	NextCJIP_Export	Last
•	L	<input checked="" type="checkbox"/>	81	1		1
*		<input type="checkbox"/>	1	1		1

SS004

Close and exit the database, or continue making changes to the table as described in the sections below. Ensure that the data database is then FTPed to the "Updates" DET server directory, as shown in section [9.1 above](#)

The regional DET administrator will then need to log in to the DET to upload the data database:

- Click on the "Administration" link
- Click on the "Reference Data" link
- Click on the button "Close System to Users"
- Click on the button "Run Regional Data Update"

9.2.2 Regional contact number

The regional DET administrator can also amend the regional contact telephone number that appears on the DET help support page. To do this, follow these steps:

- Open the ECMS data database
- Open the table Tab_SYSTEM_Setup
- Insert a numeric value representing the telephone number in the field "NDTMS_RegionalContactNo" (as shown below SS005)

	NDTMS_RegionalContactNo	FUP_SubmissionThreshold
02072618926		0
*		0

SS005

Close and exit the database, or continue making changes to the table as described in the sections below. Ensure that the data database is then FTPed to the “Updates” DET server directory, as shown in section [9.1 above](#)

The regional DET administrator will then need to log in to the DET to upload the data database

- Click on the “Administration” link
- Click on the “Reference Data” link
- Click on the button “Close System to Users”
- Click on the button “Run Regional Data Update”

9.2.3 Regional email address

The regional DET administrator can amend the regional email address that appears on the DET help support page. To do this, follow these steps:

- Open the ECMS data database
- Open the table Tab_SYSTEM_Setup
- Insert a numeric value representing the telephone number in the field “NDTMS_RegionalContactEmail” (as shown below SS006)

NDTMS_RegionalContactEmail
region.test@region.nhs.uk

SS006

Close and exit the database, or continue making changes to the table as described in the sections below. Ensure that the data database is then FTPed to the “Updates” DET server directory, as shown in section [9.1 above](#)

The regional DET administrator will then need to log in to the DET to upload the data database

- Click on the “Administration” link
- Click on the “Reference Data” link
- Click on the button “Close System to Users”
- Click on the button “Run Regional Data Update”

9.3 Regional options

9.3.1 Regional options

Regional fields (like INJECT or SHARE) are now mastered inside the DET at a regional level.

To manage the regional field options:

- Click on the “Administration” link
- Click on “Regional Options” (the page below is then displayed SS007)

Administration		Change Password Logout Help
Options Edit Regional Options < Administration	<h2 style="color: purple;">Regional Options</h2>	
	Region	L
	LA	Enabled
	INJECT	Enabled
	SHARE	Enabled
	PREVHEPB	Enabled
	HEPCPOS	Enabled
	REFHEPGY	Enabled
	SEXWKCAT	Enabled
	SEXUAL	Enabled

SS007

To edit these options, click on “Edit Regional Options”.

The following screen is then displayed SS008:

Administration		Change Password Logout Help
Options < Regional Options < Administration	<h2 style="color: purple;">Edit Agency Options</h2>	
	Region	L
		Check box to enable regional field
	LA	<input checked="" type="checkbox"/>
	INJECT	<input checked="" type="checkbox"/>
	SHARE	<input checked="" type="checkbox"/>
	PREVHEPB	<input checked="" type="checkbox"/>
	HEPCPOS	<input checked="" type="checkbox"/>
	REFHEPGY	<input checked="" type="checkbox"/>
	SEXWKCAT	<input checked="" type="checkbox"/>
	SEXUAL	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

SS008

The regional NDTMS team can then de/select each regional field for data collection in the DET.

9.3.2 Extract type options

These options are now managed at the agency level – the regional teams may need to guide their agency users in the process of using the correct extract types.

Please refer to the agency user guide for further details.

9.4 Regional data

The DET will also display information about the regional data setup; version numbers and dates of last updates.

9.4.1 Regional data

To view these:

- Click on the “Administration” link
- Click on the “Regional data” link

The following page will display (SS009)

Administration		Change Password	Logout	Help
Options < Administration	Regional Data			
	Region	L		
	Opt-In to Full Postcode	Enabled		
	Regional Data Version	8.9		
	Last Regional Update	06/03/2007 10:44:32		
	Agency Data Version	4.6		
	Last Agency Update	06/03/2007 10:44:34		
	Regional Contact Number	0207 261 8926		
	Regional Contact Email	matthew.heap@nta-nhs.org.uk		

SS009

9.5 Maintaining agencies

Much like the reference data import process described previously, the DET holds agency details imported from the ECMS agency database. Maintaining and managing this agency database is therefore critical to ensure that the DET holds the most up-to-date information.

Regularly review and amend agency details, specially:

- Agency name
- Agency codes
- Agency post code
- Agency active and de-active dates
- Agency computer system
- Extract source system
- DAT name

To upload an agency database to the DET, follow these steps:

- Log in to the DET as a regional administrator
- Ensure that the agency database is located in the correct DET server directory
- Click on the "Administration" link
- Click on the "Reference data" link
- Click on the button "Close System to Users"
- Click on the button "Run Agency Details Update"

9.6 Access and entitlement

Each regional NDTMS centre will be given a single user name and password with which to create all agency admin users within their region.

9.6.1 Creating an agency administrator user account

To create an agency administrator user account, follow these steps:

- Click on the "Administration" link
- Click on the "User Maintenance" link
- Click on "Create a new user" link
- Fill in the user's first and last name
- Fill in the user's email address
- Fill the user's telephone number
- Select "agency admin" from the access level drop down menu
- Assign the user a unique username
- Ensure that the region name is correct
- Press "Create user" button to save, or "cancel" button to cancel (SS010)

Administration		Change Password	Logout	Help
Options < User Maintenance < Administration	Create a New User			
	First Name	<input type="text" value="Matt"/>	*	
	Last Name	<input type="text" value="Heap"/>	*	
	Email Address	<input type="text" value="matthew.heap@nta-nhs.org.uk"/>	*	
	Confirm Email Address	<input type="text" value="matthew.heap@nta-nhs.org.uk"/>	*	
	Telephone	<input type="text" value="02072618926"/>		
	Access Level	<input type="text" value="Agency Admin"/>	▼	
	User Name	<input type="text" value="mheap1"/>	*	
	Agency	<input type="text" value="EM agency 1 (T0001)"/>	▼	
		<input type="button" value="Create User"/>	<input type="button" value="Cancel"/>	

SS010

9.6.2 Resetting a user's password

The regional administrator may need to reset a user's password from time to time. This can be achieved from the DET Administration screen.

To reset a user's password, follow these steps:

- Click on the "Administration" link
- Click on the "User Maintenance" link
- Click on the "Edit" link for the user whose password you want to reset
- Click on the "Reset User Password" link (see screen below SS011)

Administration		Change Password	Logout	Help
Options Reset User Password Enable / Disable User < User Maintenance < Administration	Edit User			
	First Name	<input type="text" value="AgencyAdminKW"/>	*	
	Last Name	<input type="text" value="Test"/>	*	
	Email Address	<input type="text" value="ndtms.admin@nta-nhs.org.uk"/>	*	
	Confirm Email Address	<input type="text" value="ndtms.admin@nta-nhs.org.uk"/>	*	
	Telephone	<input type="text" value="020 7261 8926"/>		
	Access Level	<input type="text" value="Agency Admin"/>	▼	
		<input checked="" type="checkbox"/> User is a key worker		
	User Name	<input type="text" value="agadmn3"/>		
	Current Agency	<input type="text" value="EM agency 1"/>		
	Select Agency	<input type="text" value="Select new agency for user..."/>	▼	
	Enabled/Disabled	<input type="text" value="Enabled"/>		
	Disabled By	<input type="text" value="N/A"/>		
	Disabled Date	<input type="text" value="N/A"/>		
	Created By	<input type="text" value="11/09/2006"/>		
	Created Date	<input type="text" value="loagr1"/>		
	Last Updated By			
	Last Updated Date			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

SS011

- Press the "Reset" button to reset the password (SS012)

Administration		Change Password	Logout	Help
Options < Edit User < User Maintenance < Administration	<h3>Reset User Password</h3> <p> User Name testregion First Name Test Last Name Test </p> <p style="text-align: right;"> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>			

SS012

- The web page (shown in the screen shot directly below SS013) will then appear informing the agency administrator that the user's password has been reset, highlighting the new password in bold

Administration		Change Password	Logout	Help
Options < Edit User < User Maintenance < Administration	<h3>Reset User Password</h3> <p style="color: red;"> The user's password has been reset. Their new password is displayed below. An email has been sent to the user to notify them of the password change. </p> <p> User Name testregion First Name Test Last Name Test New Password 67p736 </p> <p style="text-align: right;"> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>			

SS013

An email is then automatically generated and sent to the user with their new password details.

10 Summary of monthly regional DET tasks

Below is a monthly checklist to help the regional DET administrator carry out regular tasks each month.

Working month		
Task		Pass (✓)/Fail (✗)
Ensure ECMS agency database is current and reflects current month		
Agencies should have correct optional values set (e.g. post code opt in)		
Agencies should have correct active and de-active dates		
Agencies should have correct commissioning DATs assigned		
Ensure ECMS data database settings are current and reflects current month		
All current local recodes should be loaded into ECMS data database		
System setup table should be correct with optional values		
NDTMS Regional Admin telephone number		
NDTMS Regional Admin email		
Post code truncation options		
Ensure that an initial ECMS agency database is loaded into the DET		
This should be the latest regional copy of the agency database		
Ensure that an initial ECMS data database is loaded into the DET		
This should be the latest regional copy of the data database		
Ensure that regional/agency user accounts are enabled/disabled properly		
Ensure that agency assignment for agency users is correct		

11 Frequently asked questions

This section details the most often asked question.

Question

Amending an erroneous modality record for a discharged episode is not possible

Currently, the only way to get around this problem is to remove the discharge date of the episode, correct the modality information and then reapply the discharge date.
