



***National Treatment Agency
for Substance Misuse***

National Drug Treatment Monitoring System (NDTMS)

NDTMS Drug and Alcohol Monitoring System (DAMS)

Agency User Guide

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1. Revision History

Version	Author	Purpose / Reason	Date
0.1 draft	D Cohen	Initial Draft	28/12/2005
1.0	M.Heap	Overhauled all sections in line with latest details	05/04/2006
1.1	M.Heap	Final tweaks made for issue to WM regional team pilot	10/04/2006
1.2	R.McKenna	Copyright statement added	10/04/2006
1.3	M.Heap	Amended DAMS web address	03/05/2006
1.4	R.McKenna	Logon process tweaked	05/06/2006
1.5	M.Heap	Amendments made in preparation for release 1.1	07/06/2006
1.6	M.Heap	Amendments made in preparation for release 1.2	29/08/2006
1.7	M.Heap	Final changes made for official release of 1.2	30/10/2006
1.8	M.Heap	Amendments made for later release of 1.2	24/11/2006
1.9	M.Heap	Minor amendments made for release 1.3	19/02/2007
1.91	M.Heap	Amendments made for release 1.4	30/03/2007
1.92	M.Heap	Replaced all instances of DAMS with DAMS	24/09/2007
1.93	A Juna	Updated the document in line with new functionality on DAMS Load Component Updated screenshots Further updates in line with reviewers suggestions such as grammatical and formatting checks	20/05/2009
1.94	A Juna	Updated the NDTMS DAMS User Guide by deleting appropriate parts of section 10	29/06/2009
1.95	P. Mantrala	Addition of section 8.2 – Terms & Conditions	10/10/2010
1.96	P. Mantrala	Updated the document to bring it in line with the changes in DAMS load component	10/01/2011

2. External References

No	Description	Version
1	NDTMS DAMS – Technical Specification	6.1.1
2	NDTMS DAMS – Functional Specification	1.0
3	NDTMS DAMS – Operational Processes	0.2
4	NDTMS DAMS – Terms and Conditions	2007-03-26
5	NDTMS DAMS – Minimum Environment Criteria	0.3
6	NDTMS DAMS – Regional User Guide	1.12

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

3. Outstanding Issues

No	Sec	Description

4. Significant Changes (in this issue)

No	Section	Description
1	9.2	Supported filenames have been restricted
2	10.1	Submitting a file for loading is now reliant on load and data quality

5. Distribution

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7. Introduction

This document details the process steps for using the NDTMS DAMS as an agency user.

The system allows treatment providers (i.e. agencies) to validate and upload their agency files for monthly data submission to the NDTMS Programme.

This system requires its user to agree to certain terms and conditions; these can be found at [4].

The minimum system requirements for using the DAMS can be found at [5].

7.1 Copyright

Copyright for NDTMS, the DAMS, and this User Guide is the property of the National Treatment Agency for Substance Misuse.

7.2 An overview of main facilities

Each geographic NDTMS region has its own web system server.

These regional systems allow agencies within the regions to validate/submit data to the regional NDTMS team.

Each regional NDTMS team will manage and maintain its own web system.

7.2.1 Agency functions

The agency (or DAT if directed by the region) can carry out the following basic system procedures (further details of these can be found at [9]):

- validate file(s) online – as many times as they wish per month
- view results of validation via a validation summary or detailed validation report, this can either be viewed on screen or downloaded as an excel spreadsheet or pdf document
- submit files to NDTMS regional teams for monthly submissions
- view data load results (i.e. load reports)

8. Getting started

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

8.1 Logging in to the system

All users access the system via the Internet. The web address is <https://www.ndtms.org/DAMS/>

Important note: you must type in the web address exactly as above (with trailing /), otherwise access will not be granted.

If the website is unavailable (e.g. page not available), or you are unable to access the system (eg user name not recognised), please contact your regional administrator using the phone number given on the login screen. Further contact details are given on the NTA website at:

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

8.2 Terms & Conditions

First time users of DAMS are presented with a terms & conditions page. It is mandatory that the user reads and accepts the terms & conditions before checking the box and clicking on the "Continue" button. Thereafter this screen doesn't appear at each login attempt.

The screenshot shows the NDTMS DAMS - London interface. At the top, there is a navigation menu with links: Upload File, Month Status View, Reports, Administration, Change Password, Logout, and Help. The current page is 'Month Status View', and the user is logged in as 'nupuserL' on 25-11-2010. The 'Change Password' form is visible, with fields for Username (nupuserL), Current Password, and New Password. A dialog box titled 'DAMS terms and conditions' is overlaid on the form. The dialog box contains two sections: 'Our Responsibilities' and 'Your Responsibilities', each with a list of five points. At the bottom of the dialog box, there is a checkbox labeled 'I have read and agree to the DAMS terms and conditions', and two buttons: 'Continue' and 'Exit'.

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Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View Logged in as: nupuserL Today's Date: 25-11-2010

Change Password

Username nupuserL
Current Password
New Password

Cor **DAMS terms and conditions**

Our Responsibilities

1. We will securely look after any data that is validated, submitted, transferred and loaded using this system (DAMS) in compliance with all relevant UK legislation.
2. We need to sometimes access the system (DAMS) for the purpose of support and maintenance. However, the NTA undertakes not to access the contents of any data file or summary reports unless consented to do so.
3. We will make all reasonable efforts to ensure that the system (DAMS) is available for use as per the NDTMS timetable, but we cannot be held responsible for any consequential loss to you from the system (DAMS) being unavailable.
4. We will not disclose any personal data held on the system about you to anybody else, except when required by law.

Your Responsibilities

1. You agree that you will keep your password details secure and will not disclose them to anyone else for any purpose. You will notify us if you believe security may have been compromised.
2. You agree that you will not use the system (DAMS) to transfer any data in breach of the law. This includes any data whose transfer would infringe intellectual property rights.
3. You agree that you will not configure any automated system to connect to our system (DAMS) in such a manner as to risk causing excessive load either on the server or our networks. In particular you agree not to configure a computer or other similar device to automatically upload files onto our system (DAMS).
4. You understand that any data uploaded onto our system (DAMS) will be accessible to the administrators and NTA development teams of our system (DAMS).
5. You recognise that breach of any of the above may result in the termination of your access to this service.

I have read and agree to the DAMS terms and conditions

Continue Exit

8.3 A note on passwords

First time users will be requested to change their password after initial log on.

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: AgencyYH3

Please contact your regional DAMS administrator to reset the password.

8.4 Changing passwords

Password changes may be enforced if your user account requires it so the screen below (Figure 1) may appear directly after you log on.

The screenshot shows the 'Change Password' interface for NDTMS DAMS - London. At the top, there is a navigation bar with links: 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Change Password' link is highlighted. Below the navigation bar, the page title is 'Change Password'. The form contains the following elements:

- Username:** nupuserL
- Current Password:** [Text input field]
- New Password:** [Text input field]
- Confirm Password:** [Text input field]
- Change Password:** [Submit button]

At the bottom right of the page, it says 'Logged in as: nupuserL Today's Date: 02-06-2009'.

Figure 1

Users can change their password at any time using the "Change Password" link at the top of the screen.

To change your password:

Click on "Change Password" link

Enter your current password in the "Current Password" box

Enter your new password in the "New Password" box

Enter your new password again in the "Confirm Password" box

Press "Change Password" button

8.5 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 system homepage

Enter your email address associated with your user name

Press the "Email Password" button

9. The basics of the DAMS

9.1 Viewing submissions (Month Status View)

Once you have logged in to the system, the screen below (figure 2) will appear showing the activity for those agencies which you have access to.

Each agency is displayed in its own section, beneath which are rows showing agency files that have been validated/uploaded, along with the corresponding file status.

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DAMS - London

Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View
Logged in as: nupuserL Today's Date: 06-12-2010

Active Filter: Current Month (Jun-10); [Clear Filter](#) Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

Select a preset filter or choose a specific agency to view

AD001 (Adult only agency)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
AD001-20101021-20101009-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:41	1	0	1	0	100%	0%	1	Validated Validation
AD001-20101021-20101008-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:40	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101007-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:38	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101006-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:36	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101005-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:32	1	0	1	0	100%	100%	1	Loaded Validation
AD001-20101021-20101004-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:31	1	0	1	0	100%	100%	1	Loaded Validation

AD002 (Adult Only Agency 1)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
AD002-20050401-20101105-TREAT-IN-G.CSV	2	nupuserL	02-12-2010 10:58	9200	0	9200	0	100%	95%	1	Loaded Validation
AD002-20050401-20101105-TREAT-IN-G.CSV	1	nupuserL	01-12-2010 16:44	9200	0	9200	0	100%	95%	1	TechnicalFailure Validation

L0001 (Axe Street Project)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
L0001-20101021-20101020-TREAT-IN-G.csv	1	nupuserL	01-12-2010 16:27	51	0	51	0	100%	0%	1	Validated Validation
L0001-20101021-20101014-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:17	1	0	1	0	100%	0%	1	Validated Validation
L0001-20101021-20101013-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:16	1	0	1	0	100%	0%	1	Validated Validation
L0001-20101021-20101012-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:09	51	0	51	0	100%	0%	1	Loaded Validation
L0001-20101021-20101011-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:07	51	0	51	0	100%	0%	1	Rejected Validation
L0001-19940522-											

Figure 2

9.1.1 Column descriptions

Column name	Description of column
Filename	The name of the file that has been validated/uploaded
Ver	The version number of the file (an incremental number assigned when re-validating or re-loading the same file)
Uploaded By	The system username who uploaded the file
Date	The date and time that the file was uploaded
Records	The count of non-blank records in the file
Blanks	The count of blank records in the file
Valid	The count of valid records in the file
Invalid	The count of invalid records in the file
Load%	The percentage of records loaded (i.e. valid records divided by number of records)
DQ%	The data quality percentage (i.e. number of records with no errors or warns divided by number of records)
Agys	The count of contributing agencies in file
File Status	The current status of file (see section 10.1.2 for further details)
Validation	Takes user to the validation summary and the file comparison with the previous submission

9.1.2 The status of a file

This section describes the various statuses that a file can be assigned:

File status	Description
Error	The file has not been validated; occurs if the validation process has stopped or exceptions have occurred (i.e. file-level errors)
Failed	The file has failed the validation rules and cannot be submitted
Validated	The file has been validated and is ready to submit for loading
Submitted	The file has been submitted for loading
Loaded	The file has been loaded
Rejected	A file submitted for loading has been rejected
Load Fail	A file has failed the load process
Await Loading	A File has been submitted to the Queue to be Loaded
Processing	The file is being processed by the load queue

9.2 Supported file names

The DAMS supports the following file naming conventions for agency submissions:

AAAAA-YYYYMMDD-yyyyymmdd-TREAT-IN-X.CSV
AAAAAA-YYYYMMDD-yyyyymmdd-TREAT-IN-X.CSV

Where:

AAAA or AAAAA is the agency code

YYYYMMDD is the start date

yyyyymmdd is the end date

X is the dataset type (as a minimum E and F type files will be accepted in release 1.3)

The DAMS no longer supports these file naming conventions:

AAAAA-YYYYMMDD-yyyyymmdd-TREAT-IN-X-Vnn-BB.CSV
AAAAA-YYYYMMDD-yyyyymmdd-TREAT-IN-X-R-Vnn-BB.CSV

Where:

Vnn is the version number of the application used to generate the file

BB are the initials of the person who approved the input file (prior to submission)

9.3 Applying a filter to the views

The user can apply a simple filter to the agency file submissions view (i.e. monthly status view) to narrow down the selection. This is quite helpful if you have several agencies in your monthly status view and only want to view one of them.

The user can filter on the following:

- File status
- Current month
- Agency

The choices of filter options are restricted to those in the drop down menus.

Once you have selected your filter/s, press the “Go” button to apply. You can apply more than one filter, one after the other.

The screen shot below (figure 3) shows three orange circles highlighting that all three filters have been applied to the monthly status view (i.e. only validated files, for the agency L0628, presented to the DAMS during the January 09 period).

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Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View Logged in as: nupuserL Today's Date: 02-06-2009

Active Filter: Validated ; L0628 (CRI-Substance Misuse Engagement Team); Current Month (Jan-09);
Clear Filter
Select a preset filter or choose a specific agency to view

Current Month: Jan-09 Month Close Date: 11-02-2009
This month is open and is accepting new files

Validated Go Current Month (Jan-09) Go

L0628 (CRI-Substance Misuse Engagement Team) Go Select Report... Go

L0628 (CRI-Substance Misuse Engagement Team)

Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
L0628-20090513-20090518-TREAT-IN-E.csv	2	L0628 02-06-2009 11:45	6	0	6	0	100%	100%	1	Validated Validation Load

Figure 3

9.3.1 Clear (reset) the filters

To return to a full list of files the filter must be cleared. This is done by choosing the ‘clear filter’ option which is at the top of the screen at the centre (see screen shot directly above, shown by red circle).

9.3.2 Viewing previous months

Previous months submissions can be viewed using the drop down menu at the very top right of the screen. By selecting any month from this drop down menu, only those files presented to the DAMS within that reporting period will be shown.

9.4 File validation summary

From the month status view screen, click on the “validation” link (on the right hand side of each file validation entry).

This link will then display the validation summary, current submission file data, previously submitted data and mis-matched records for this file.

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Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View Logged in as: nupuserL Today's Date: 06-12-2010

Active Filter: Current Month (Jun-10); [Clear Filter](#) Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

Select a preset filter or choose a specific agency to view

AD001 (Adult only agency)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
AD001-20101021-20101009-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:41	1	0	1	0	100%	0%	1	Validated	Validation
AD001-20101021-20101008-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:40	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101007-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:38	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101006-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:36	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101005-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:32	1	0	1	0	100%	100%	1	Loaded	Validation
AD001-20101021-20101004-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:31	1	0	1	0	100%	100%	1	Loaded	Validation

AD002 (Adult Only Agency 1)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
AD002-20050401-20101105-TREAT-IN-G.CSV	2	nupuserL	02-12-2010 10:58	9200	0	9200	0	100%	95%	1	Loaded	Validation
AD002-20050401-20101105-TREAT-IN-G.CSV	1	nupuserL	01-12-2010 16:44	9200	0	9200	0	100%	95%	1	TechnicalFailure	Validation

L0001 (Axe Street Project)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
L0001-20101021-20101020-TREAT-IN-G.csv	1	nupuserL	01-12-2010 16:27	51	0	51	0	100%	0%	1	Validated	Validation
L0001-20101021-20101014-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:17	1	0	1	0	100%	0%	1	Validated	Validation
L0001-20101021-20101013-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:16	1	0	1	0	100%	0%	1	Validated	Validation
L0001-20101021-20101012-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:09	51	0	51	0	100%	0%	1	Loaded	Validation
L0001-20101021-20101011-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:07	51	0	51	0	100%	0%	1	Rejected	Validation
L0001-19940522-												

Mis-matched records are not displayed when an agency's file is loaded for the very first time into DAMS as there is no data in the database to compare with.

[< Back](#) Validation Detail Missing Information Screen

Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

[Validation Summary](#)

[Detailed Validation](#)

[Detailed Mismatches](#)

File Information

Filename: AD001-20101021-20101008-TREAT-IN-G.csv
Version: 1
Agency: Adult only agency (AD001)
Month: Jun-10

File Status: Validated [File History](#)
Uploaded By: nupuserL 04/11/2010 16:40:01
Submitted By:
ECMS Load Date:

Submit File For Loading

Ignore mismatches?

Validation Summary Information

Records	Valid	Invalid	Load %	DQ %	Agys	Errors	No Consent
1	1	0	100 %	100 %	1	0	0

Current File Data

Validation errors relating to the file you have uploaded

No transactional file validations.

Error Level Key:

FATAL = Severe Data Error
ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error

Previously Submitted Data

Validation errors in your data when compared to information previously provided to NDTMS

Severity	Rule Description	Error Count
CHANGE	Episode ID value changed	1

Error Level Key:

ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error
CHANGE = Value changed

Missing Information

Data you have submitted in previous months missing from the file you have uploaded

No missing information found.

Missing Information Level Key:

CLIENT = Expected client record not present
EPISODE = Expected episode record not present
MODALITY = Expected modality record not present
TOP = Expected TOP record not present

9.4.1 File information

The first main section of this page shows the following:

Filename
File status
Version
Uploaded by
Agency
Submitted by
Month
ECMS Load Date (to be reviewed)

9.4.2 Validation summary information

The second section details the summary information, showing a file breakdown of the following:

The number of non-blank and blank records
The number of valid and non-valid records
The load and data quality percentage
The number of agencies
The number of errors

The number of No Consent records present in the file

9.4.3 Current submission file data

The third section details the validations for the data being submitted in the current submission file alone. It displays the rules summary of errors detailing the severity and counts.

Note: At this point the data in the file is not compared with the data in the database. The validations are from within the file itself.

9.4.4 Previously submitted data

This section was formerly called as “Load Report”. The information furnished in this section is the list of validations grouped by severities and the number of the error counts. Data in the transactional file is compared with the persisted data in the database at this stage to produce the results. E.g. A changed value in the current submission file for a particular field when compared with the value in the database is shown with a severity of INFO. The changed values are shown in the image below.

Previously submitted data			
Severity	Rule Description	Error Count	
CHANGE	Alcohol use value changed	1	Error Level Key: FATAL = Severe Data Error ERROR = Error within a Record WARN = Potential Data Error INFO = Data Query REPAIR = Repairable Data Error CHANGE = Value changed
	Assault value changed	1	
	Client ID value changed	2	
	Episode ID value changed	2	
	Ethnicity value changed	2	
	First Offered Modality Appointment Date changed	1	
	Modality Exit Status value changed	1	
	Modality ID value changed	1	
	Opiate use value changed	1	
	Other Theft value changed	1	
	Physical Health Status value changed	1	
	Psychological Health Status value changed	1	
	Quality of Life value changed	1	
	TOP ID value changed	18	

Figure 5

9.4.5 Missing Information

The fifth section displays the details of missing records. The client, episode, modality and TOP records of the loading agency that are present in the database but are not present in the transactional file will be displayed in this section.

9.5 Resolving Missing Records and Detailed Mismatches

The missing information table displays a list of all records that have previously been submitted to NDTMS, but are not present in the file that has just been submitted. The table shows the details of the record, including the date it was originally submitted to NDTMS, referral date, etc. For more information on the records, hover-over the ‘type’.

Where a client or episode record is missing in the latest file, any related episode, modality and TOP records associated with these are also displayed. These associated records appear in grey in the list and are known as the ‘child’ records. As each missing record is resolved by the user, the associated ‘child’ records are also resolved in the same way.

Missing Information [Pre-Delete Replace Provider Report \(Excel\)](#)

The following records have previously been submitted to the NDTMS, but are not present in this submission file. Each of these will need to be resolved before the file can be submitted successfully.

Attributers	Type	Agency Code	Date Submitted	Referral Date	Client Reference	Resolve	Edit
A,H,19471125,F	Episode	U0006	07/12/2010	15/02/2009	AI1008	Replace	Edit
A,H,19471125,F	TOP	U0006	07/12/2010	15/02/2009	AI1008	[]	
A,J,19471125,F	Modality	U0006	07/12/2010	15/02/2009	AK1010	Resolve	
A,U,19471125,F	TOP	U0006	07/12/2010	15/02/2009	AV1021	Resolve	

All missing records highlighted in this table **must be resolved** before the file can be successfully loaded. To view the options available in each case, hit 'Resolve'.

9.5.1 Resolving missing information

Within the new screen, the user is presented with details of the missing record(s) and options for resolving. Once the preferred option has been selected, hit the 'tick – ✓' at the bottom of the screen to save the changes. To exit the screen without saving changes, hit the red 'cross – X'.

Mis-matched record resolution (Modality)						
Client Details						
<u>First name initial</u>	<u>Surname initial</u>	<u>SEX</u>	<u>DOB</u>	<u>Client Ref</u>		
A	J	F	25/11/1947	AK1010		
The following record(s), previously submitted to NDTMS, are not present in the current submission file. Please select the appropriate action below in order to resolve this mis-match record:						
<u>Type of Mismatch</u>	<u>Agency Code</u>	<u>Referral Modality</u>	<u>Mod Type</u>	<u>Mod Start</u>	<u>Mod End</u>	<u>Mod Exit</u>
Modality	U0006	15/02/2009	Inpatient treatment	15/02/2009		
Mis-matched record resolution options						
Please note that the resolution option selected below will be applied to all treatment information associated with this modalities. For example, if you select the 'delete' option, all associated (child) records will be deleted from the performance figures indefinitely.						
Exclude modalities and associated information						
I Do not know if this record is correct or not, please ask me again next month. (Please note that this information will be excluded from performance figures unless it is re-submitted or the 'include' option below is selected in future)						
<input type="radio"/>						
Include modalities and associated information						
I have checked this record and I confirm it is correct and should be included in the performance figures						
<input type="radio"/>						
Delete modalities and associated information						
This record is incorrect and should be excluded from performance figures indefinitely.						
<input type="radio"/>						
Replace modalities and associated information						
A record has been submitted in this latest file, which appears to be related to the missing information. If the data below relates to the same record, please select replace.						

No changes are made to the data at this time, and you can therefore change your selected resolution option, by editing the missing record. The changes to your agency database are applied once all the missing records have been resolved and the file is submitted for loading. The four options for resolving missing records are outlined below:

9.5.2 Include record

If this option is selected, then the missing record is included for the current submission and no future prompts are presented to the user in subsequent submissions.

Even though future notifications are suppressed, if the same record is not present in the file during subsequent submissions, the record will still be included for reporting purposes.

9.5.3 Exclude record

If this option is selected, then the record is excluded for the current submission only. The agency user will be reminded AGAIN if the record is missing during subsequent submissions.

9.5.4 Delete record

If this option is selected, then the missing record, which is present in the NDTMS database, will be deleted (therefore matching what is present in the file being uploaded).

The user may need to ensure that the record has been deleted from their clinical case management system before committing to this action.

9.5.5 Replace record

This option will only be available for selection if there is a record present in the file being submitted, which is vastly similar to the missing record.

To clarify, records are matched on key fields, including first initial, surname initial, date of birth, referral date, etc. If any of the key fields are changed within the user's clinical system the submission of this amended record, will appear to create a missing record in the new file.

For example:

- Client A, A with an ID XYZ1234 has a record submitted in month one
- The client then has their name changed to A, B on the agency clinical system and is submitted in month two
- The original client record (A, A) now appears to be 'missing' from the new file in DAMS
- DAMS will recognise that a record that is included in the new file is similar to the missing record (including the Client ID) and will offer the user the option to replace the record (A, A) in the database with the new record (A, B)

Replace episodes and associated information

A record has been submitted in this latest file, which appears to be related to the missing information. If the data below relates to the same record, please select replace.

	FILEROWNUM	EPISODID	REFLD	TRIAGED	DISD	DISRSH
	5	AI1008	14/02/2009	15/02/2009		



Similar 'missing' episode, modality and TOP records can also be resolved in this way, where key fields have changed in between monthly submissions of data. Replacing missing records also impacts all associated 'child' records within the same agency.

9.6 Validating a file

9.6.1 Uploading the file to the system

To validate a file, the user must upload the file to the system. This is done by choosing the 'Upload a New File' on the Navigation bar (figure 6):

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Agency Reports Change Password Logout Help

Upload File Logged in as: L0628 Today's Date: 02-06-2009

Upload File

Select a File:

Allowed File Types: .csv

Figure 6

Press the "Browse" button
Navigate to the file you want to upload, and select it
Then press the "Upload File" button

The system will then show the following screen to confirm the file upload (figure 7):

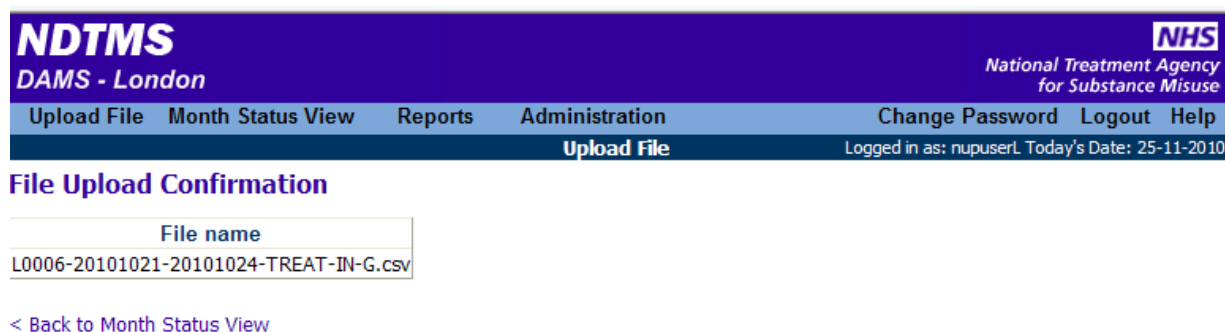


Figure 7

If the file has already been submitted, the user is presented with the following message (figure 7.1)

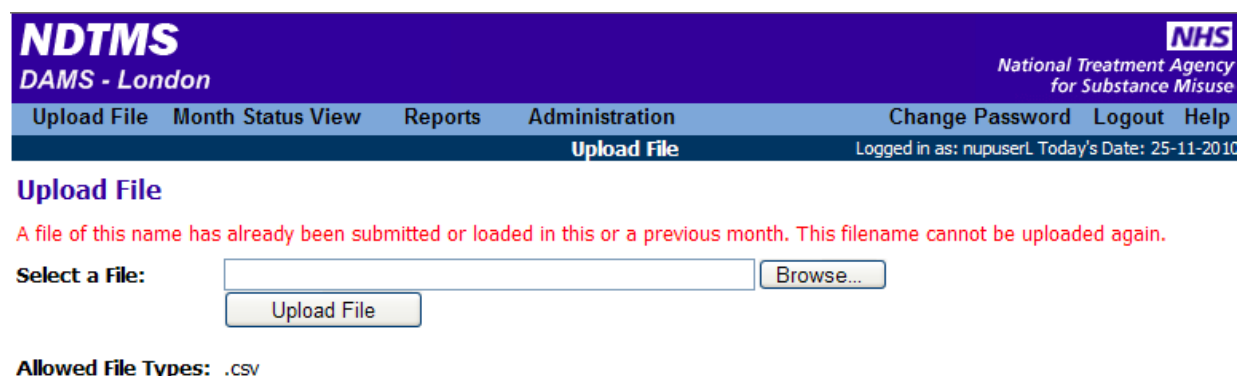


Figure 7.1

9.6.2 Upload summary

Once the file upload has been successful, the user is then prompted to click on “Back to Month Status View” link. This link takes the user to the Month Status View screen, where the file status can be verified.

Refer to section 9.3 for details on interpreting the month status view summary screen.

9.6.3 Validation detail

To view a detailed list of validation messages for a file:

Click on the “Detailed Validation” tab at the top of the “Validation Summary” screen (figure 8)

This section informs the user of the file validation results in detail. The user can then correct the errors within the file and resubmit the file.

The validation and file correction process is likely to be iterative – a file can be resubmitted for validation as many times as needed.

File Information

Filename: L0002-20090619-20090626-TREAT-IN-F.csv
Version: 1
Agency: New Directions (L0002)
Month: Jan-10

File Status: Loaded [File History](#)
Uploaded By: nupuserL 15/10/2010 16:30:54
Submitted By:
ECMS Load Date:

Submit File For Loading

Ignore mismatches?

Load and quality threshold NOT met

Validation Summary Information

Records	Valid	Invalid	Load %	DQ %	Agys	Errors	No Consent
57	0	57	0 %	0 %	1	57	0

Validation Detail

[Export to CSV](#)

Client Ref: All | Severity: All | Category: All | Agency: All | Message: All

Type: All

Row	Client Ref	Inits	DOB	Sex	Severity	Cat	Agency	Message	1st field	2nd field	Type
1	AB1001	A B	19820110	M	ERROR	A	L0002	Triage Date cannot be after TOPDATE	TRIAGED = 20061012	TOPDATE = 20060201	File
1	AB1001	A B	19820110	M	ERROR	A	L0002	TOP Date cannot be before 16th May 2007	TOPDATE = 20060201	MAY2007 = 20070516	File
2	AC1002	B C	19820110	M	ERROR	A	L0002	Referral Date cannot be after TOPDATE	REFLD = 20051012	TOPDATE = 20050201	File
2	AC1002	B C	19820110	M	ERROR	A	L0002	Triage Date cannot be after TOPDATE	TRIAGED = 20061012	TOPDATE = 20050201	File
2	AC1002	B C	19820110	M	ERROR	A	L0002	TOP Date cannot be before 16th May 2007	TOPDATE = 20050201	MAY2007 = 20070516	File
3	AD1003	C D	19820110	M	ERROR	A	L0002	Referral Date cannot be after TOPDATE	REFLD = 20051012	TOPDATE = 20030201	File
3	AD1003	C D	19820110	M	ERROR	A	L0002	Triage Date cannot be after TOPDATE	TRIAGED = 20061012	TOPDATE = 20030201	File
3	AD1003	C D	19820110	M	ERROR	A	L0002	TOP Date cannot be before 16th May 2007	TOPDATE = 20030201	MAY2007 = 20070516	File
4	AE1004	E F	19820110	M	ERROR	A	L0002	Date not recognised as valid	TOPDATE =	=	File
4	AE1004	E F	19820110	M	ERROR	A	L0002	TOP Date is missing	TOPDATE =	=	File
5	AF1005	F G	19820110	M	ERROR	A	L0002	Date not recognised as valid	TOPDATE =	=	File
5	AF1005	F G	19820110	M	ERROR	A	L0002	TOP Date is missing	TOPDATE =	=	File
6	AG1006	G H	19820110	M	ERROR	A	L0002	Date not recognised as valid	TOPDATE =	=	File
6	AG1006	G H	19820110	M	ERROR	A	L0002	TOP Date is missing	TOPDATE =	=	File
6	AG1006	G H	19820110	M	WARN	A	L0002	Individual has inconsistent client reference	UNIQUECLIENT = GH19820110M	CLIENT =	File
7	AH1007	H J	19820110	M	ERROR	A	L0002	Triage Date cannot be after TOPDATE	TRIAGED = 20061012	TOPDATE = 20060201	File

Figure 8

As an example, figure 9 (below) shows a detailed validation screen for a file without errors.

[< Back](#)

Current Month: Jan-09 Month Close Date: 11-02-2009
 This month is open and is accepting new files

Validation Summary Detailed Validation Load Summary Detailed Load

File Information

Filename: L0628-20090513-20090518-TREAT-IN-E.csv
Version: 2
Agency: CRI-Substance Misuse Engagement Team (L0628)
Month: Jan-09

File Status: Validated [File History](#)
Uploaded By: L0628 02/06/2009 11:45:09
Submitted By:
ECMS Load Date:

Submit File For Loading

Validation Summary Information

Records	Valid	Invalid	Load%	DQ%	Agys	Errors	No Consent
6	6	0	100%	100%	1	0	0

Validation Detail

Filter: Severity **Fatal, Errors & Warnings** Category **--- No Filter ---** Agency **--- No Filter ---** 

Row	Client Ref	Inits	DOB	Sex	Severity	Cat	Agency	Message	First Field	Second Field
1										

File Breakdown

Drug records

Agency	Records	Valid	Invalid	Load%	DQ%	Errors
CRI-Substance Misuse Engagement Team (L0628)	6	6	0	100%	100%	0

Alcohol records

Agency	Records	Valid	Invalid	Load%	DQ%	Errors
CRI-Substance Misuse Engagement Team (L0628)	0	0	0			0

Tier 2 records

Agency	Records	Valid	Invalid	Load%	DQ%	Errors
CRI-Substance Misuse Engagement Team (L0628)	0	0	0			0

Awaiting Treatment records

Agency	Records	Valid	Invalid	Load%	DQ%	Errors
CRI-Substance Misuse Engagement Team (L0628)	0	0	0			0

No Consent records

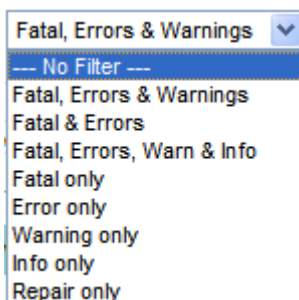
Agency	Records	Valid	Invalid	Load%	DQ%	Errors
CRI-Substance Misuse Engagement Team (L0628)	0	0	0			0

Figure 9

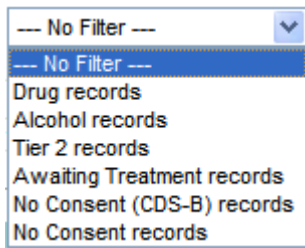
The user may find that within the 'Detailed Validation' screen (above), the appearance of some item values does not precisely match the actual values in the file - the table at Annex B gives the causes for this.

9.6.4 Filtering the view

The user can filter the validation detail screen by using the drop down menus at the top of the screen. The details can be filtered based on:
 severity level (a list of combinations of severity in the file) as shown in the drop down list below



category (a list of the categories in the file) as shown in the drop down list below



agency (a list of the agencies in the file)

To clear the filters, re-select “---No Filter ---“in the drop down menus.

Once a filter is selected, the filter will be applied after selection.

9.6.5 Printing/exporting the detailed validation

The user may wish to print the detailed validation screen to a more portable format.

To do this, first select the filters to be applied to the validation (e.g. fatals only, or a mixture of sorts – no filter will print the entire validation detail), then click on the PDF or Excel buttons, as shown inside the orange circle in figure 9 above. This will produce a file which the user can save and examine locally. Where ever the user sees these print/export buttons, a print/export can be made of the page. Examples of such output files in PDF and Excel formats are shown in figures 10 and 11 (below), respectively.

NDTMS Detailed Validation Report															
Agency: CRI-Substance Misuse Engagement Team (L0628)															
Filename: L0628-20090513-20090518-TREAT-IN-E.csv															
File Information															
Filename:	L0628-20090513-20090518-TREAT-IN-E.csv											File Status:	Loaded		
Version:	3											Uploaded By:	02/06/2009 12:24:40 L0628		
Agency:	CRI-Substance Misuse Engagement Team (L0628)											Submitted By:	02/06/2009 12:33:11 L0628		
Month:	Jan-09											ECMS Load Date:			
Validation Summary Information															
Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
6	0	6	0	100%	100%	1	0								
Validation Detail (Filtered by: Fatal, Errors & Warnings)															
Row	Client Ref	Inits	DOB	Sex	Severity	Cat	Agency	Message				First Field	Second Field		

Figure 10


Microsoft Excel - FileDetailed_198_08_06_2009_11_52_35[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Picture -767

NDTMS Detailed Validation Report



NDTMS
National Drug Treatment Monitoring System

Agency: CRI-Substance Misuse Engagement Team (L0628)
Filename: L0628-20090513-20090518-TREAT-IN-E.csv

File Information

Filename: L0628-20090513-20090518-TREAT-IN-E.csv	File Status: Loaded
Version: 3	Uploaded By: 02/06/2009 12:24:40 L0628
Agency: CRI-Substance Misuse Engagement Team (L0628)	Submitted By: 02/06/2009 12:33:11 L0628
Month: Jan-09	ECMS Load Date:

Validation Summary Information

Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
6	0	6	0	100%	100%	1	0								

Validation Detail (Filtered by: Fatal, Errors & Warnings)

Row	Client Ref	Inits	DOB	Se	Severit	Cat	Agency	Message	First Field	Second Field
								

File Breakdown

Alcohol records

Agency	Records	Valid	Invalid	Load	DQ	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
CRI-Substance Misuse Engagement Team (L0628)	0	0	0	0%	0%	0	0	0	0	0	0	0	0	0

Awaiting Treatment records

Agency	Records	Valid	Invalid	Load	DQ	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
CRI-Substance Misuse Engagement Team (L0628)	0	0	0	0%	0%	0	0	0	0	0	0	0	0	0

Drug records

Agency	Records	Valid	Invalid	Load	DQ	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
CRI-Substance Misuse Engagement Team (L0628)	6	6	0	###	###	0	0	0	0	0	0	0	0	0

No Consent records

Agency	Records	Valid	Invalid	Load	DQ	Errors	DOB	ATR	AGY	REF	DRG	DAT	ODT	OTH
CRI-Substance Misuse Engagement Team (L0628)	0	0	0	0%	0%	0	0	0	0	0	0	0	0	0

Figure 11

10. Submitting a file for loading

An agency user can also submit a file for loading to the NDTMS regional team via the DAMS.

A user can only submit a file for loading when it has met the required load AND data quality (these criteria are set by the regional DAMS administrator).

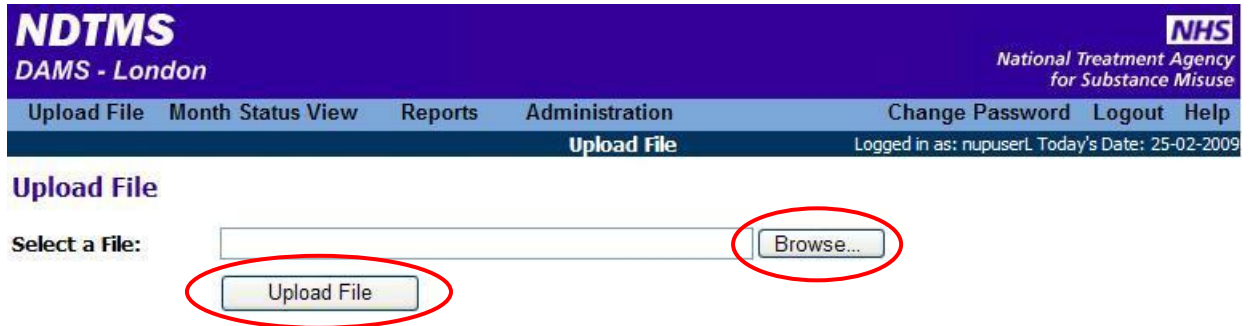
To load a file into the DAMS:

Click on “Upload File” on the navigation bar at the top to select an extract file for verification, as shown in the screen shot below (figure 10)

Click on the browse button

Navigate to the file you would like to upload and select it by clicking on it

Click on the “Upload File” button



Allowed File Types: .csv

Figure 10

The following screen (figure 11) will be displayed until the file is validated.

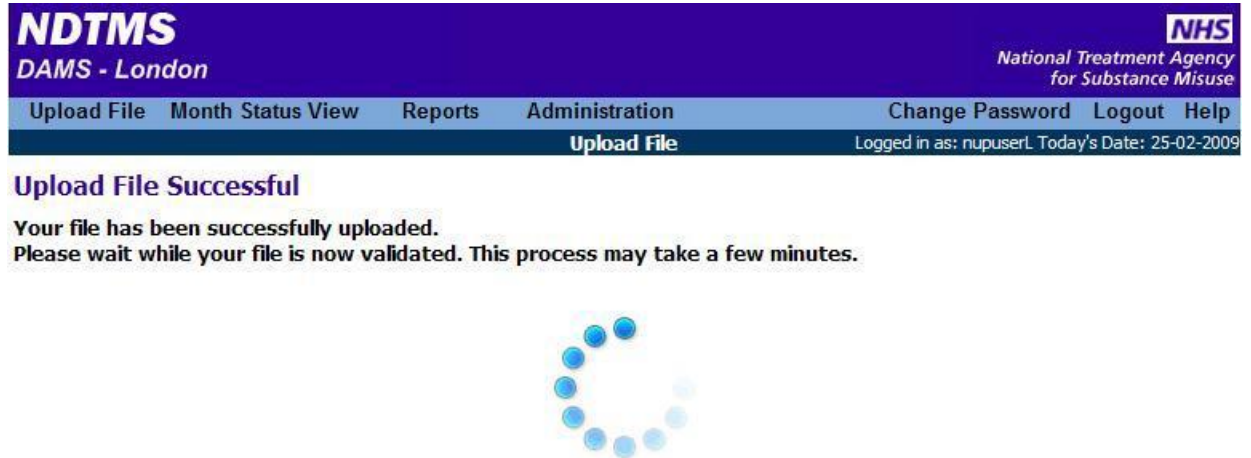


Figure 11

Following the successful validation of the file the “Uploaded File Information” screen (see figure 12 below) will be displayed showing a summary of the file validation information.

[< Back](#) Validation Detail Missing Information Screen

Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

[Validation Summary](#)

[Detailed Validation](#)

[Detailed Mismatches](#)

File Information

Filename: AD001-20101021-20101008-TREAT-IN-G.csv
Version: 1
Agency: Adult only agency (AD001)
Month: Jun-10

File Status: Validated [File History](#)
Uploaded By: nupuserL 04/11/2010 16:40:01
Submitted By:
ECMS Load Date:

Submit File For Loading

Ignore missing information?

Validation Summary Information

Records	Valid	Invalid	Load %	DQ %	Agys	Errors	No Consent
1	1	0	100 %	100 %	1	0	0

Current File Data

Validation errors relating to the file you have uploaded

No transactional file validations.

Error Level Key:

FATAL = Severe Data Error
ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error

Previously Submitted Data

Validation errors in your data when compared to information previously provided to NDTMS

Severity	Rule Description	Error Count
CHANGE	Episode ID value changed	1

Error Level Key:

ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
CHANGE = Value changed

Missing Information

Data you have submitted in previous months missing from the file you have uploaded

No missing information found.

Missing Information Level Key:

CLIENT = Expected client information not present
EPISODE = Expected episode information not present
MODALITY = Expected modality information not present
TOP = Expected TOP information not present

Figure 12

Click on the "Submit File for Loading" button to upload the verified file. Subsequently, the "Submit File" screen will appear as shown below (figure 13). Note, in order to load a file to be submitted the file is initially checked against persisted data; if its data is within range the file is subsequently accepted otherwise the file is rejected.

NDTMS DAMS - London National Treatment Agency for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Submit File Logged in as: nupuserL Today's Date: 25-02-2009

Submit File for Loading

Filename: L0035-20080217-20081128-TREAT-IN-E.CSV
Version: 1

Are you sure you wish to submit the selected file for loading?

Click 'Yes' to submit the file.
Click 'No' to cancel.

Yes

No

Figure 13

Follow the on-screen prompts: click on “Yes” to load the file or “No” to cancel
Any file may only be submitted once. If the file has previously been submitted already, then the following screen (figure 14) will be displayed

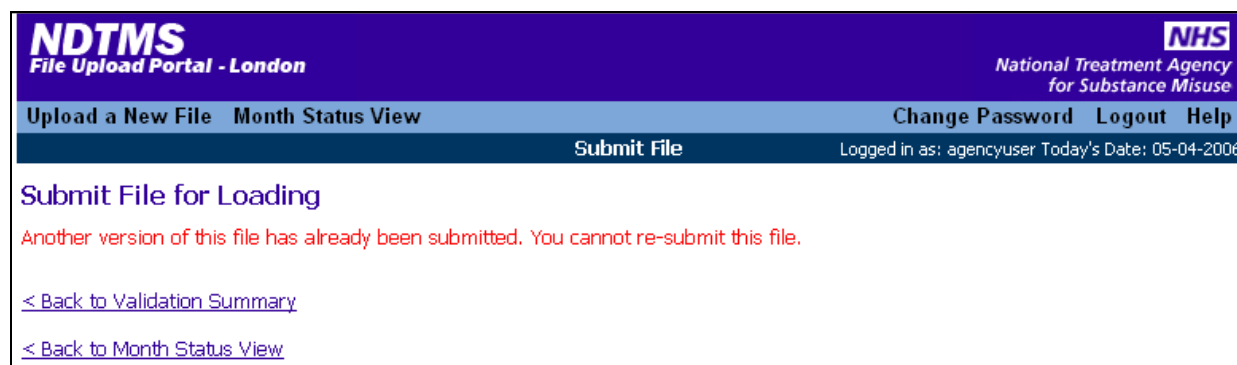


Figure 14

If an error occurs during the file submission process, an error message will be returned. The list of possible error messages can be found in the “Trouble shooting section”.

The file threshold is checked at this point. If the file does not meet the required threshold set by the DAMS regional administrator, the agency user can still submit the file, but a warning message is displayed as shown below (figure 15). The warning message indicates that the uploaded file is below the DQ threshold set by region administration. If the data quality is below the threshold the regional NDTMS teams are able to submit the file. Only the regional NDTMS teams are able to submit the file on the agencies behalf.



Figure 15

The load threshold is checked by the load process. A file that does not meet this threshold is rejected. The agency/regional DAMS administrators can see this from the “Load Summary” tab.

11. Logging Out

On completion of all tasks, the user should logout by clicking on 'logout' link on the top right hand side of the screen.

If the system is unused for 20 minutes then the user will be logged out and the screen displayed changed to the login screen.

12. Troubleshooting

12.1 General

Problem	Possible Reason	Possible Solution
Unable to access the system	System taken off line	Contact DAMS administrator
System is off line	Regional reference updates are taking place	Contact DAMS administrator
When the refresh button is pressed you are logged out of the system	System taken off line	Contact DAMS administrator

12.2 Validation and loading

Problem	Possible Reason	Possible Solution
No current month is set	Data update not complete	Contact DAMS administrator
No file was selected or the file size is zero	File does exist or contains no data	Select correct file
File is larger than maximum allowed size	File size exceeds maximum limit	Check to ensure file is correct
The directory to save to on the server does not exist	DAMS server does not hold the right directory	Contact DAMS administrator
Agency code is not for a known agency	Agency update not complete	Contact DAMS administrator
Cannot validate a file, error message indicates that this file is already being used	File of the same name already exists in the 'temp' directory (this file may be currently undergoing validation)	Wait for 5 minutes and try again
File extension is not in the list of permissible file extensions	Check permissible list of extensions	Select correct extension for file
Cannot validate a file, error message indicates that there has been a system problem	Problem occurred during validation	Log out of DAMS and wait 5 minutes, log back in and try again
Cannot load a file, error message indicates that the file is not valid for the current month	File being submitted is not a file for the current month	Add to next month or contact administrator to ask to re-open the month
Cannot load a file, error message indicates that another version of the file has already been submitted for loading	Another version of the file has already been submitted for loading	Contact DAMS administrator
Cannot load a file, error message indicates that a directory on server does not exist	The directory to save to on the server does not exist	Contact DAMS administrator
File cannot be submitted for loading	The working month has been closed	Add to next month or contact administrator to ask to re-open the month
System timed out, updates lost	DAMS has not been used for a extended period of time	Press any key to re-access the system and enter username and password
Only 1 initial appears on the validation screen, despite the agency file containing 2 or more initials	Initials have been entered in the first initial (or second) box without a space as only one character is allowed	Re-enter a single initial
Date of birth appears blank in the 'validation detail' report screen	Date of birth too long or in an incorrect format	Date of birth should be entered in the format (YYYYMMDD)
The 'validation detail' report screen shows an agency as unknown even though agency information has been added	Agency code is incorrect or too long	Check that the code is a valid code and no more than 6 characters long, contact DAMS administrator
The client reference appears on two lines on the 'validation detail' report screen	Client reference is too long	The client reference should be no more than 36

		characters long
Missing information is not being displayed and a file can be submitted without resolving the missing information	The regional administrator has disabled the mismatch feature	Check with your agency admin & regional administrator.

13. Frequently asked questions

This section details the most often asked question.

Question

I am unable to login as the system shows that I am already logged in. What do I do?

DAMS sometimes retains the sessions of users who do not logout of the system. This could sometimes be due to accidental closure of the browser. In this case send an email to ndtms.admin@nta-nhs.org.uk with the details of the user (like user name) and the session(s) can be cleared from the backend