



**Office of
Mental Health**

NIMRS Data Profile

How to extract client demographic data

Incidents

How to extract client demographic data

Navigate to Data Export >> Generate File

The screenshot displays a web application interface with a dark purple header and a light purple sidebar. The header contains navigation tabs: Incident Management, Restraint & Seclusion, Medication Events, Maintenance, Data & Reports, Help & Training, and QMI Portal. The 'Data & Reports' tab is active, showing a dropdown menu with options: Data Export, Facility Specific Incident Reports, Restraint & Seclusion Reports, Med Event Reports, and Statewide Reports. The 'Data Export' option is highlighted, and a sub-menu is open, showing 'Generate File' and 'Download File'. A red arrow points to the 'Generate File' option. The sidebar on the left lists: New Incident, Incident Search, Incident Reports, New R&S Episode, Restraint & Seclusion Reports, Risk Manager Follow-up List, and Medication Event Reports.



Select Data Fields

Data Export: Facility

Select **All Incident Fields** ▼

Incident Date From
 Incident Date To
 Incident Status ▼

Incident Type ▼
 Service Type ▼

Specialty Service ▼
 Service Population ▼

Program Type ▼
 User Defined Program Group ▼

Program Ward	Ward #	Program Name	Program Type	Service Type	Select
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Select specific data fields for your report

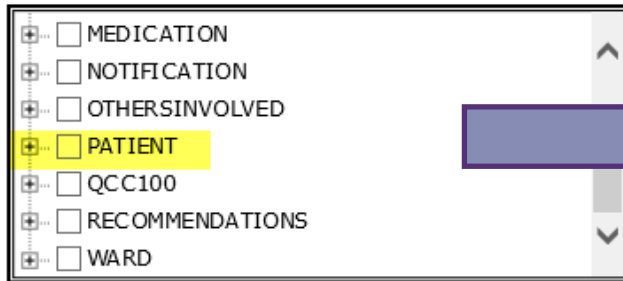
Data Export: Facility

Select:

- CONTACT
- CONTRIBUTINGFACTOR
- DIAGNOSIS
- EFFORT ST OF IND
- ESCAPEE INFO
- ESCAPEE REASON
- FOLLOWUP

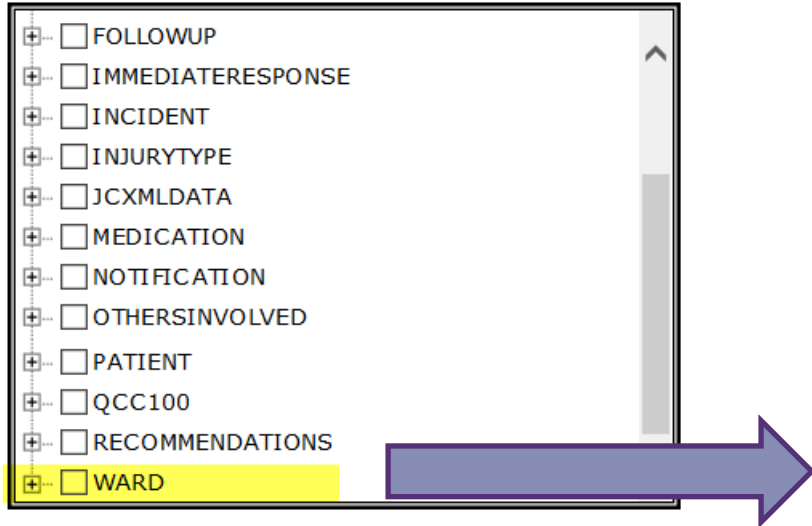
Help Generate File Download File Save Profile Profile Functions Clear

For demographic data Select data fields under the **PATIENT** section



1. AGE
2. DATEOFBIRTH
3. ETHNIC_DESC
4. FIRSTNAME
5. GENDER
6. INCIDENT_DT
7. INCIDENT_SEQ
8. LASTNAME
9. PRIMARY_DESC
10. STATE_ID

Select data fields under the **WARD** section

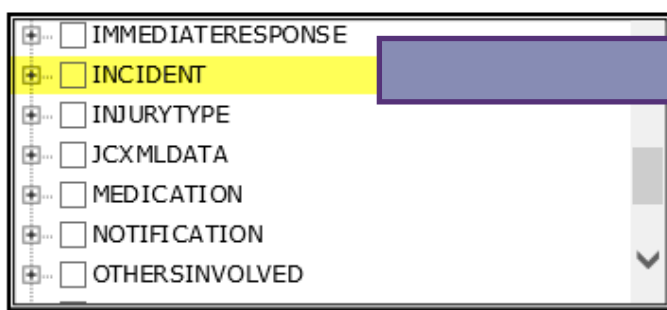


A screenshot of a data selection interface. It features a list of fields, each with a plus sign in a square and a checkbox. The fields are: FOLLOWUP, IMMEDIATERESPONSE, INCIDENT, INJURYTYPE, JCXMLDATA, MEDICATION, NOTIFICATION, OTHERSINVOLVED, PATIENT, QCC100, RECOMMENDATIONS, and WARD. The 'WARD' field is highlighted with a yellow background. A large blue arrow points from the 'WARD' field to the right.

<input type="checkbox"/>	FOLLOWUP
<input type="checkbox"/>	IMMEDIATERESPONSE
<input type="checkbox"/>	INCIDENT
<input type="checkbox"/>	INJURYTYPE
<input type="checkbox"/>	JCXMLDATA
<input type="checkbox"/>	MEDICATION
<input type="checkbox"/>	NOTIFICATION
<input type="checkbox"/>	OTHERSINVOLVED
<input type="checkbox"/>	PATIENT
<input type="checkbox"/>	QCC100
<input type="checkbox"/>	RECOMMENDATIONS
<input type="checkbox"/>	WARD

1. PROGRAM_NAME
2. PROGRAMTYPE_DESC

Select data fields under the **WARD** section



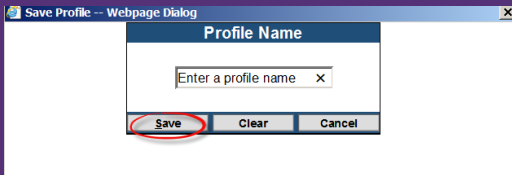
1. FINALINCIDENTTYPE_DESC
2. FINALINCIDENSUBBTTYPE_DESC

Create a Data Profile

1. After selecting your data fields
2. Select **Generate File** followed by **Save Profile** at the bottom of your screen



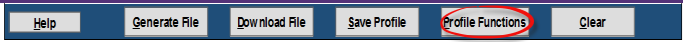
3. Next, enter a profile name on the pop up and then click **Save**



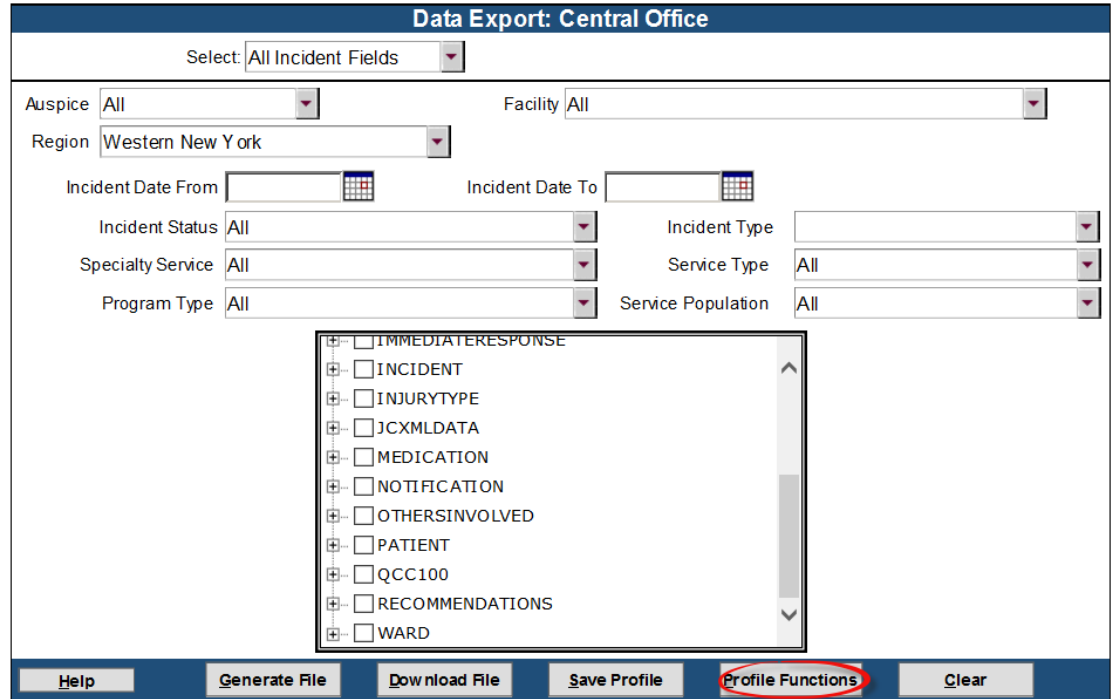
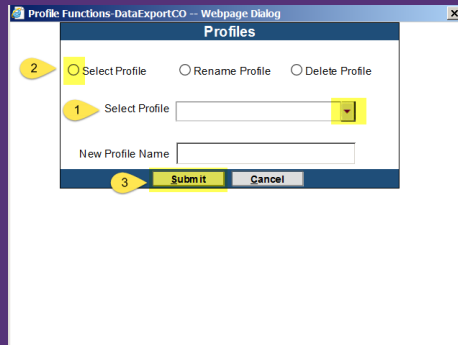
A screenshot of the 'Data Export: Facility' application interface. At the top, there is a 'Select: All Incident Fields' dropdown. Below it is a list of fields with checkboxes: HOMECOMMSERVICES, INCIDENT_DT (checked), INCIDENT_SEQ (checked), LASTNAME (checked), LASTUPDATEID, LEGALSTATUS_DESC, and MANAGEDCARESTATUS_DESC. Below the list are filters for Incident Date (From: 11/01/2022, To: 11/08/2022), Incident Status (All), Incident Type (All), Service Type (All), Specialty Service (All), Service Population (All), Program Type (All), and User Defined Program Group. At the bottom, there is a table with columns: Ward #, Program Name, Program Type, Service Type, and Select. The 'Select' column has checkboxes for each row. At the very bottom, the application toolbar is visible, with 'Generate File' (circled in red with a red '1') and 'Save Profile' (circled in red with a red '2') buttons.

To Access your Data Profile

1. Go to “Profile Functions”

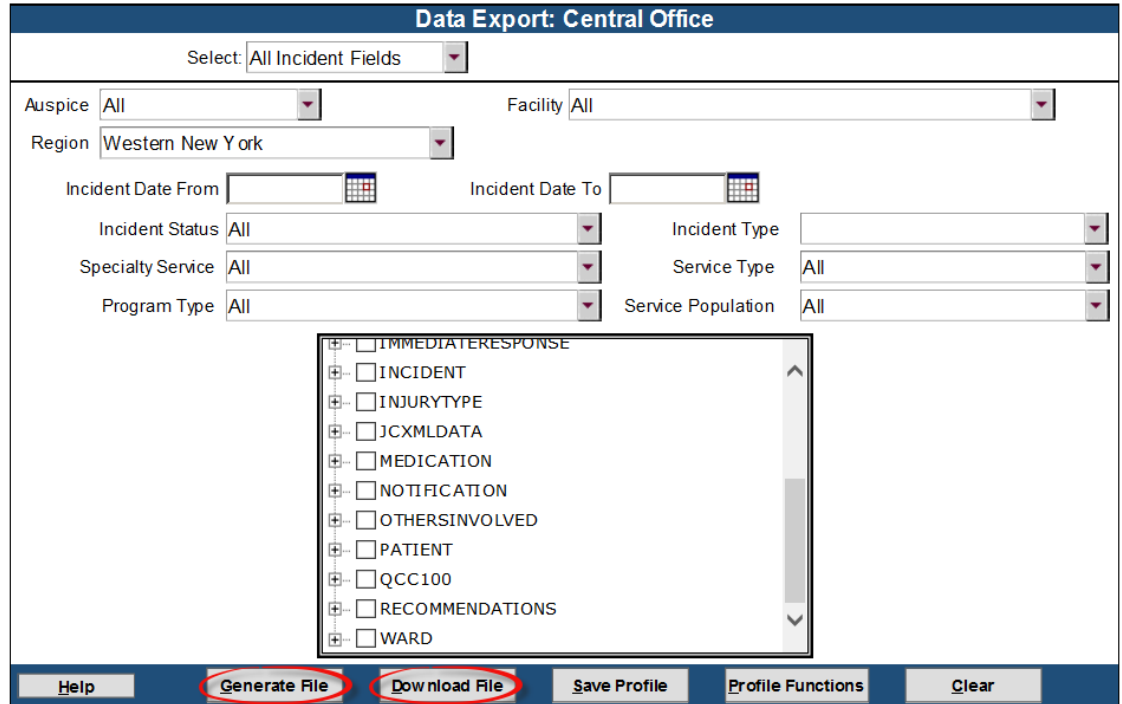
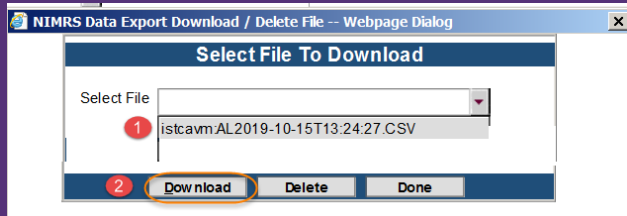


2. Select your profile from the pop up each time you need to access it:



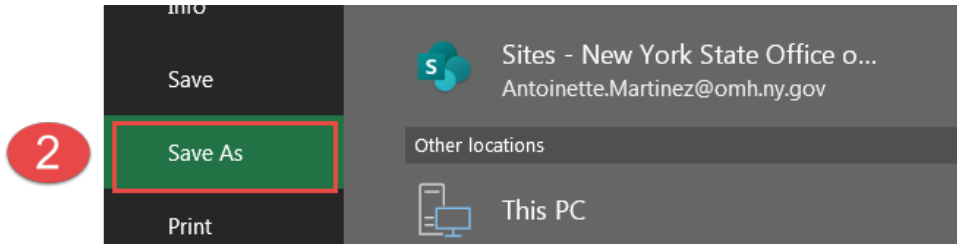
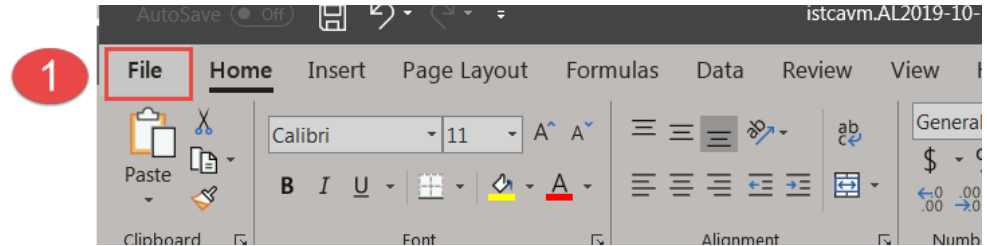
To Generate & Download your data file

1. Select fields or specific profile
2. Go to “Generate File”
3. Wait a minute or so
4. Select “Download File”
5. Choose the file from the pop-up screen, and then select “Download”



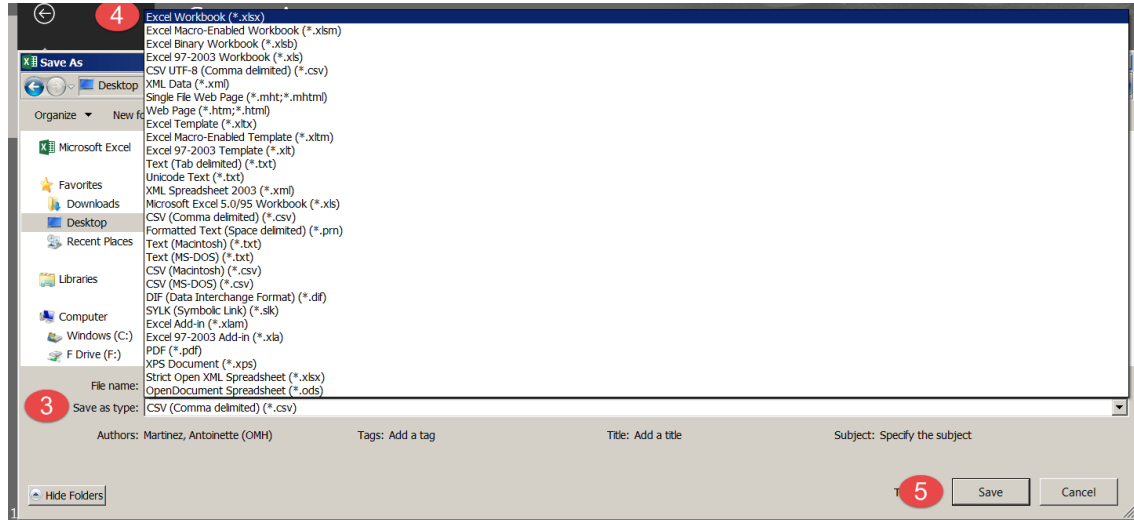
IMPORTANT: Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save As Type”
4. Select xlsx from the list
5. Click save



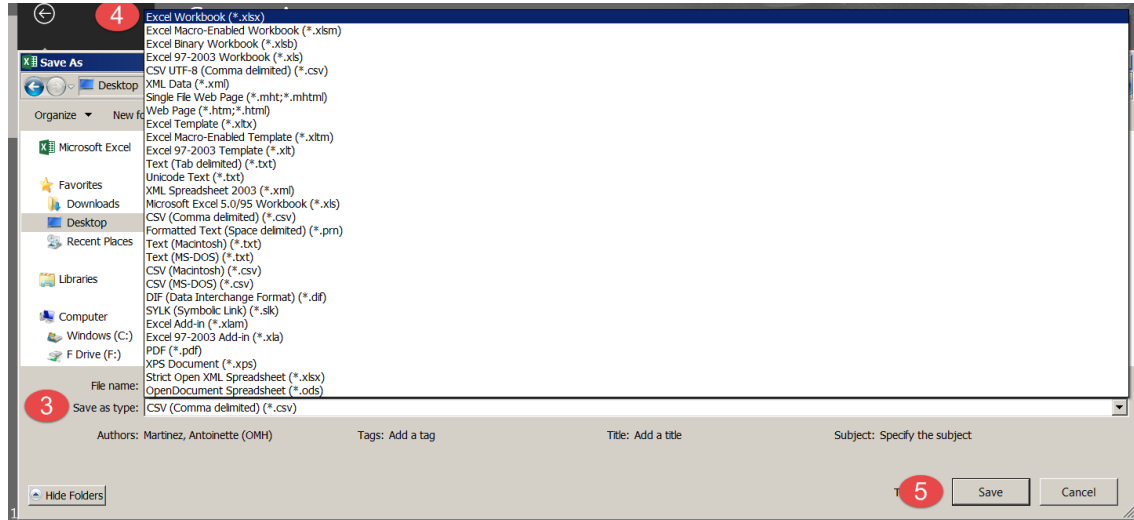
Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save as type”
4. Select “Excel workgroup (*.xlsx)”
5. Click Save



Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save as type”
4. Select “Excel workgroup (*.xlsx)”
5. Click Save



Now you can
“clean” your
data file

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CAP_APPR	CAP_DUE	CAP_IMPL	CAP_REVIS	CAP_SUBN	CLOSE_IN	REVIEW	SPECIAL	INVEST	SPLINVEST	CLOSED	DEGREE	DISCOVER	EMAIL	FAC
2							N				#####	1-No phys	7/3/2018		Roc
3		#####				#####	#####	N			#####	3-Life thre	3/7/2018	Y	Uni
4		#####				#####	#####	N			#####	2-Serious I	#####	Y	Bes
5		#####					Y			#####		1-No phys	#####	Y	Bryl
6		#####				#####	#####	N			#####	3-Life thre	#####	Y	Buf
7		#####				#####	#####	N			#####	1-No phys	#####	Y	Vill
8		#####				#####	#####	Y	#####	#####	#####	1-No phys	#####	Y	Hill
9		#####				#####	#####	Y	#####	#####	#####	1-No phys	#####	Y	Roc
10								N			7/2/2018	1-No phys	#####		Roc
11								N			#####	1-No phys	#####		Roc
12		8/7/2018				#####	#####	N			#####	2-Serious I	#####	Y	Uni
13		#####					#####	N				2-Serious I	#####	Y	Cen
14		#####				8/6/2018	#####	Y	#####	#####	8/9/2018	1-No phys	#####	Y	Hill
15		#####				5/3/2018	#####	Y	#####	4/4/2018	5/3/2018	1-No phys	4/3/2018	Y	Hill
16		#####				#####	#####	N			#####	3-Life thre	#####	Y	Buf
17		9/3/2018				8/3/2018	8/1/2018	N			#####	2-Serious I	#####	Y	MH
18								N			#####	1-No phys	#####		Roc
19	#####	#####	#####		#####	#####	#####	Y	4/3/2018	#####	#####	1-No phys	#####	Y	Bak
20								N			#####	1-No phys	#####		Roc
21								N			#####	1-No phys	#####		Roc
22								N			#####	3-Life thre	#####		MH
23							3/7/2019	N			#####	2-Serious I	#####		Cen
24								#####			#####	1-No phys	#####	Y	Th

R/S

How to extract client demographic data

Navigate to Data Export >> Generate File

The screenshot displays the NIMRS web application interface. The top navigation bar includes a home icon and the following menu items: Incident Management, Restraint & Seclusion, Medication Events, Maintenance, Data & Reports, Help & Training, and QMI Portal. The 'Data & Reports' menu is expanded, showing options: Data Export, Facility Specific Incident Reports, Restraint & Seclusion Reports, Med Event Reports, and Statewide Reports. The 'Data Export' option is further expanded to show 'Generate File' and 'Download File'. A red arrow points to the 'Generate File' option. On the left side, a vertical sidebar contains the following menu items: New Incident, Incident Search, Incident Reports, New R&S Episode, Restraint & Seclusion Reports, Risk Manager Follow-up List, and Medication Event Reports.



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Select R&S Data Fields

Data Export: Facility

Select: **All R&S Fields** ▼

Intervention Date From  Intervention Date To 

Intervention Purpose ▼ Intervention Type ▼

Specialty Service ▼ Service Population ▼

Program Type ▼ User Defined Program Group ▼

Program Ward

Ward #	Program Name	Program Type	Service Type	Select
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Select specific data fields for your report

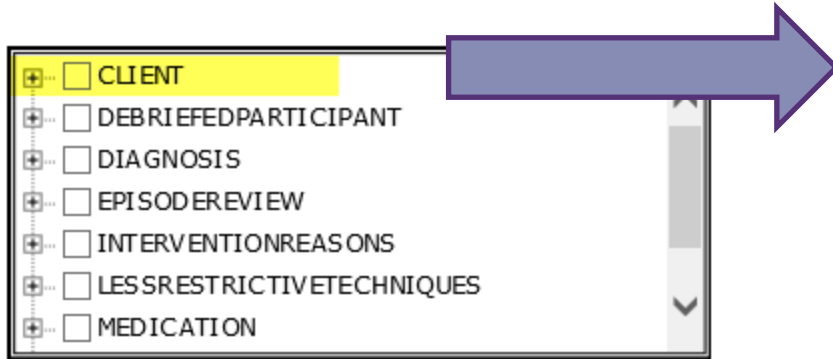
Data Export: Facility

Select:

- CLIENT
- DEBRIEFEDPARTICIPANT
- DIAGNOSIS
- EPISODEREVIEW
- INTERVENTIONREASONS
- LESRESTRICTIVETECHNIQUES
- MEDICATION

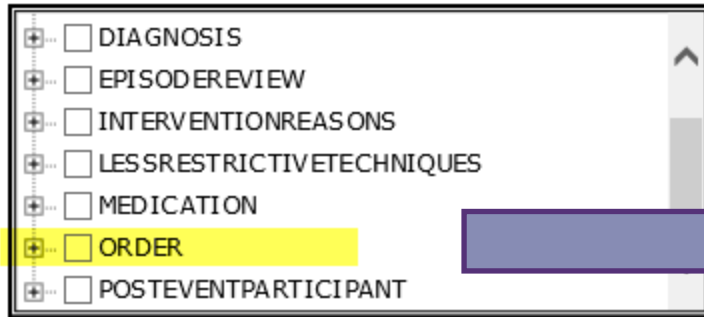


For demographic data Select data fields under the **CLIENT** section



1. BIRTHDATE
2. EPISODE_SEQ
3. ETHNIC_DESC
4. FIRSTNAME
5. GENDER
6. INTERVENTION_DT
7. LASTNAME
8. STATE_ID

For demographic data Select data fields under the **ORDER** section



A screenshot of a data selection interface. It features a list of categories, each with a plus icon and a checkbox. The 'ORDER' category is highlighted with a yellow background. A large blue arrow points from the 'ORDER' category to the right, towards a list of selected data fields.

- DIAGNOSIS
- EPISODEREVIEW
- INTERVENTIONREASONS
- LES SRESTRICTIVETECHNIQUES
- MEDICATION
- ORDER
- POSTEVENTPARTICIPANT

1. INTERVENTIONTYPE_DESC

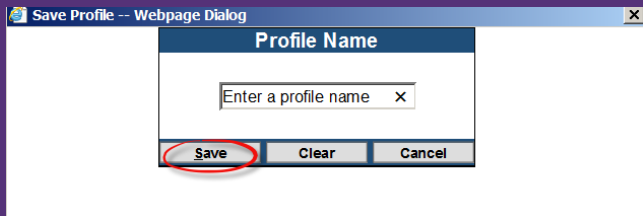
2. WARD_SEQ

Create a data profile

1. After selecting your data fields
2. Select **Generate File** followed by **Save Profile** at the bottom of your screen



3. Next, enter a profile name on the pop up and then click Save



Data Export: Facility

Select: All R&S Fields

- CLIENT
- DEBRIEFEDPARTICIPANT
- DIAGNOSIS
- EPISODEREVIEW
- INTERVENTIONREASONS
- LESRESTRICTIVETECHNIQUES
- MEDICATION

Intervention Date From: [] Intervention Date To: []

Intervention Purpose: [] Intervention Type: []

Specialty Service: [] Service Population: []

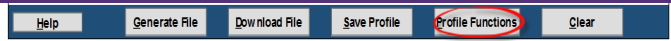
Program Type: [] User Defined Program Group: []

Ward #	Program Name	Program Type	Service Type	Select
(<input type="checkbox"/>
(<input type="checkbox"/>
(<input type="checkbox"/>
(<input type="checkbox"/>

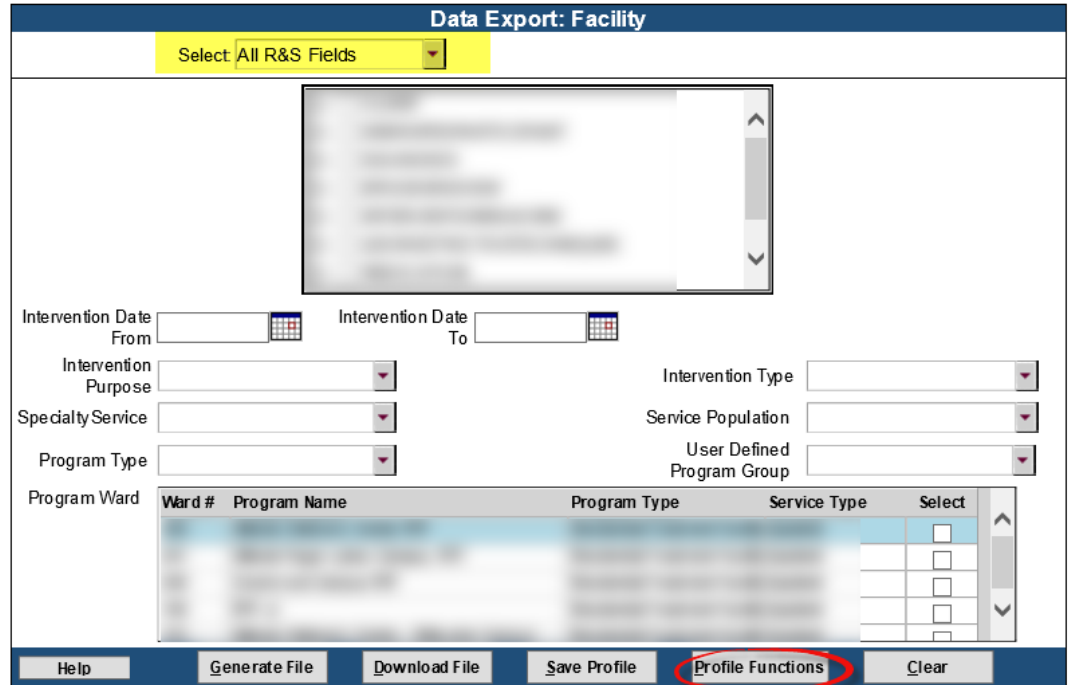
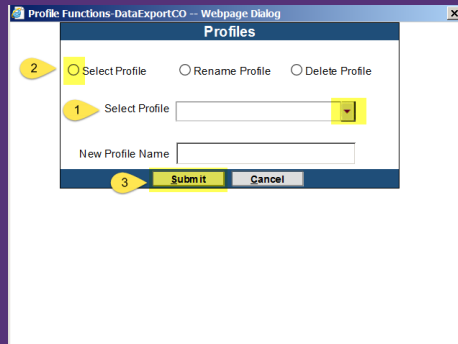
Help 1 Generate File Download File 2 Save Profile Profile Functions Clear

To Access your Data Profile

1. Go to “Profile Functions”

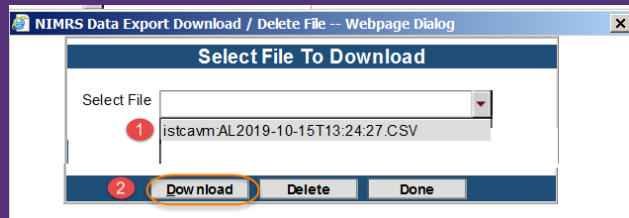


2. Select your profile from the pop up each time you need to access it:



To Generate & Download your data file

1. Select fields or specific profile
2. Go to “Generate File”
3. Wait a minute or so
4. Select “Download File”
5. Choose the file from the pop-up screen, and then select “Download”



Data Export: Facility

Select All R&S Fields

Intervention Date From [calendar icon] Intervention Date To [calendar icon]

Intervention Purpose [dropdown] Intervention Type [dropdown]

Specialty Service [dropdown] Service Population [dropdown]

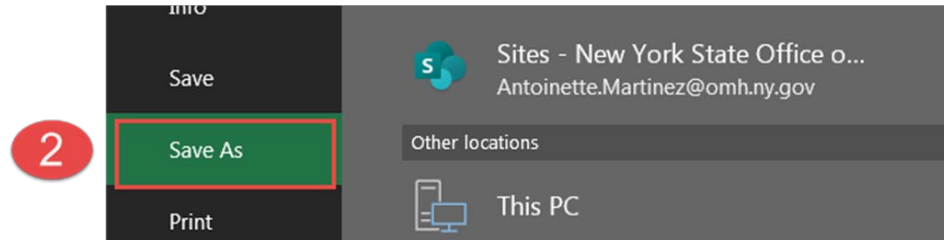
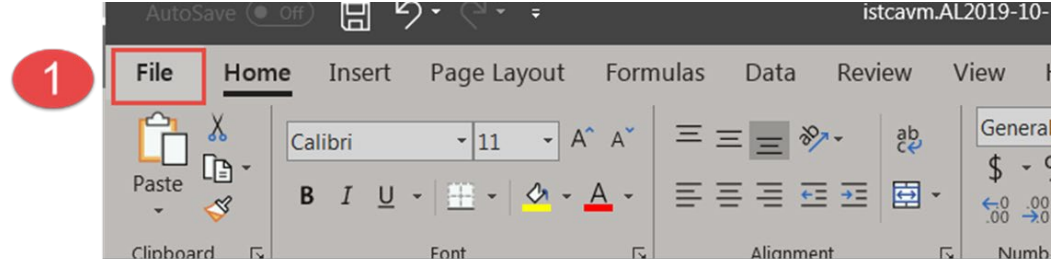
Program Type [dropdown] User Defined Program Group [dropdown]

Ward #	Program Name	Program Type	Service Type	Select
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Help Generate File Download File Save Profile Profile Functions Clear

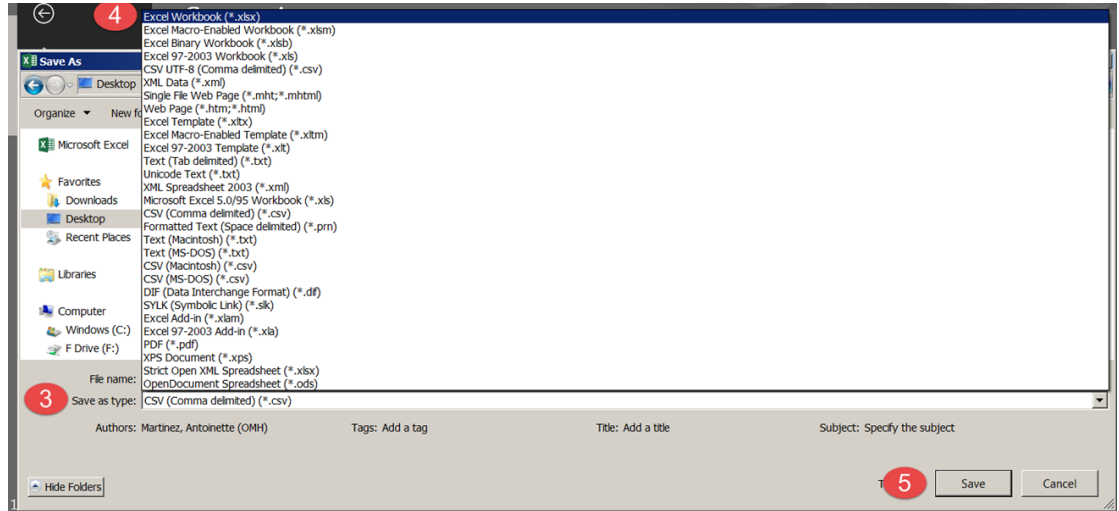
IMPORTANT: Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save as type”
4. Select xlsx from the list
5. Click Save



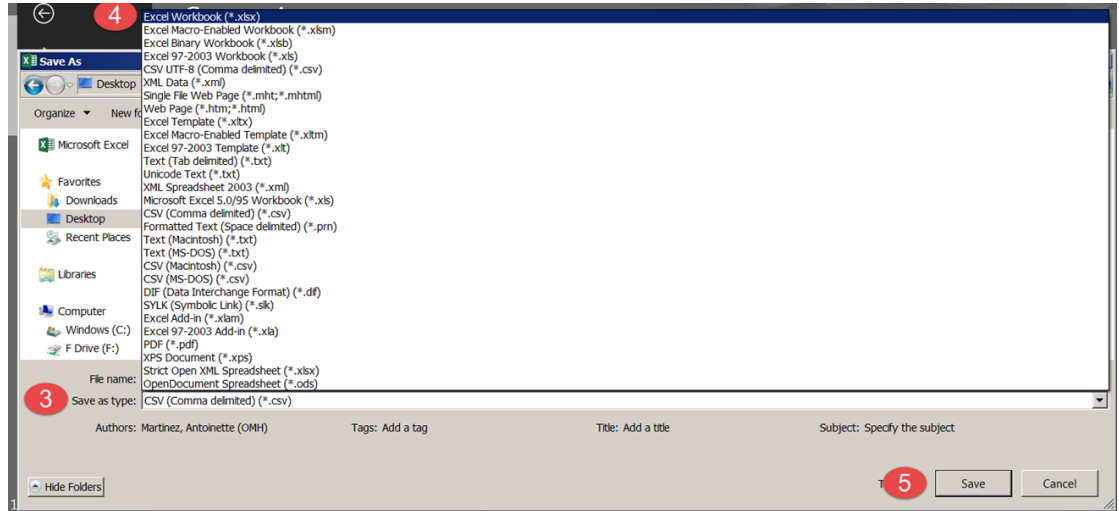
Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save as type”
4. Select “Excel workgroup (*.xlsx)”
5. Click Save

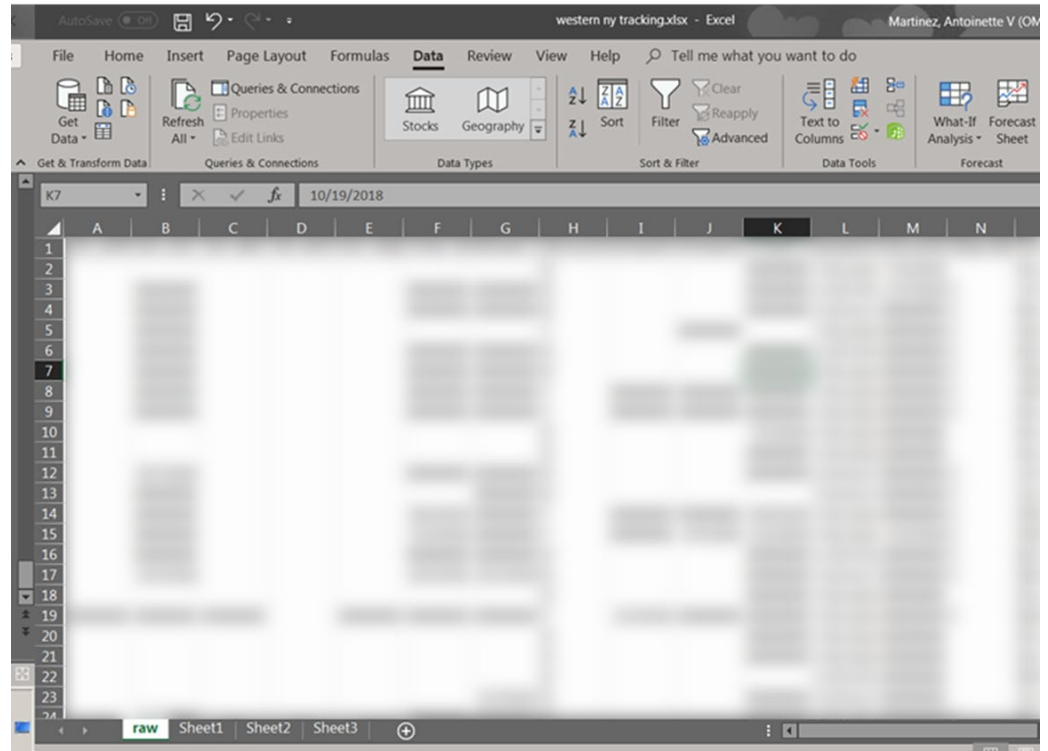


IMPORTANT: Save file as an excel spreadsheet

1. Go to “File”
2. “Save As”
3. “Save as type”
4. Select “Excel workgroup (*.xlsx)”
5. Click Save



Now you can
“clean” your
data file



Questions?

Contact NIMRSHelp@omh.ny.gov for all NIMRS questions