NIMRS Data Profile

How to extract client demographic data

Navigate to Data Export >> Generate File

Select Data Fields

Select specific data fields for your report

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

☐ MEDICATION
☐ NOTIFICATION
☐ OTHERSINVOLVED
☐ PATIENT
☐ QCC100
☐ RECOMMENDATIONS
☐ WARD
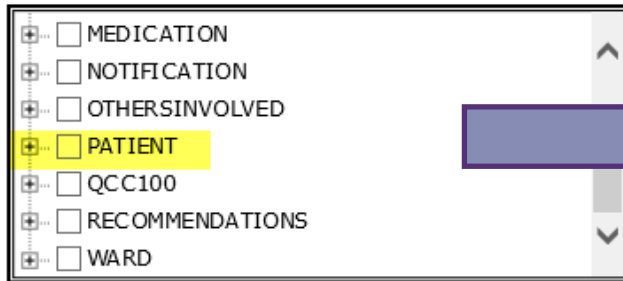
1. AGE

2. DATEOFBIRTH

3. ETHNIC_DESC

4. FIRSTNAME

5. GENDER

6. INCIDENT_DT

7. INCIDENT_SEQ

8. LASTNAME

9. PRIMARY_DESC

10. STATE_ID

NEW YORK STATE | Office of Mental Health

Select data fields under the **WARD** section

1. PROGRAM_NAME

2. PROGRAMTYPE_DESC

Select data fields under the **WARD** section

⊞ ☐ IMMEDIATERESPONSE	
⊞ ☐ **INCIDENT**	
⊞ ☐ INJURYTYPE	
⊞ ☐ JCXMLDATA	
⊞ ☐ MEDICATION	
⊞ ☐ NOTIFICATION	
⊞ ☐ OTHERSINVOLVED	
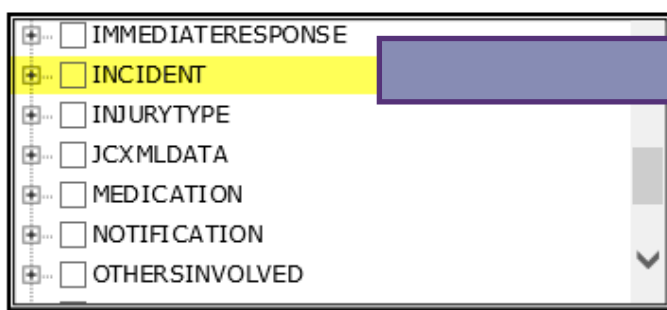
1. FINALINCIDENTTYPE_DESC

2. FINALINCIDENSUBTTYPE_DESC

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Create a Data Profile

1. After selecting your data fields

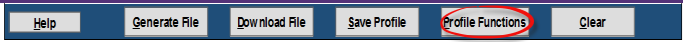2. Select Generate File followed by Save Profile at the bottom of your screen

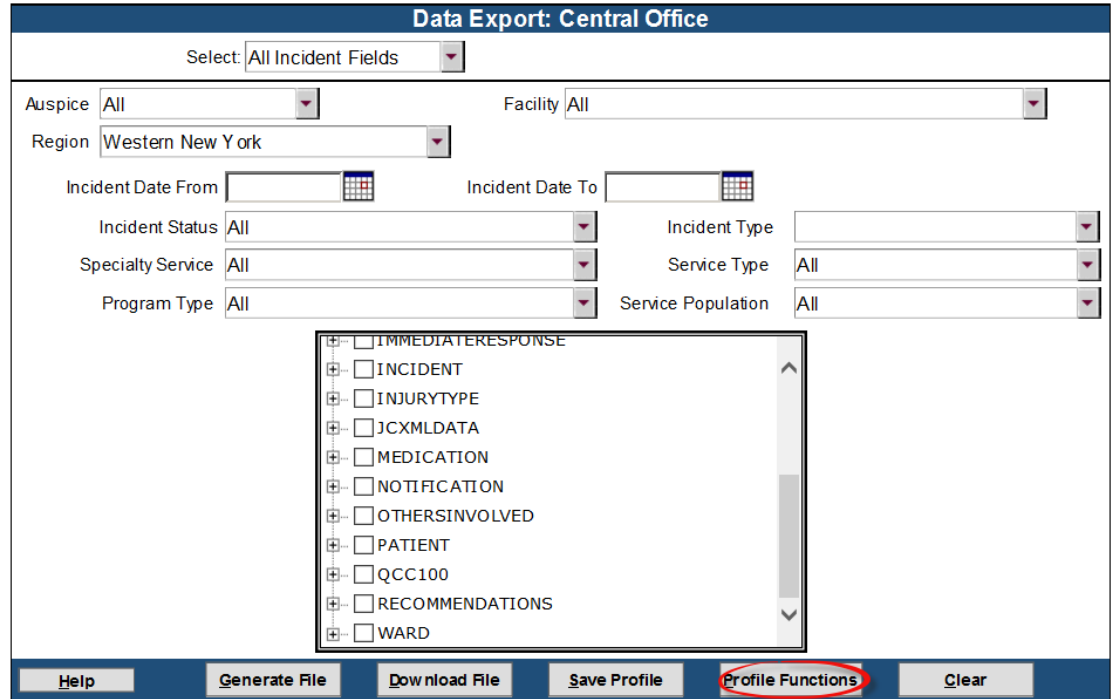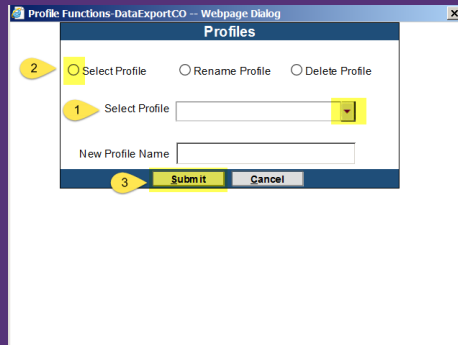3. Next, enter a profile name on the pop up and then click Save
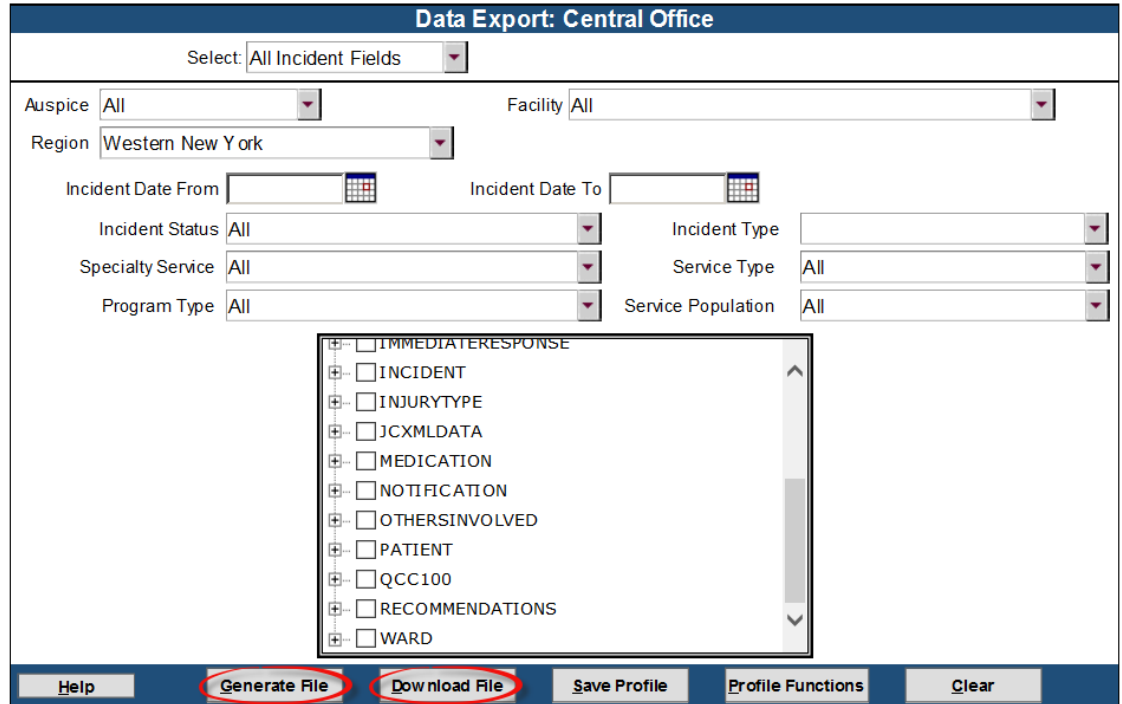
To Access your Data Profile
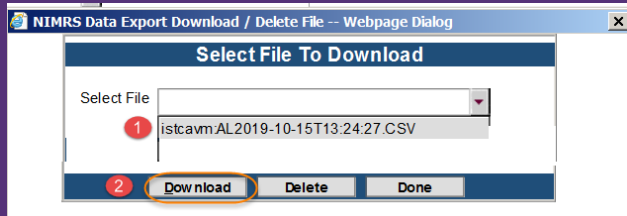
1. Go to "Profile Functions"

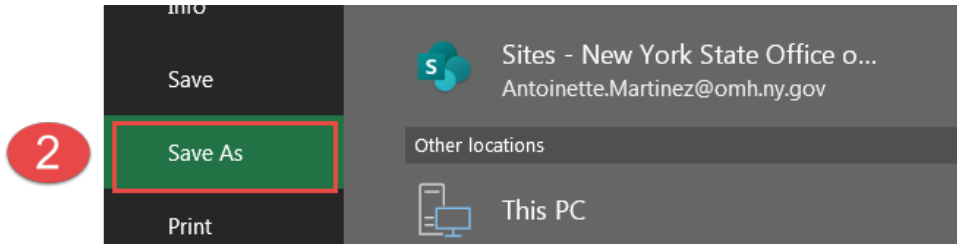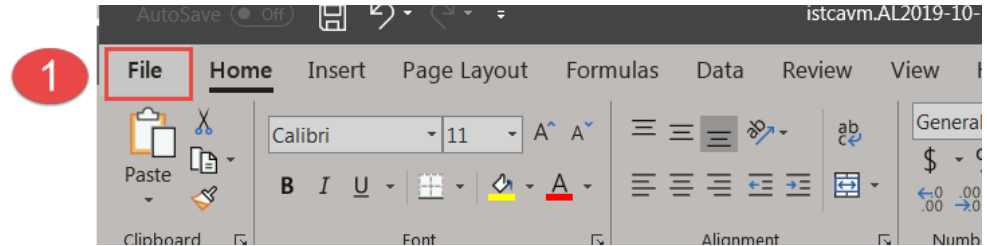2. Select your profile from the pop up each time you need to access it:

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"

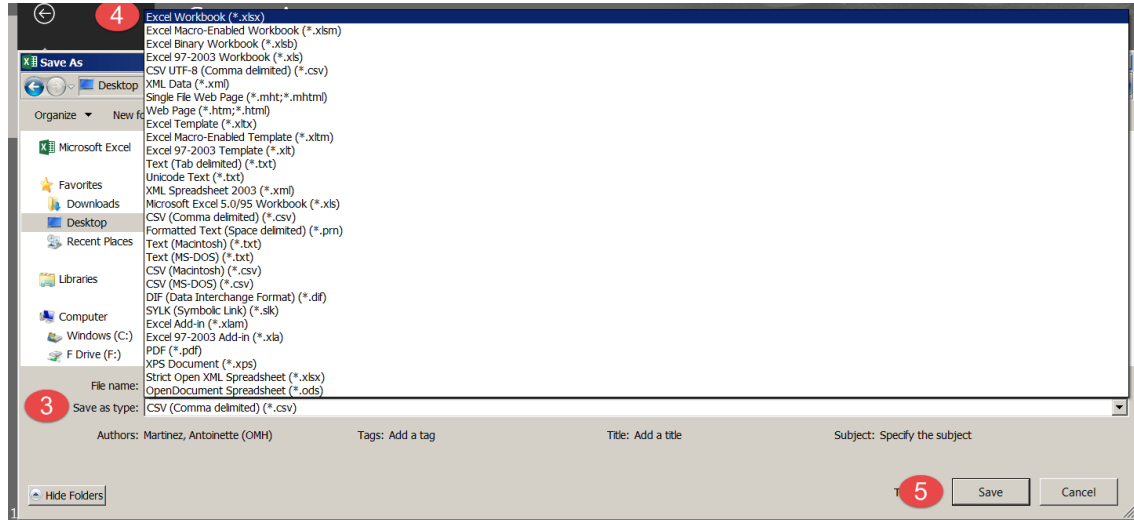5. Choose the file from the pop-up screen, and then select "Download"

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
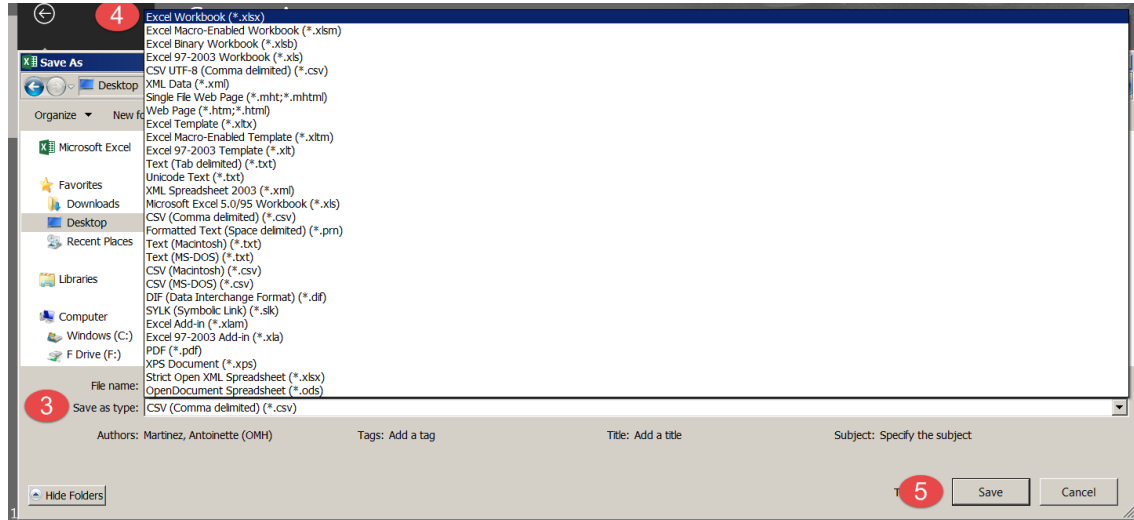

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Save file as an excel spreadsheet

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

R/S

How to extract client demographic data

Navigate to Data Export >> Generate File

Select R&S Data Fields

Select specific data fields for your report

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
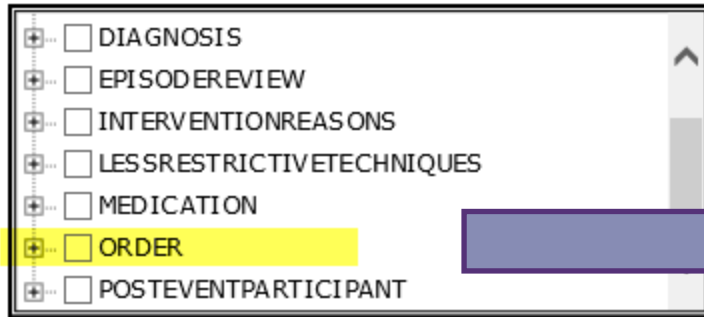# Select data fields under the ORDER section

DIAGNOSIS
EPISODEREVIEW
INTERVENTIONREASONS
LESSRESTRICTIVETECHNIQUES
MEDICATION
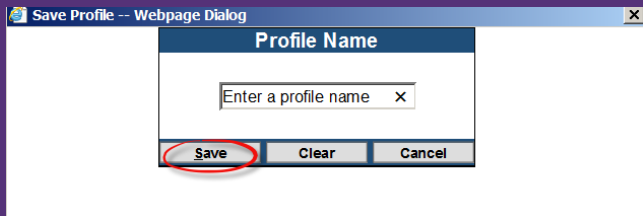ORDER
POSTEVENTPARTICIPANT

1. INTERVENTIONTYPE_DESC

2. WARD_SEQ

Create a data profile

1. After selecting your data fields

2. 2. Select Generate File followed by Save Profile at the bottom of your screen

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

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:
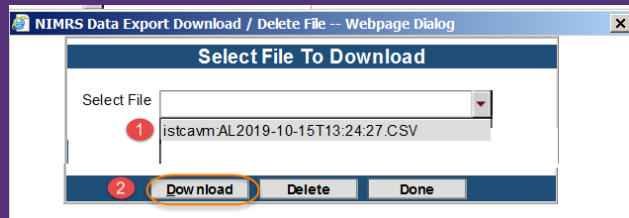
To Generate & Download your data file

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
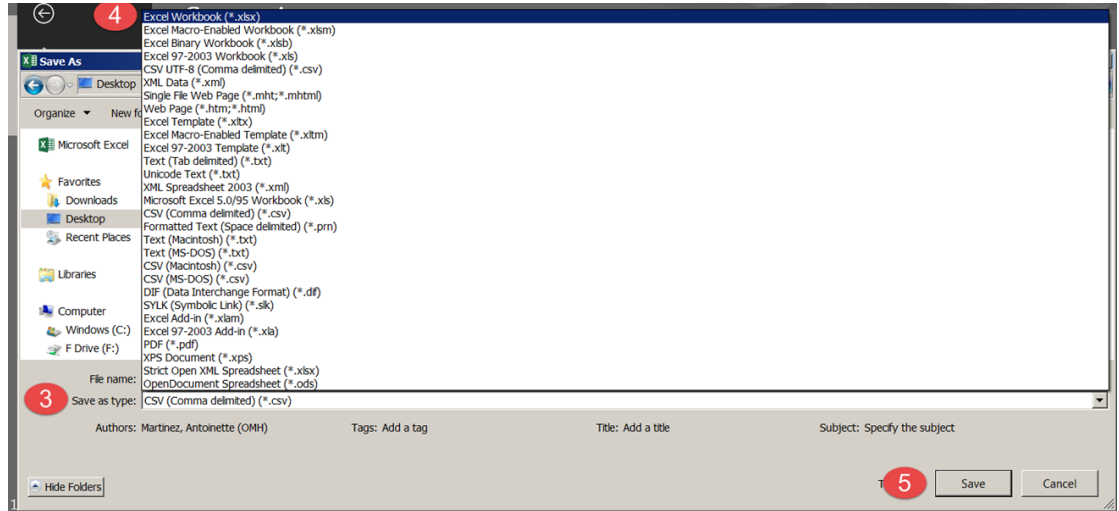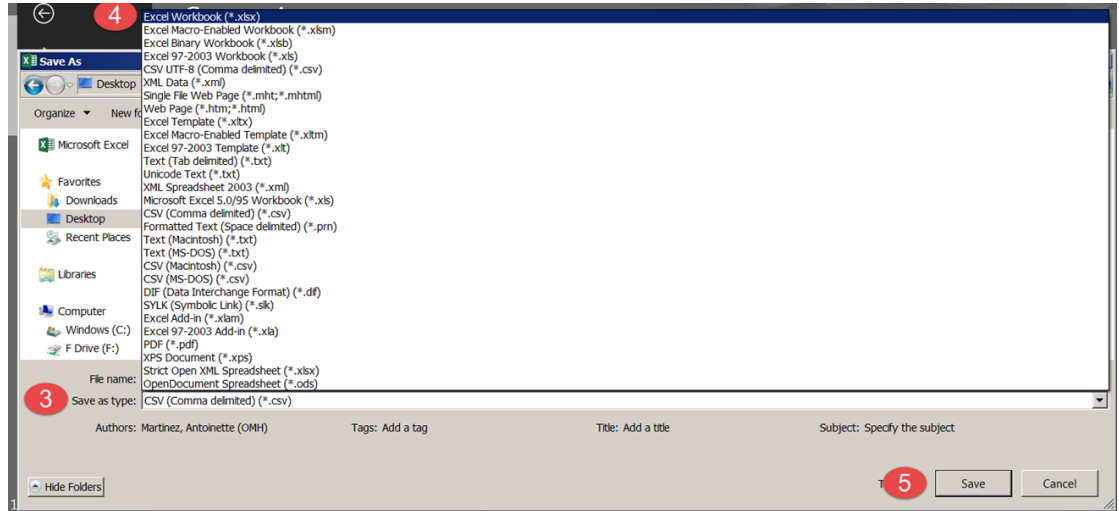
1. Go to "File"

2. "Save As"

3. "Save as type"

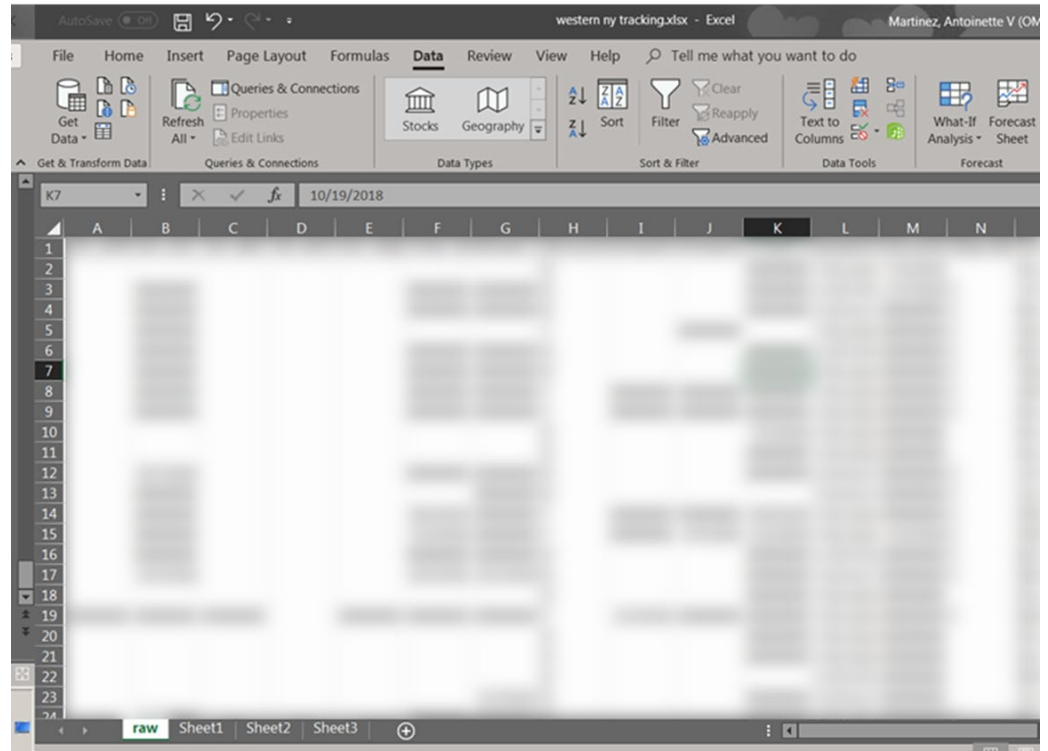4. Select "Excel workgroup (*.xlsx)

5. Click Save

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