

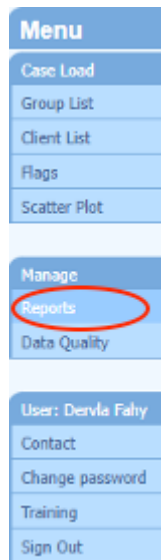
## **CORE-NET Uploader Manual**

**How to prepare your CORE-NET export for uploading.**

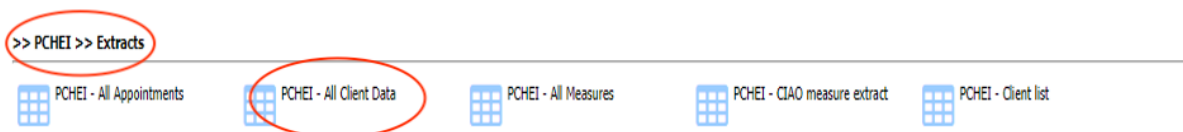
Contact: [roisin.mcnamara@ucd.ie](mailto:roisin.mcnamara@ucd.ie)

## Exporting file from CORE-NET

- Below shows where to download the export from on your CORE-NET system.



- Scroll down the page to >> PCHEI >> Extracts
- Click PCHEI - All Client Data



### \*NB

- Working on this export will not change any of the data stored within the CORENet system
- I would advise saving this file with a new name and in a new folder (or a folder dedicated to the 3SET project) to ensure it doesn't get mixed up with any extracts you might have for your own service.

# Cleaning Export

## Step 1: Delete rows 1-4

| ID   | ClientIDSt<br>ring | Therapis<br>tName | SubsiteNa<br>me | Status | TAComple<br>ted | TANotCo<br>mpletedR<br>eason | EOTComp<br>leted | EOTNotC<br>ompleted<br>Reason | Referrer | HoursDed<br>icatedToP<br>aidEmplo<br>yment | EthnicOrC<br>ulturalBa<br>ckground | GenderSe<br>lectedByC<br>lient | SexualOR<br>ientation | TypeOfAc<br>commoda<br>tion | Registere<br>dWithDis<br>abilityOffi<br>ce | Reg<br>dAs<br>reSt |
|------|--------------------|-------------------|-----------------|--------|-----------------|------------------------------|------------------|-------------------------------|----------|--|------------------------------------|--------------------------------|-----------------------|-----------------------------|--|--------------------|
| 6434 | 50168039           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain | 11 - 15                                    | White<br>Irish                     | Male                           | Asexual               | Digs                        | Other                                      | No                 |
| 6414 | 50262166           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     | 16 - 20                                    | Asian or<br>Asian<br>Irish         | Female                         |                       | Family<br>home              | Physical<br>disability                     | No                 |
|      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |  |                    |
|      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |  |                    |
|      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |  |                    |
|      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |  |                    |

## Step 2: Delete non-consenting clients

- Search file for client IDs who have not consented
- Delete rows of data for all these clients

OR

- Add new column and name it 'consent'
- Add value 1 for each client who has consented
- Add value 0 for each client who has not consented
- Remove all rows with 0 under consent  
→ **DELETE Consent column before next step**

All Client Data\_SAMPLE DATA FOR MANUAL

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|    | CONSENT | ID   | ClientIDSt<br>ring | Therapis<br>tName | SubsiteNa<br>me | Status | TAComple<br>ted | TANotCo<br>mpletedR<br>eason | EOTComp<br>leted | EOTNotC<br>ompleted<br>Reason | Referrer | HoursDed<br>icatedToP<br>aidEmplo<br>yment | EthnicOrC<br>ulturalBa<br>ckground | GenderSe<br>lectedByC<br>lient | SexualOr<br>ientation | Type<br>omn<br>ation |
|----|---------|------|--------------------|-------------------|-----------------|--------|-----------------|------------------------------|------------------|-------------------------------|----------|--|------------------------------------|--------------------------------|-----------------------|----------------------|
| 1  |         |      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                      |
| 2  | 1       | 6434 | 50168039           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain | 11 - 15                                    | White<br>Irish                     | Male                           | Asexual               | Digs                 |
| 3  | 1       | 6414 | 50262166           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     | 16 - 20                                    | Asian or<br>Asian<br>Irish         | Female                         |                       | Famil<br>home        |
| 4  | 1       | 6415 | 50262167           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | White                              | Female                         |                       |                      |
| 5  | 0       | 6416 | 50262168           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain |  | Black or                           | Female                         |                       |                      |
| 6  | 1       | 6417 | 50262169           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain |  | White                              | Female                         |                       |                      |
| 7  | 1       | 6418 | 50262170           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | Middle                             | Female                         |                       |                      |
| 8  | 1       | 6419 | 50262171           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | Black or                           | Female                         |                       |                      |
| 9  | 1       | 6420 | 50262172           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | White                              | Male                           |                       |                      |
| 10 | 0       | 6421 | 50262173           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain |  | White                              | Male                           |                       |                      |
| 11 |         |      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                      |

Annotations: "Add Column and Values" points to the formula bar. "Delete Row" points to rows 5 and 10.

### Step 3: Delete columns (38 to delete)

- Highlight the below columns in red (these are variables that we do not want to collect in our dataset)

\*\* Make sure to highlight before deleting or there will be misalignment

A-J (ID - Referrer)

R (MainPresentingIssueSelectedByClient)

V-AB (Gender - TotalNumberOfAssessments)

AD (ThisIsEpisode)

AX-BB (MedicationAntiDepressants - ReasonsForReferral)

BE (PreRiskHarmToOthers)

BF (PreRiskLegalForensic)

BO - BT (IncidenceOfSexualMisconduct-ReliableChange)

EK (DateTherapyCommenced)

EL (DateTherapyCompleted)

ET-EW (PostRiskSuicide- PostRiskLegalForensic)

- Delete all highlighted columns

- Should be left with columns A to DS (HoursDedicatedToPaidEmployment to PostPCHEICode8)

PCHEI - All Client Data\_SAMPLE DATA FOR MANUAL

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|    | A    | B                  | C                 | D               | E      | F               | G                            | H                | I                             | J        | K  | L                                  | M                              | N                     | O                           | P                                 |
|----|------|--------------------|-------------------|-----------------|--------|-----------------|------------------------------|------------------|-------------------------------|----------|--|------------------------------------|--------------------------------|-----------------------|-----------------------------|-----------------------------------|
|    | ID   | ClientIDSt<br>ring | Therapis<br>tName | SubsiteNa<br>me | Status | TAComple<br>ted | TANotCo<br>mpletedR<br>eason | EOTComp<br>leted | EOTNotC<br>ompleted<br>Reason | Referrer | HoursDed<br>icatedToP<br>aidEmplo<br>yment | EthnicOrC<br>ulturalBa<br>ckground | GenderSe<br>lectedByC<br>lient | SexualOr<br>ientation | TypeOfAc<br>commoda<br>tion | Registe<br>dWith<br>ability<br>ce |
| 1  |      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |                                   |
| 2  | 6434 | 50168039           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain | 11 - 15                                    | White<br>Irish                     | Male                           | Asexual               | Digs                        | Other                             |
| 3  | 6414 | 50262166           | Dervla<br>Fahy    | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     | 16 - 20                                    | Asian or<br>Asian<br>Irish         | Female                         |                       | Family<br>home              | Physica<br>disabili               |
| 4  | 6415 | 50262167           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | White                              | Female                         |                       |                             |                                   |
| 5  | 6417 | 50262169           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Chaplain |  | White                              | Female                         |                       |                             |                                   |
| 6  | 6418 | 50262170           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | Middle                             | Female                         |                       |                             |                                   |
| 7  | 6419 | 50262171           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | Black or                           | Female                         |                       |                             |                                   |
| 8  | 6420 | 50262172           | Dervla            | zPractice       | Closed | TRUE            | NULL                         | TRUE             | NULL                          | Self     |  | White                              | Male                           |                       |                             |                                   |
| 9  |      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |                                   |
| 10 |      |                    |                   |                 |        |                 |                              |                  |                               |          |  |                                    |                                |                       |                             |                                   |

#### Step 4: Double check file

- Your file should now be ready to upload.
- Check that appropriate columns have been removed
  - You should have 123 columns (A - DS) (HoursDedicatedToPaidEmployment to PostPCHEICode8)
  - (see Appendix)
- Check that there are no identifiable data left in the file
- Check that there are no counsellor notes left in the file

#### Step 5: Save File

- Click file → Save as
- Under file format, **save your file CSV (comma-delimited) (.csv)**
- The name of your file does not matter

#### \*\* If you receive an error message on upload

- Double check that you have saved your file in the formal .csv
- Double check that your column headings are correct

## Appendix

### Column Titles that should be kept with codes to corresponding SDS variable (where applicable)

(Ignore red notes here. Yours should have no red notes)

| A                              | B                          | C                      | D                 | E                   | F                              | G                           | H   | I                                | J     |
|--------------------------------|----------------------------|------------------------|-------------------|---------------------|--------------------------------|-----------------------------|---|----------------------------------|-------|
| HoursDedicatedToPaidEmployment | EthnicOrCulturalBackground | GenderSelectedByClient | SexualOrientation | TypeOfAccommodation | RegisteredWithDisabilityOffice | RegisteredAsMatruredStudent | DifficultyCopingWithoutDrugsOrAddictiveSubstances | OnMedicationForMentalHealthIssue | Age   |
| A.3.16                         | A.3.5                      | A.3.2                  | A.3.3             | A.3.15              | A.3.13                         | A.3.11                      | A.3.19  | A.3.17                           | A.3.1 |

| K                | L                                   | M                                    | N   | O  | P  | Q   | R                                      | S                                       | T                                   |
|------------------|-------------------------------------|--------------------------------------|---|--|--|---|--|---|-------------------------------------|
| ReturningStudent | CurrentServicesOnCampusGPCurrentUse | CurrentServicesOnCampusGPPreviousUse | CurrentServicesOnCampusPsychiatryCurrentUse | CurrentServicesOnCampusPsychiatryPreviousUse | CurrentServicesOnCampusDisabilityServiceCurrentUse | CurrentServicesOnCampusDisabilityServicePreviousUse | CurrentServicesOnCampusOtherCurrentUse | CurrentServicesOnCampusOtherPreviousUse | CurrentServicesOfCampusGPCurrentUse |
| A.2.5            | A.3.18                              | A.3.18                               | A.3.18                                      | A.3.18                                       | A.3.18   | A.3.18  | A.3.18                                 | A.3.18                                  | A.3.18                              |

| U                                    | V   | W  | X   | Y  | Z   | AA   | AB                                     | AC                                      | AD                    |
|--------------------------------------|---|--|---|--|---|--|--|---|-----------------------|
| CurrentServicesOfCampusGPPreviousUse | CurrentServicesOfCampusPsychiatryCurrentUse | CurrentServicesOfCampusPsychiatryPreviousUse | CurrentServicesOfCampusHospitalCurrentUse | CurrentServicesOfCampusHospitalPreviousUse | CurrentServicesOfCampusCommunitySupportCurrentUse | CurrentServicesOfCampusCommunitySupportPreviousUse | CurrentServicesOfCampusOtherCurrentUse | CurrentServicesOfCampusOtherPreviousUse | CurrentlyOnMedication |
| A.3.18                               | A.3.18                                      | A.3.18                                       | A.3.18                                    | A.3.18                                     | A.3.18  | A.3.18   | A.3.18                                 | A.3.18                                  | A.3.17                |

| AE             | AF              | AG           | AH           | AI           | AJ           | AK           | AL           | AM           | AN           |
|----------------|-----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| PreRiskSuicide | PreRiskSelfHarm | PrePCEIcode1 | PrePCEIcode2 | PrePCEIcode3 | PrePCEIcode4 | PrePCEIcode5 | PrePCEIcode6 | PrePCEIcode7 | PrePCEIcode8 |
| A.4.2          | A.4.1           |              |              |              |              |              |              |              |              |

| AO    | AP    | AQ    | AR    | AS    | AT    | AU    | AV    | AW    | AX     |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| PreQ1 | PreQ2 | PreQ3 | PreQ4 | PreQ5 | PreQ6 | PreQ7 | PreQ8 | PreQ9 | PreQ10 |

| AY     | AZ     | BA     | BB     | BC     | BD     | BE     | BF     | BG     | BH     |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PreQ11 | PreQ12 | PreQ13 | PreQ14 | PreQ15 | PreQ16 | PreQ17 | PreQ18 | PreQ19 | PreQ20 |
|        |        |        |        |        |        |        |        |        |        |
|        |        |        |        |        |        |        |        |        |        |

| BI     | BJ     | BK     | BL     | BM     | BN     | BO     | BP     | BQ     | BR     |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PreQ21 | PreQ22 | PreQ23 | PreQ24 | PreQ25 | PreQ26 | PreQ27 | PreQ28 | PreQ29 | PreQ30 |
|        |        |        |        |        |        |        |        |        |        |
|        |        |        |        |        |        |        |        |        |        |

| BS     | BT     | BU     | BV     | BW     | BX     | BY     | BZ     | CA     | CB     |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PreQ31 | PreQ32 | PreQ33 | PreQ34 | PostQ1 | PostQ2 | PostQ3 | PostQ4 | PostQ5 | PostQ6 |
|        |        |        |        |        |        |        |        |        |        |
|        |        |        |        |        |        |        |        |        |        |

| CC     | CD     | CE     | CF      | CG      | CH      | CI      | CJ      | CK      | CL      |
|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| PostQ7 | PostQ8 | PostQ9 | PostQ10 | PostQ11 | PostQ12 | PostQ13 | PostQ14 | PostQ15 | PostQ16 |
|        |        |        |         |         |         |         |         |         |         |
|        |        |        |         |         |         |         |         |         |         |

| CM      | CN      | CO      | CP      | CQ      | CR      | CS      | CT      | CU      | CV      |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PostQ17 | PostQ18 | PostQ19 | PostQ20 | PostQ21 | PostQ22 | PostQ23 | PostQ24 | PostQ25 | PostQ26 |
|         |         |         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |         |         |

| CW      | CX      | CY      | CZ      | DA      | DB      | DC      | DD      | DE                      | DF                       |
|---------|---------|---------|---------|---------|---------|---------|---------|-------------------------|--------------------------|
| PostQ27 | PostQ28 | PostQ29 | PostQ30 | PostQ31 | PostQ32 | PostQ33 | PostQ34 | NumberOfSessionsPlanned | NumberOfSessionsAttended |
|         |         |         |         |         |         |         |         | A.2.1                   | A.2.2                    |
|         |         |         |         |         |         |         |         |                         |                          |

| DG                         | DH                           | DI         | DJ        | DK             | DL            | DM            | DN            | DO            | DP            |
|----------------------------|------------------------------|------------|-----------|----------------|---------------|---------------|---------------|---------------|---------------|
| NumberOfSessionsUnattended | MainPresentingIssueAddressed | EndTherapy | EndReason | EndReasonOther | PostPCEICode1 | PostPCEICode2 | PostPCEICode3 | PostPCEICode4 | PostPCEICode5 |
| A.2.3                      | top presenting issue         | A.2.6      | A.2.6     | A.2.6          |               |               |               |               |               |
|                            |                              |            |           |                |               |               |               |               |               |

| DQ            | DR            | DS            |
|---------------|---------------|---------------|
| PostPCEICode6 | PostPCEICode7 | PostPCEICode8 |
|               |               |               |
|               |               |               |