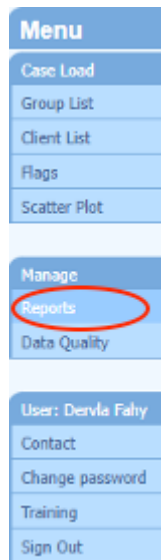**CORE-NET Uploader Manual**

How to prepare your CORE-NET export for uploading.

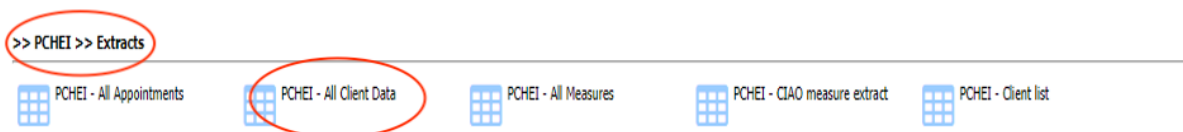Contact: roisin.mcnamara@ucd.ie

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

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**

Step 3: Delete columns (38 to delete)

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

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	RegisteredAsMatureStudent	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	CurrentServicesOffCampusGPCurrentUse
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
CurrentServicesOffCampusGPPreviousUse	CurrentServicesOffCampusPsychiatryCurrentUse	CurrentServicesOffCampusPsychiatryPreviousUse	CurrentServicesOffCampusHospitalCurrentUse	CurrentServicesOffCampusHospitalPreviousUse	CurrentServicesOffCampusCommunitySupportCurrentUse	CurrentServicesOffCampusCommunitySupportPreviousUse	CurrentServicesOffCampusOtherCurrentUse	CurrentServicesOffCampusOtherPreviousUse	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	PrePCHEICode1	PrePCHEICode2	PrePCHEICode3	PrePCHEICode4	PrePCHEICode5	PrePCHEICode6	PrePCHEICode7	PrePCHEICode8
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	PostPCHEICode1	PostPCHEICode2	PostPCHEICode3	PostPCHEICode4	PostPCHEICode5
A.2.3	top presenting issue	A.2.6	A.2.6	A.2.6					

DQ	DR	DS
PostPCHEICode6	PostPCHEICode7	PostPCHEICode8