



## NIMRS 2.0 How To Generate a Data Export

- ❖ The Data Export feature in NIMRS is a useful tool for creating unique and detailed reports that aren't available in NIMRS.

Navigate to Data Export from anywhere in NIMRS by clicking 'Reports' on the top menu bar, then select **Data Export** from the sidebar.

The screenshot shows the NIMRS 2.0 interface. At the top, there is a navigation bar with the text "Office of Mental Health - NIMRS" and a dropdown menu for "OMH Central Office". To the right of the navigation bar are several menu items: "Home", "Create Event", "Incident Search", "Event Tra", and "Reports". The "Reports" menu item is highlighted with a red box and a red circle containing the number "1". Below the navigation bar is a sidebar with the text "Office of Mental Health - NIMRS" and a dropdown menu for "OMH Central Office". The sidebar contains several menu items: "Incident Reports", "Restraint and Seclusion Reports", "Data Export", "QMI Portal", and "StateWide Reports". The "Data Export" menu item is highlighted with a red box and a red circle containing the number "2". To the right of the sidebar is a form with two dropdown menus: "Report:" and "Facility:", both with "-- Select --" as their current selection.

### SELECTING PARAMETERS

To start an export, parameters must first be selected to determine the types of incidents or restraint and seclusion episodes that will be included in the file. Users can only select data from facilities they have access to in NIMRS. The "Select Type of Export" option allows users to switch between Incident and Restraint & Seclusion data. This selection will impact which parameters are available and which data fields can be exported.

The screenshot shows the "Data Export" form. At the top, there is a dropdown menu for "Select Profile to Edit/Export:" with "-- Select --" as the current selection. To the right of this dropdown is a dropdown menu for "Select Type of Export:" with "Incident" as the current selection. Below these are two dropdown menus for "Auspice:" and "Region:", both with "-- All --" as the current selection. Below these are two dropdown menus for "Facility:" and "Ward/Program:", both with "-- All --" as the current selection. Below these are two date input fields for "Incident Date Range From" and "Incident Date Range To", both with "mm/dd/yyyy" as the current selection. Below these are two dropdown menus for "Incident Type:" and "Incident Status:", both with "All" as the current selection. Below these are two dropdown menus for "Service Type:" and "Service Population:", both with "All" as the current selection. Below these are two dropdown menus for "Program Type:" and "Specialty Service:", both with "All" as the current selection.

## COLUMNS TO EXPORT

Columns to Export allows users to select which data fields they want included in the file. Data fields are ordered by section and sorted in alphabetical order within each section. Check the box to select the data field or variable to be included in the export. Select a section header (e.g., incident) box to include all variables in that section.

**Note:** filters selected in the parameters section (e.g., facility, incident type, service population) will not automatically be included in the file. They must be selected from Columns to Export to be included. The only variables automatically included are:

- Incident: Incident ID and Incident Date.
  - Restraint & Seclusion: Restraint Seclusion ID.
- Avoid selecting multiple entire sections as it may cause the export to fail. It is best to just select the data elements needed as opposed to the entire tables/headers.

**Columns to Export:**

- Incident
- Corrective Action Plan
- Death
- Individual Involved
- Investigation
- IRC Review
  - IRC Review
    - All Offense Substantiated
    - Confirm IRC Date
    - IRC Recommended Outcome Name
    - IRC Review Date
    - No Offense Substantiated
- JC Information
- Safety Check
- Ward/Program
- Corrective Action
- Efforts to Find
- Escape Information
- Escape Reason
- Immediate Response
- Individual Diagnosis
- Injury Type
- Medication
- Notification

## DOWNLOAD DATA FILE TO EXCEL

To download a file without saving it as a Profile, enter a file name in the “File Name/Profile Name” text box, then click **Generate File**.

After clicking Generate File, a popup will appear notifying the user that the file is being generated. To save the file as a Profile to be used later, click **Save as New Profile** before **Generate File**.

**Generate Data File or Save as New Profile**

File Name/Profile Name \* - Save as New Profile or click Generate File

testing 1 2 3

Save as New Profile Delete Profile

Download Exported Files (click refresh to update file status): 

Show Rows 5

Action	ID#	Export Status	Profile Name	Timestamp	Message
	1001300	Pending	testing 1 2 3	12/04/2024 10:51:19 AM	
<a href="#">Download</a>	1001180	Completed	Tami file	11/14/2024 10:24:09 AM	✔
<a href="#">Download</a>	1000400	Completed	tami	05/29/2024 10:33:34 AM	✔

1 - 3 of 3 items

Generate File

The status of the file will display in the “Download Exported Files” grid.

Click the “Refresh” button to update the status of the file. Once the Action status is “Download” the file can be exported to Excel and the Export Status will be “Completed”. If the status is ‘Completed’ and download is not available, check the “Messages” column to see what error occurred with the file. A file will not be downloadable if the search criteria used yielded zero results.

Download Exported Files (grid with download action): 

Show Rows 5

Action	ID#	Export Status	Profile Name	Timestamp	Message
<a href="#">Download</a>	1000800	Completed	NYC_Restraint&Seclusion	05/21/2024 08:05:00 AM	✘ Data export failed. Please contact the NIMRS support.
<a href="#">Download</a>	1000760	Completed	All Incident Fields at CDPC	05/17/2024 07:23:58 AM	✔
<a href="#">Download</a>	1000721	Completed	Descriptive Profile Name	05/16/2024 02:51:23 PM	⚠ There were no records to export.
<a href="#">Download</a>	1000700	Completed	HudsonRegion A&N	05/16/2024 11:56:05 AM	✔
<a href="#">Download</a>	1000261	Completed	CDPCinpatient	02/28/2024 11:01:09 AM	✔

1 - 5 of 5 items

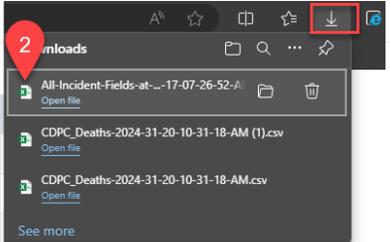
After the file is completed, click the “Download” link. This process will vary slightly based on the web browser but generally, a popup will appear with the download status and an ‘Open File’ link will appear when the file is done downloading. Clicking ‘Open File’ will open the file in Excel.

Download Exported Files (grid with download action):

Show Rows

Action	ID#	Export Status	Profile Name	Timestamp
<a href="#">Download</a>	1000760	Completed	All Incident Fields at CDPC	05/17/2024 07:23:58 AM
	1000721	Completed	Descriptive Profile Name	05/16/2024 02:51:23 PM
<a href="#">Download</a>	1000700	Completed	HudsonRegion A&N	05/16/2024 11:56:05 AM
<a href="#">Download</a>	1000261	Completed	CDPCinpatient	02/28/2024 11:01:09 AM

1 - 4 of 4 items



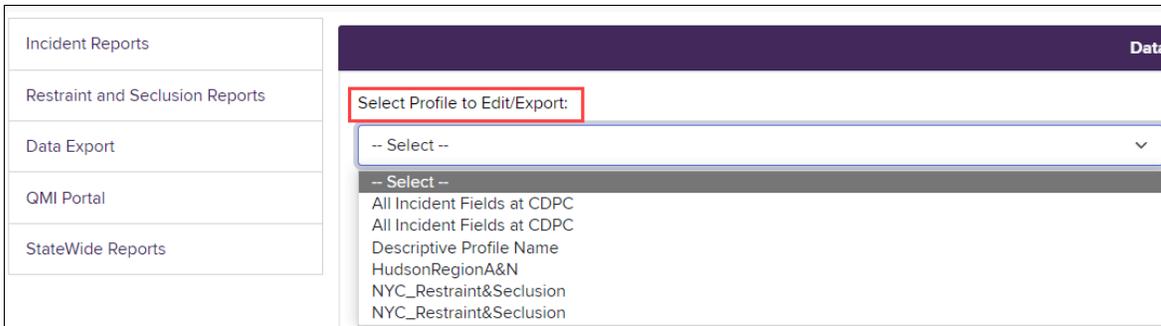
**Note:** the file will automatically save in the PC's 'Downloads' folder. Be sure to Save it elsewhere if desired.

## CREATE PROFILE

Users are required to enter a File Name for every file created. A Profile can be saved if **Save as New Profile** is selected before clicking **Generate File**. Saving a profile will save all parameters and variables selected, for ease of use in the future.

To export an existing Profile, select the desired Profile from the **Select Profile to Edit/Export** dropdown selection. Selecting a pre-existing profile will prefill all parameters and the variable selection. These selections can be edited before running, if needed.

Refer to the download instructions above to download the data file into Excel once it has been generated.



**Create Search Profile**

Profile Name

 1

2 [Save Profile](#) [Delete Profile](#)

## RESOURCES

If any issues are encountered creating a Data Export file, contact: [NIMRSHelp@omh.ny.gov](mailto:NIMRSHelp@omh.ny.gov)

A Data Export overview is also available on the [NIMRS Learning Center](#) website.