Using NADABASE – as a data importer

Are you a Data Importer?

You are a Data Importer if the following applies to you:

- You are responsible for uploading timely data required by funding bodies in relation to client information, treatment episodes, and client outcome measures via the **Import MDS/COMS** tab in NADAbase.

What you can do	What you can't do
✔ You have the Import MDS/COMS functionality in NADAbase. ✔ You can access to program data and reports. ✔ You can act as a Service Administrator.	✖ If you are also a Service Administrator, you *cannot* make any manual edits through the 'Data Maintenance' tab. All data edits in NADAbase must be done by importing data into bespoke CMS. This helps preserve the integrity of the data from your bespoke CMS into NADAbase. Otherwise, the un-edited data from your bespoke CMS will re-appear in NADAbase each time you import data into NADAbase. To delete episodes, you must contact the NADAbase Support with the relevant info.

Importer Access and Data Preparation:

To import data into NADAbase, an Administrator must first request importer access by emailing nadabasesupport@nada.org.au. Data files must conform to the latest data dictionary and be in .txt or .csv format. These consist of five mandatory files (1-5) for MDS and one file (6) for Outcomes must be uploaded, noting that a mandatory file cannot be uploaded independently without the accompanying other files.

1. Episode.txt: This file contains all fields apart from those indicated below
2. OtherDrug.txt: This file contains the data for the multiple response item, *Other Drugs of Concern/Gambling*
3. PrevTreat.txt: This file contains the data for the multiple response item, *Previous Services Received*
4. OtherSrv.txt: This file contains the data for the multiple response item, *Other Services Provided*
5. SrvCcnt.txt: This file contains *Service Contact Dates* and *Postcode of Service Contact* information for each Episode
6. Survey.txt: This file contains all fields relating to outcome measures. This file is *optional*.
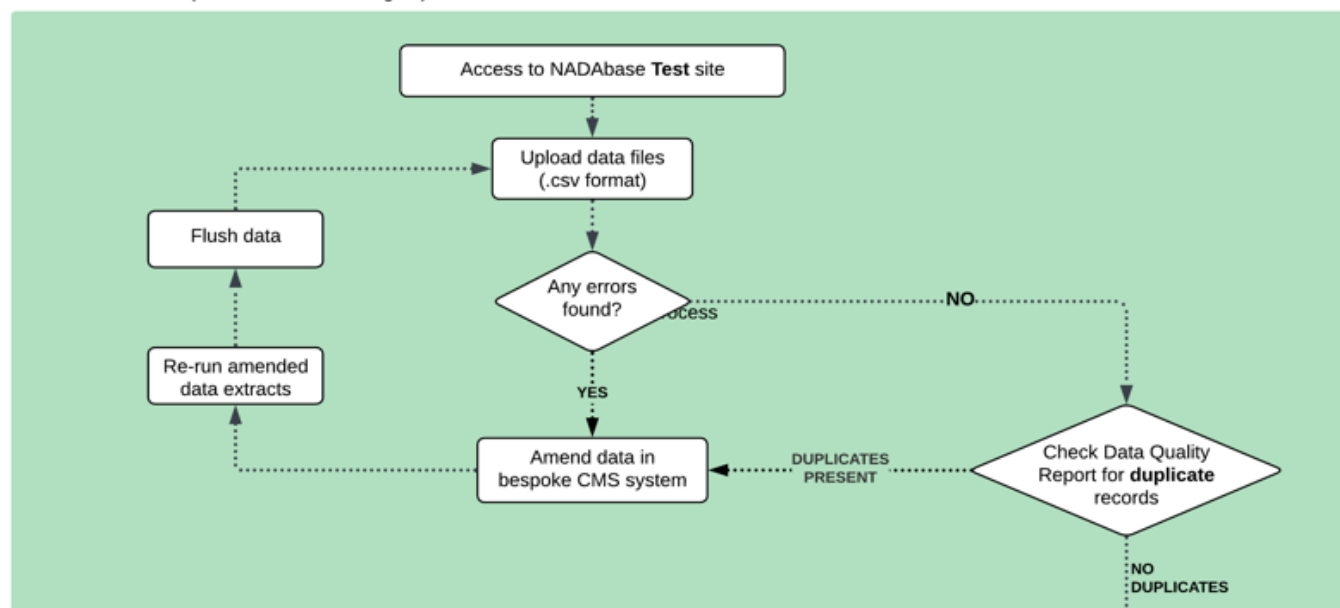
Why we upload to *Test* (first) then to *Live*

If an importer uploads data straight to the Live site and likely errors appear, the NADAbase Support team will have to be contacted to remedy those in the back-end. However, when data is uploaded to the test site first, importers have the chance to fix any errors and/or duplicates that show up.

NADAbase Importers for each service are responsible for all data checking, validation, follow-up and revision of error and warning messages generated from their service. To manage and reduce errors, importers must routinely check the 'Data Quality' tab in the portal. If an error is found, the importer of the respective service will be contacted by NADAbase to investigate and provide corrected data.

For a detailed description of the steps of importing including data collection and submission guidelines, please refer to the [NADAbase Importer Guide](#)*.*
For general demonstration videos and additional info, please refer to the [NADAbase tutorial website.](#)