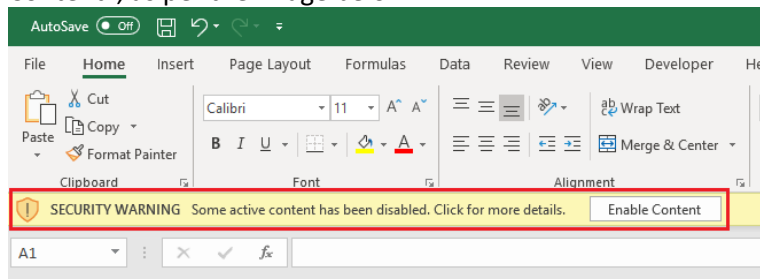


## Delayed Discharge Monitoring Submission Template Guidance

Health Boards are required to submit a completed return by **midday each Wednesday**. Submission requirements follow:

- When opening the template, please ensure that you enable macros by clicking on the “Enable Content”, as per the image below:



- Ensure that your Health Board is selected from the drop down list at the top of the worksheet.
- If the submission template already contains data, click on the ‘Clear Data’ button to remove previous data collation and comments.
- Enter the first date of submission in the empty yellow cell
  - This date should be a Wednesday. Any date other than a Wednesday will not be permitted.
- Enter data relating the different metrics being collated
  - One full data submission should encompass the whole seven day period up to an including the Tuesday before Wednesday submission.
  - Include any additional comments you wish to make.
  - Note that some metrics only require collation on the Tuesday and Friday of the week. They should reflect the position on that day.
- Save the template before submitting to [DU.Inbox@wales.nhs.uk](mailto:DU.Inbox@wales.nhs.uk)

If you have any queries regarding the technical use of the submission template, please direct them towards [DU.Inbox@wales.nhs.uk](mailto:DU.Inbox@wales.nhs.uk) where a member of the team will pick them up. Queries regarding the interpretation of the template should be directed to [Lynda.Chandler@wales.nhs.uk](mailto:Lynda.Chandler@wales.nhs.uk)