

Setting up your national data opt-out file to use in the extract filter tool

Trusts might provide the national data opt-out (NDOO) information to IBD teams in many different formats. This guidance is relevant for IBD teams that receive NDOO information in .csv, .xls or .xlsx file format. The file will contain a list of NHS numbers that can flow by section 251 permission (i.e. those patients who have NOT chosen the NDOO) – the list may or may not also include the NHS numbers of those that have chosen the NDOO as well; if both are included they will be distinguishable in some way (either marked Y/N or coded using some other means).

Please make sure the NDOO file you hold is up to date (preferably obtained on the date of submission). To use the file in the IBD Registry's extract filter tool to remove patients who have chosen the NDOO, the file must comply with NHS Digital guidance.

Part 1 – ensure your file is a list of NHS numbers that can flow to the IBD Registry saved in a .csv file format

- Open the file in Excel (or equivalent)
- Check that all the information is on one worksheet (i.e. not spread over multiple sheets)
- If the file includes patients who have signed the NDOO remove these patients from the list.
Make sure that the rows of opted-out patients are deleted, not just hidden or filtered.
- Remove all columns containing data that is not NHS number.
You should end up with a file that just has column A populated with patients who have not opted-out.
- Remove any headers from your file
(i.e. cell A1 should be the first NHS number in the list)
- Re-check the contents of your file. You should have a file which lists NHS numbers (of patients that have *not* opted out) in column A and contains no other data.
- Save file as a csv format
(select file > save as, then select file type as .csv)
Although the file name does not matter, we suggest a descriptor plus the date, such as NDOO_yyyymmdd

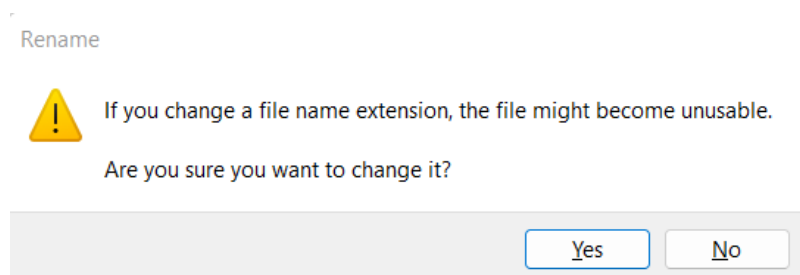
Part 2 – change file into a .dat file format

Method option 1

- Using your computer's file explorer, find the csv file that you have just saved.
- If your file name does not show .csv at the end, you will need to change your settings to show the file extension:
 - On windows 11: on the menu bar select View > Show > File name extensions
 - On windows 8 or 10: click the View tab > check the box next to File name extensions

(If you are unable to turn on the ability to see the file extension then please see method option 2 below)*

- Use the 'rename file' option to change the file type into .dat
Right click on the NDOO file that you have saved and select 'rename'
You can keep the name the same but delete the .csv at the end and replace with .dat
- You will see a warning like the one below:



Select 'yes'

*Method option 2

- Using your computer's file explorer, find the csv file that you have just saved.
- Open the NDOO csv in notepad
right click > open with > notepad
- Save the file as a .dat file
select file > save as > then select file type as 'any' or 'all files' (depending on your version of Windows) > save as *[any name].dat*

Whichever method you used, your NDOO file should now be in .dat format and ready to load into the extract filter tool!