

## MESH Guide for Councils \_ASC CLD

The Message Exchange for Social Care & Health (MESH) is a secure file transfer tool used and approved by NHS England.

The ASC CLD (Adult Social Care Client Level Data) project is using MESH to return data validation reports and traced NHS Number reports to Councils following mandatory uploads of Quarterly CLD data (or voluntary monthly submissions).

There are 2 types of MESH accounts:

- MESH Client
- MESH UI – web based

### 1. I do not have a MESH account for ASC CLD. How do I get this set up?

Instructions have been issued previously by email, this contained your Mailbox ID and password. If you need this resending, or have any questions about the process, please contact [agem.adultsocialcare@nhs.net](mailto:agem.adultsocialcare@nhs.net)

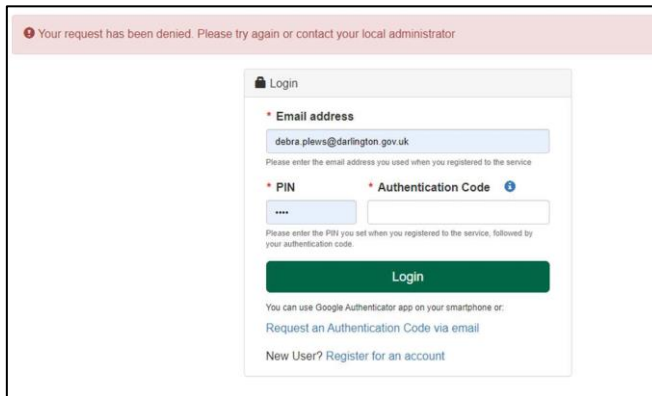
### 2. How do I access MESH?

- If you are using **MESH Client** then your ICT department are responsible for access to the ASC MESH folder – please contact them if you need access
- If your Council use **MESH UI** then please register for access to the MESH mailbox using this link

[Message Exchange for Social Care and Health \(MESH\): User Interface account - NHS Digital](#)

You may need to ask members of your team, who do have access, to supply you with your Council's ODS code and Mailbox ID.

### 3. What should I do if my account is locked or access is denied?



Please contact the National Service Desk on [ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net) if you are unable to access your account, require a new Pin or aren't receiving authentication codes.

### 4. When will my reports be available?

The reports will be in your MESH folder the day after a submission is received.

### 5. What reports will I receive?

You will receive 2 types of files into your MESH folder:

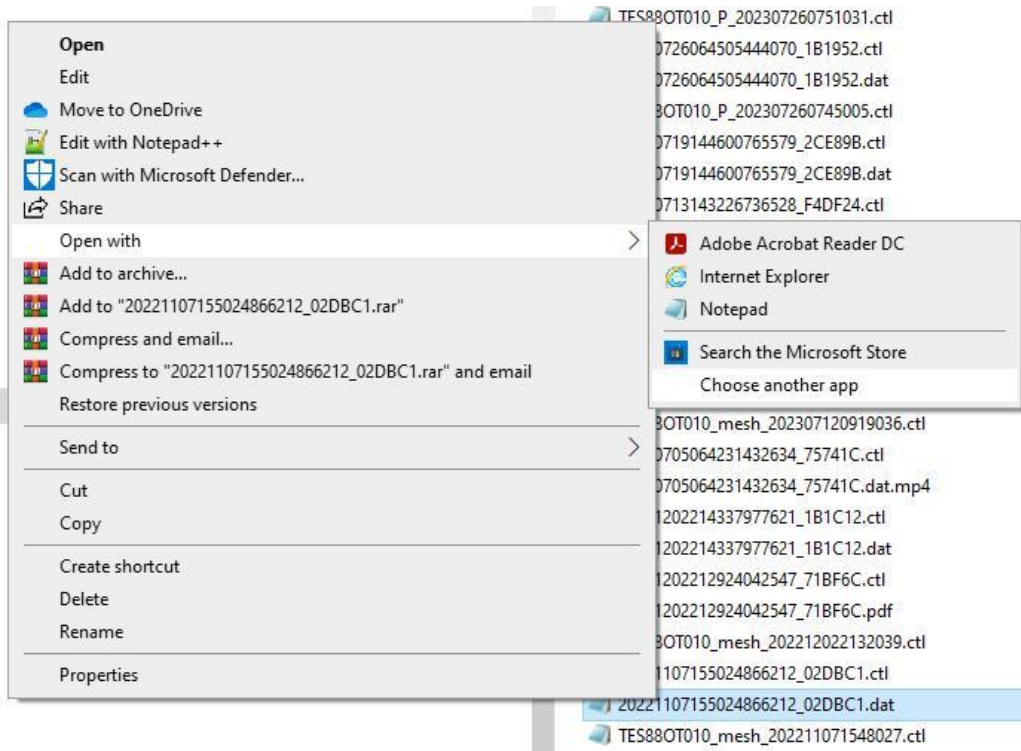
- .ctl** – these can be ignored. They accompany each .dat file that is issued
- .dat** – these are your actual reports

In general, you should receive 2 .dat files which are:

- Traced NHS numbers  
**NB:** some Councils have opted out of this service and will not receive a report  
  
Any NHS Numbers that have been 'traced' can be found in the final column headed [Der\\_DBS\\_Check\\_NHS\\_Number](#)
- Data validation report  
**ALL** Councils receive this report

## 6. How do I open the .dat files in MESH Client?

Normally, you can right-click on the .dat file and select "Open with". If Excel is not there, you can click "Choose another app" and look for Excel.



If you haven't got Excel (or any other spreadsheet application) installed on your machine, then you won't be able to do that and you will need to speak to your ICT.

- smaller file .dat is a csv format (traced NHS number report)
- and
- the larger file .dat is .xlsx format (data validation report)

If you only have 1 .dat file in your MESH folder then the file extension will be .xlsx

## 7. How do I open the .dat files in MESH UI?

Click on the files to download them. Open the 'Download' folder on your machine and change the:

- smaller file .dat extension name to .csv (traced NHS numbers)
- and
- the larger file .dat to .xlsx (data validation)

If you only have 1 file in your MESH folder then the file extension will be .xlsx

## **8. There are no files in the MESH folder?**

Please allow 48 hours from submission, for the reports to reach you. If the reports are still outstanding after that time please contact [agem.adultsocialcare@nhs.net](mailto:agem.adultsocialcare@nhs.net)

For any other queries or issues please contact [agem.adultsocialcare@nhs.net](mailto:agem.adultsocialcare@nhs.net)