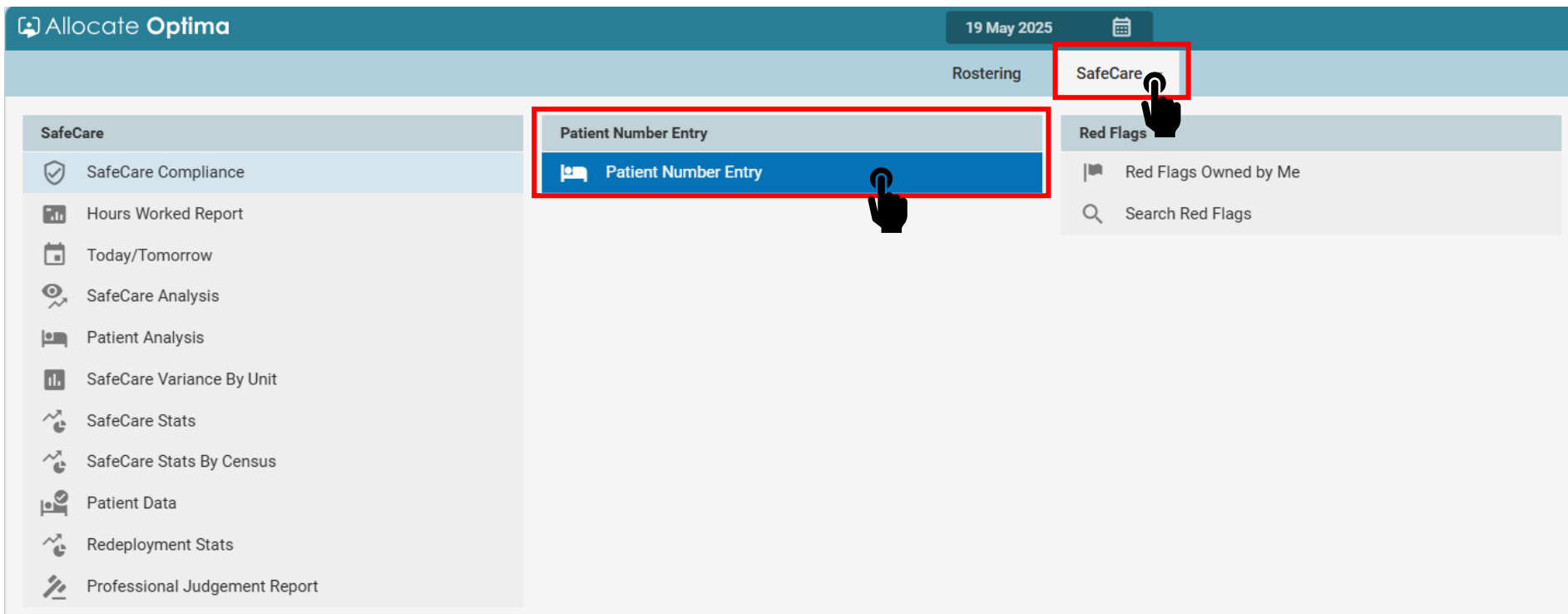


Enter Retrospective Patient Census Data in Optima

This option for entering patient census data can be useful for Staffing Level Tool runs, but for daily real-time patient data entry, SafeCare should be used.

- In Optima, navigate to **SafeCare > Patient Number Entry**



The screenshot shows the Optima software interface. At the top, there is a header bar with the text "Allocate Optima" on the left, the date "19 May 2025" in the center, and a calendar icon on the right. Below the header, there are two tabs: "Rostering" and "SafeCare". The "SafeCare" tab is selected and highlighted with a red box, and a hand cursor is pointing at it. Below the tabs, there is a sidebar on the left with a "SafeCare" section containing various options: "SafeCare Compliance", "Hours Worked Report", "Today/Tomorrow", "SafeCare Analysis", "Patient Analysis", "SafeCare Variance By Unit", "SafeCare Stats", "SafeCare Stats By Census", "Patient Data", "Redeployment Stats", and "Professional Judgement Report". In the main content area, there is a "Patient Number Entry" section highlighted with a red box, and a hand cursor is pointing at the "Patient Number Entry" link within this section. To the right of the "Patient Number Entry" section, there is a "Red Flags" section with options: "Red Flags Owned by Me" and "Search Red Flags".

- Enter your required **Unit** and **Date Range**.

- This will open a list of all Census periods within that date range, and identify whether the Patient Numbers in each period are **Actual** or **Missing** using different coloured icons.
 - Green for Actual
 - Blue for Missing

Patient Number Entry

Unit	Training Ward					▼
From *	27/01/2026					📅
To *	31/01/2026					📅

☒ All
☐ Missing Patient Data
☐ Actual Only

Unit	Census Period	Valid Date	Day of week	Patient Total	Task Total	Predicted
 Training Ward	Morning	27/01/2026	Tuesday	10	0	
 Training Ward	Afternoon	27/01/2026	Tuesday	9	0	
 Training Ward	Night	27/01/2026	Tuesday	9	0	
 Training Ward	Morning	28/01/2026	Wednesday	10	0	
 Training Ward	Afternoon	28/01/2026	Wednesday	-	0	
 Training Ward	Night	28/01/2026	Wednesday	-	0	
 Training Ward	Morning	29/01/2026	Thursday	-	0	
 Training Ward	Afternoon	29/01/2026	Thursday	-	0	
 Training Ward	Night	29/01/2026	Thursday	-	0	

- Click on the required Census Period to open a slide-in panel where the **Patient Numbers** can be typed in, along with any necessary **Tasks**.

Allocate Optima

Unit

SFC Training Ward 2

From *

12/05/2025

To *

19/05/2025

Unit	Census Pe	Valid Date
SFC Training Ward 2	Day	12/05/2025
SFC Training Ward 2	Night	12/05/2025
SFC Training Ward 2	Day	13/05/2025
SFC Training Ward 2	Night	13/05/2025
SFC Training Ward 2	Day	14/05/2025
SFC Training Ward 2	Night	14/05/2025
SFC Training Ward 2	Day	15/05/2025
SFC Training Ward 2	Night	15/05/2025
SFC Training Ward 2	Day	16/05/2025
SFC Training Ward 2	Night	16/05/2025
SFC Training Ward 2	Day	17/05/2025
SFC Training Ward 2	Night	17/05/2025
SFC Training Ward 2	Day	18/05/2025
SFC Training Ward 2	Night	18/05/2025
SFC Training Ward 2	Day	19/05/2025
SFC Training Ward 2	Night	19/05/2025

Patient Census Period

Unit

SFC Training Ward 2

Census Period

Night

Valid Date

14/05/2025 20:15

+

Add Patient Census Value

Manage Patient Census Values

Audit Trail

Patient Census Values

Type	Count
MHLD 1:1 Care	
MHLD 2:1 Care	
MHLD Older Adult – Acute High	
MHLD Older Adult – Acute Low	
MHLD Older Adult – Acute Medium	
Delivery of Off-Ward Treatment/Duties (per 30min)	
External Inspection/Audit (per 30min)	
Multi-Disciplinary Team (per 30min)	
Patient Transport/Escort (per 30min)	
Ward Attenders (per 30min)	

Notes

Census Bed Number

Census Bed Number

Clear

Save

- Notes** can also be added using this slide-in panel if required.
- Once completed, click **Save**.