

DSC Notice: DSCN (2007) 04 (W)
English DSCN Equivalent: 18/2005
Initiating Welsh Reference: WHC (2007) 002
Date of Issue: February 2007

WIGSB Welsh Information Governance and Standards Board	Subject: New Format for the Diagnostics & Therapies Services Monthly Data Collections
	Implementation date: 1 st January 2007

DATASET CHANGE CONTROL PROCEDURE

Summary of change:

The purpose of this DSCN is to inform providers and suppliers of the revised file format for the monthly data collection of the Diagnostic and Therapy Waiting Times.

WIGSB Reference No: 2007021504

Welsh Information Governance and Standards Board (WIGSB), is responsible for approving information standards.

Please address enquiries about Dataset change proposals to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA Tel: 029 20502539 or E-mail Data.Standards@hsw.wales.nhs.uk

Dataset Change Notices are available via the Intranet Service HOWIS <http://howis.wales.nhs.uk/> or by contacting the above address.

Draft DSCN numbering format = (year of draft) 2-alphacharacter sequence (W).

Upon receiving approval for the change by WISGB, the draft DSCN number will be reformatted to:
DSCN number format = year of issue /sequence number, (W)

In addition,

WIGSB Reference No. format = year/month/day/sequence number (relates to when WIGSB approved change)

DSCN Distribution List

Ian Baker	Information Analyst	Bro Morgannwg NHS Trust
Ian Phillips	Associate Director of IM&T	Bro Morgannwg NHS Trust
Jan Kinsey	Data Quality Manager	Bro Morgannwg NHS Trust
Jim Plunkett	Head of Information	Bro Morgannwg NHS Trust
Rhodri Jones	Information Manager	Bro Morgannwg NHS Trust
Suzanne Holloway	Information Manager	Bro Morgannwg NHS Trust
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Eluned Cousins	Regional Information Manager	Business Services Centre
Mark Piper	Information Services Business Manager	Business Services Centre
Trevor Hughes	Regional Information Manager	Business Services Centre
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Sharon Marshall	Information Manager	Ceredigion NHS Trust
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Christine Fisher	Head of Information	North East Wales NHS Trust
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Jan Macnamara	Data Quality Manager	Swansea NHS Trust
Deborah Usher	Information Manager	Swansea NHS Trust
Dr Giles Croft	Clinical Research Fellow & Projects Manager	University of Wales, Swansea
Sally Greenway	Corporate & Clinical Information, Health Informatics Unit	University of Wales, Swansea
Dave Morrey	Information Manager	Velindre NHS Trust
David Howells	Senior Analyst Programmer	Velindre NHS Trust
Anthony Tracey	Corporate Health Information Programme	Welsh Assembly Government
Catherine Bridges	Information Services Division, Information Analysis	Welsh Assembly Government
Claudia Blair	Health Statistics & Analysis Unit	Welsh Assembly Government

Martyn Rees	Department of Health and Social Services	Welsh Assembly Government
Pam Hall	Corporate Health Information Programme	Welsh Assembly Government
Jackie Bracey	Information Services Division, Data Standards	Welsh Assembly Government
Sue Leake	Health Statistics & Analysis Unit	Welsh Assembly Government

Document Control

Version:	Issued on:	Owner	Details:
0.1	22/10/06	AT	Initial draft for review
0.2	03/11/06	AT	Changes to reflect the Task and Finish Group
0.3	06/12/06	AT	Changes to reflect WIGSB comments
0.4	14/12/06	JE	Changes to dictionary added
0.5	08/01/07	JE	To incorporate changes for Diagnostics and Therapies, including Endoscopies
0.6	10/01/07	JE	Updated following feedback from initial review:- <ol style="list-style-type: none"> 1. Correct milestone dates 2. Update with WHC Ref for Endoscopy Waits 3. Inclusion of additional diagnostics 4. Appendix A expanded 5. Added section under Background expanded 6. Significant changes made to Appendix B & C Version taken to DSCN Subgroup (January 2007)
0.7	01/02/07	JE	Updated following DSCN Sub Group DSCN only to include revised file layout; changes relating to the piloting project to be removed
0.8	02/02/07	JE	<ol style="list-style-type: none"> 1. As version 0.7 but without tracked changes. 2. Issued to service
0.9	05/02/07	JE	Further changes following feedback from the Trusts and DSCN Subgroup
0.10	05/02/07	JE	<ol style="list-style-type: none"> 1. As version 0.9 but without tracked changes. 2. Issued to service & DSCN SubGroup
0.11	08/02/07	JE	Issued to WIGSB for approval (February)
1.0	15/02/07	JE	Final approval gained from WIGSB 15/02/07. This DSCN was formally known as DSCN (2006) AG (W)

DATASET CHANGE NOTICE (2007) 04 (W)

Reference: WIGSB 2007021503

Subject: Monthly Data Collections for Diagnostics & Therapies Services

Reason for Change: To enable the monitoring of Diagnostics and Therapies Waiting Times in line with 'Designed for Life'.

Effective Date: 1st January 2007

1. Background:

The Access 2009 Project was established to support the achievement of the 26 week total patient pathway. This pathway covers the wait from GP or Dental referral to treatment and includes waiting times for any required diagnostic tests and therapies.

To provide consistency across all wait returns, the existing file format of the monthly data collections for Diagnostics and Therapy Services is to be amended.

This DSCN is to inform NHS Organisations and system suppliers of this revised file format.

Future changes to the scope of these returns will be covered under a separate DSCN.

2. Impact for Trusts:

- 2.1 Trusts are required to supply the information within the agreed timescales as per WHC (2007) 002.
- 2.2 For January to March returns, Trusts will continue to supply their returns in the current time bands.
- 2.3 Even though the data item 'Local Health Board' has been included in the revised layout, it is not essential for Trusts to complete this item but is desirable if possible.
- 2.4 From April 2007, the time bands for the current Diagnostics and Therapy Services will change to weekly time bands. Guidance on this will be issued under a separate DSCN.

Appendix A is a matrix showing associated data items which are affected by this change and those which are not affected.

Appendix B lists the current definitions and standards with changes highlighted.

Appendix C shows the amended definitions as they will appear in the NHS Wales Data Dictionary.

Additional Information:

Please address enquiries about this DSCN to: -

*Data Standards and Information Quality Team
Health Solutions Wales
14th Floor - Brunel House
2 Fitzalan Road
Cardiff
CF24 0HA*

Tel: 029 20502539

Fax: 029 20502504

E-mail: Datastandards@hsw.wales.nhs.uk

Appendix A

The following table shows all Data Items associated with the changes documented within this DSCN and the implications of this DSCN on their definitions as currently held in the NHS Wales Data Dictionary: -

Data Items			
New Items	Item Deleted	Definition Changed	Definition Not affected
Data Reference	Period End	Service Heading ⁽¹⁾	Local Health Board of Residence
Return Date		Sub Heading ⁽¹⁾	NHS Trust Code
Hospital Site			Count
			Weeks Wait

(1) – Wording has been changed to reflect content of WHC (2007) 002.

Appendix B

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deletions identified with a **strikethrough**.

The shaded text identifies text which has been copied from the NHS Wales Data Dictionary

a) Under the chapter 'Data Items and Terms (Grouped by Data Set)/ Diagnostic and Therapy Services Waiting Times': -

Background and Definitions

1. In July 2001 the 'Waiting Times Strategy' confirmed a commitment to extend publication of waiting times to include diagnostic and therapy services.

Consequently, a new monthly data collection was piloted to cover referrals to specified diagnostic and therapy practice.

2. In May 2003, the success of the pilot was announced and the continuation of the monthly collection was confirmed.

3. The data submission is mandatory from 2004.

4. In January 2007 a pilot was undertaken to enable the monitoring of services to meet the 'Designed for Life' 26 weeks wait from referral to treatment targets. WHC (2007) 002 was issued to mandate a new file format for the Diagnostics and Therapies Waiting Times. This new file format will provide consistency across all wait returns.

b) Under the chapter 'Data Items and Terms (Grouped by Data Set)/ Diagnostic and Therapy Services Waiting Times': -

DT Monthly Data Collection – Details of Return

The collection is returned in a flatfile Excel spreadsheet. All files are to be submitted in CSV format, without a header record.

The file will be identified by the following naming conventions: -

DTxxxmmyy.xls**csv**

Where:

xxx = Trust Code

mm = number of the month to which the data relates

yy = last two digits of the year

The data will be based on waiting times up to the last day of each month. Professions should report to the Information Department by the seventh working day of each month.

The file will have the following format: -

Column Heading	Format and Valid Values ⁽²⁾
Data Reference	Data Reference
Return Date	Return Date
Hospital Site	Hospital Site
Local Health Board (LHB)	Local Health Board of Residence ^(*)
Trust Code	<u>Trust Code</u>
Site	Text
Service Heading	<u>Service Heading</u>
Sub Heading	<u>Sub Heading</u>
Weeks Wait	<u>Weeks Wait</u>
Count	<u>Count</u>
Period End	<u>Period End</u>

Reports should be sent to reach Health Solutions Wales **no later than the tenth working day** of each month.

Separate information is required for each site within the Trusts' responsibility. The site code 'Community' should be used to record information on waiting times for services provided by community services, clinics, and home visits

Where a Trust does not provide a service at a particular site, all rows for that service at that site should be deleted from the submission; **that is Only include details of those services which you provide**. Where a Trust does provide a service at a particular site but there are nil patients waiting, a zero should be placed in the relevant **'Up to and including 6'** weeks wait column for the relevant row.

The waiting times will be reported, grouped in time bands described in weeks

Under 6 Up to and including 6	Over 6 and up to 12	Over 12 and up to 24	Over 24 and up to 36	Over 36 and up to 48	Over 48 and up to 60	Over 60 and up to 72	Over 72
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See 'A Guide to Good Practice – Elective Services' for definitions of waiting list date.

The count of waiting time will start from the Clinical Referral Date and end on or at the census date, which is the last day of each month.

**** - It is not essential for Trusts to complete this item but is desirable if possible**

(2) – This column includes hyperlinks to the associated Data Item which will contain the definition and allowable values for this field

c) Under the chapter 'Data Items (A-Z)': -

- Changes to existing data items:-

Service Heading
(DT Waiting Times)

Name of specified diagnostic and therapy services for which the Monthly Collection of Waiting Times is based.

Specified services and therapies are: -

Radiology – GP Referral

Radiology – Consultant Referral

Cardiology

Audiology

~~Dietetics & Physiotherapy~~

~~Occupational Therapy and Speech & Language Therapy~~

~~Arts Therapies~~

Dietetics

Physiotherapy

Occupational Therapy

Speech & Language

Podiatry

These are sub-divided into [Service Sub Headings](#).

Service Sub Heading
(DT Waiting Times)

Sub divisions of the specified services used for the Monthly Collection of Waiting Times of Diagnostic and Therapy Services.

See [Service Heading](#)

Service	Service Sub Heading	Additional Information
Radiology – GP Referral Radiology – Consultant Referral	Barium Enema C.T. M.R. Non-Obstetric Ultrasound Nuclear Medicine	Waiting time from waiting list date until census date. Patients are removed from the waiting list on the date the diagnostic test for which they are waiting is carried out.
Cardiology Cardiology	Stress Test Echo Cardiogram	A stress test is a non-invasive procedure to record the heart's electrical activity during exercise. An echo cardiogram is a non-invasive ultrasound procedure used to diagnose cardiovascular disease. Waiting times from waiting list date until the census date.

		<p>Patients are removed from the waiting list on the date the diagnostic test for which they have been referred is carried out.</p>
<p>Audiology (Adult Hearing Aids)</p>	<p>Adult Hearing Aids Consultant</p> <p>GP</p>	<p>A hearing aid is described as an externally worn electronic listening device.</p> <p>Waiting times from waiting list date until the census date.</p> <p>Patients are removed from the waiting list on the date their hearing aid is fitted.</p>
Dietetics	<p>Adults Paediatrics</p>	
Physiotherapy	<p>Adults Paediatrics</p>	
Occupational Therapy	<p>Adults Paediatrics/Adolescents Learning Disabilities Mental Health</p>	<p>Waiting time from waiting list date until the census date.</p> <p>Patients are removed from the waiting list on the Date of Commencement of Episode Care (Diagnostic and Therapy Services).</p>
Speech & Language Therapy	<p>Adults Paediatrics/Adolescents</p>	

	<p>Learning Disabilities</p> <p>Mental Health</p>	
Arts Therapies	<p>Learning Disabilities</p> <p>Mental Health</p>	
Podiatry	<p>Urgent</p> <p>Seen</p> <p>Routine</p>	

Period End

(DT Waiting Times)

This is the census date on which the count is made of people still on a waiting list for a diagnostic or therapy service. The time waited (data item, 'Weeks Wait') should be calculated up to and including this day.

The format for Period End is 'yyyymm'

Where

YYYY is the year and mm is the month of the month end date when the waiting list is counted.

- New data items:-

Data Reference

(DT Waiting Times)

This is the reference on the Diagnostic and Therapy monthly data collection to identify the type of return being submitted.

Must be recorded as 'DT' for Diagnostic and Therapy Services.

Format: 2 alpha-numeric

Return Date

(DT Waiting Times)

This relates to the date on which the list is measured, that is, last day of the month to which the return relates. Also known as the census date.

Format: 8 numeric digits in the format:-
Ccyymmdd

Hospital Site

(DT Waiting Times)

The hospital site where the diagnostic and therapy services are carried out.

Must match a hospital site as contained in the Site Table.

Format: max. 50 alpha numeric characters

Appendix C

The following depicts the amended dictionary items as they will appear in the NHS Wales Data Dictionary.

a) Under the chapter 'Data Items and Terms (Grouped by Data Set)/ Diagnostic and Therapy Services Waiting Times': -

Background and Definitions

1. In July 2001 the 'Waiting Times Strategy' confirmed a commitment to extend publication of waiting times to include diagnostic and therapy services.

Consequently, a new monthly data collection was piloted to cover referrals to specified diagnostic and therapy practice.

2. In May 2003, the success of the pilot was announced and the continuation of the monthly collection was confirmed.

3. The data submission is mandatory from 2004.

4. In January 2007 a pilot was undertaken to enable the monitoring of services to meet the 'Designed for Life' 26 weeks wait from referral to treatment targets. WHC (2007) 002 was issued to mandate a new file format for the Diagnostics and Therapies Waiting Times. This new file format will provide consistency across all wait returns.

b) Under the chapter 'Data Items and Terms (Grouped by Data Set)/ Diagnostic and Therapy Services Waiting Times': -

DT Monthly Data Collection – Details of Return

All files are to be submitted in CSV format, without a header record.

The file will be identified by the following naming conventions: -

DTxxxmmyy.csv

Where:

xxx = Trust Code

mm = number of the month to which the data relates

yy = last two digits of the year

The file will have the following format: -

Column Heading	Format & Valid Values
Data Reference	Data Reference
Return Date	Return Date
Hospital Site	Hospital Site
Local Health Board (LHB)	Local Health Board of Residence (**)
Trust Code	Trust Code
Service Heading	Service Heading
Sub Heading	Sub Heading
Weeks Wait	Weeks Wait
Count	Count

See 'A Guide to Good Practice – Elective Services' for definitions of waiting list date.

Reports should be sent to reach Health Solutions Wales **no later than the tenth working day** of each month.

Only include details of those services which you provide. Where a Trust does provide a service at a particular site but there are nil patients waiting, a zero should be placed in the 'Up to and including 6' weeks wait column for the relevant row.

The waiting times will be reported, grouped in time bands described in weeks

Up to and including 6	Over 6 and up to 12	Over 12 and up to 24	Over 24 and up to 36	Over 36 and up to 48	Over 48 and up to 60	Over 60 and up to 72	Over 72
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The count of waiting time will start from the Clinical Referral Date and end on or at the census date, which is the last day of each month.

** - It is not essential for Trusts to complete this item but is desirable if possible

c) Under the chapter 'Data Items (A-Z)': -

**Service Heading
(DT Waiting Times)**

Name of specified diagnostic and therapy services for which the Monthly Collection of Waiting Times is based.

Specified services and therapies are: -

Radiology – GP Referral

Radiology – Consultant Referral

Cardiology

Audiology

Dietetics

Physiotherapy

Occupational Therapy

Speech & Language

Arts Therapies

Podiatry

These are sub-divided into [Service Sub Headings](#).

**Service Sub Heading
(DT Waiting Times)**

Sub divisions of the specified services used for the Monthly Collection of Waiting Times of Diagnostic and Therapy Services.

See [Service Heading](#)

Service	Service Sub Heading	Additional Information
<p>Radiology – GP Referral</p> <p>Radiology – Consultant Referral</p>	<p>Barium Enema</p> <p>C.T.</p> <p>M.R.</p> <p>Non-Obstetric Ultrasound</p> <p>Nuclear Medicine</p>	<p>Waiting time from waiting list date until census date.</p> <p>Patients are removed from the waiting list on the date the diagnostic test for which they are waiting is carried out.</p>
<p>Cardiology</p>	<p>Stress Test</p> <p>Echo Cardiogram</p>	<p>A stress test is a non-invasive procedure to record the heart's electrical activity during exercise.</p> <p>An echo cardiogram is a non-invasive ultrasound procedure used to diagnose cardiovascular disease.</p> <p>Waiting times from waiting list date until the census date.</p> <p>Patients are removed from the waiting list on the date the diagnostic test for which they have been referred is carried out.</p> <p>.</p>

Audiology (Adult Hearing Aids)	Consultant GP	A hearing aid is described as an externally worn electronic listening device. Waiting times from waiting list date until the census date. Patients are removed from the waiting list on the date their hearing aid is fitted.
Dietetics	Adults Paediatrics	Waiting time from waiting list date until the census date. Patients are removed from the waiting list on the Date of Commencement of Episode Care (Diagnostic and Therapy Services).
Physiotherapy	Adults Paediatrics	
Occupational Therapy	Adults Paediatrics Learning Disabilities Mental Health	
Speech & Language	Adults Paediatrics	

	Learning Disabilities Mental Health	
Arts Therapies	Learning Disabilities Mental Health	
Podiatry	Urgent Routine	

Data Reference

(DT Waiting Times)

This is the reference on the Diagnostic and Therapy monthly data collection to identify the type of return being submitted.

Must be recorded as 'DT' for Diagnostic and Therapy Services.

Format: 2 alpha-numeric

Return Date

(DT Waiting Times)

This relates to the date on which the list is measured, that is, last day of the month to which the return relates.. Also known as the census date.

Format: 8 numeric digits in the format: -
ccyymmdd

Hospital Site

(DT Waiting Times)

The hospital site where the diagnostic and therapy services are carried out.

Must match a hospital site as contained in the Site Table.

Format: max. 50 alpha numeric characters
