WIGSB **Welsh Information Governance** **and Standards Board**	**Subject: To Provide Guidance on the Reporting Structure for the Referral to Treatment Time Reporting Requirements**
	Implementation date: **1st April 2007**

DATASET CHANGE CONTROL PROCEDURE

Summary of change:

The purpose of this DSCN is to inform providers and suppliers of the reporting structure for the new monthly data collection of Referral to Treatment Times.

This DSCN will introduce a new chapter called 'Waiting Times' which will gradually encompass all waiting times returns.

Changes associated with this DSCN will appear in version 2.16 of the NHS Wales Data Dictionary

WIGSB Reference No: *20070315004*

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 WIGSB, 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

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Document: DSCN (2007) 08 (W)   Author: Jennifer Evans
Status: Final   Created On: 13-Apr-07
Version: 1.00   Last printed 13-Apr-07

Page 2

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Document Control

Version:	Issued on:	Owner	Details:
0.01	16/03/07	JE	Initial version for review by DSCN Sub Group (March)
0.02	03/04/07	JE	Changes made following DSCN Subgroup
0.03	05/04/07	JE	Changes made following review by S Greenway
0.04	11/04/07	JE	Changes made following second review by the DSCN Subgroup
1.00	13/04/07	JE	DSCN approved and Welsh reference allocated. This DSCN was formally known as DSCN (2007) AK (W)

Document: DSCN (2007) 08 (W)
Status: Final
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Author: Jennifer Evans
Created On: 13-Apr-07
Last printed 13-Apr-07

Page 4

Reference:	WIGSB 20070315004
Subject:	To Provide Guidance on the Reporting Structure for the Referral to Treatment Time Reporting Requirements
Reason for Change:	To enable the measurement and reporting of the 26 week pathway in line with the Access 2009 project.
Effective Date:	1st April 2007

Background:

In March 2005 the First Minister and Minister for Health and Social Services announced that by December 2009 no patient in Wales will wait more than 26 weeks from GP referral to treatment. This will include waiting times for any diagnostic tests and therapies required.

The delivery of this commitment is being managed through the national project known as the 2009 Access Project and the approach to be adopted is outlined in WHC (2006) 081 'Delivering a 26 week Patient Pathway – an Implementation Framework'.

Currently a range of component waits are reported for various parts of the patient pathway however these do not provide an indication of a patient's total wait for treatment. During the period leading to the target date, the Access 2009 project team will work with NHS and information colleagues to define all data requirements necessary to underpin this policy.

This DSCN provides initial guidance on the reporting of Referral to Treatment times. It is anticipated that further DSCNs will be required during the project lifetime. WHC (2007) 014 'Access 2009 – Referral to Treatment Time' has mandated the Referral to Treatment Time monthly data collection from April 2007. However, it should be recorded that guidance covered in this DSCN supersedes information given in the WHC.

Further clarification of these requirements may also be found on the Access 2009 FAQs web site, located at http://howis.wales.nhs.uk/sites3/home.cfm?orgid=608.

Reporting Requirements:

Trusts will report three sets of monthly aggregated data, broken down by length of wait in weeks or groups of four weeks. These sets are: -

1. The number of patients by specialty who have reached a **stop** clock due to admission during the reporting period.
2. The number of patients by specialty who have reached a different **stop** clock point during the reporting period for a non-admission reason.

Document: DSCN (2007) 08 (W)	Author: Jennifer Evans
Status: Final	Created On: 13-Apr-07
Version: 1.00	Last printed 13-Apr-07

Page 5

3. The continuing clock report will show the number of patients by specialty who at the end of the reporting period, are currently on an **open** clock, i.e. have not reached a stop clock point following a previous start clock point.

Definitions for Outcome Codes and the introduction of the National Pathway Identifier data item are covered in DSCN (2007) 01 (W).

Details on Elective Specialties to include are provided in Appendix D.

Impact for Trusts:

1. The Referral to Treatment Time data collection is mandated from 1st April 2007.

2. Trusts are required to report on a monthly basis, on the 25th day of the following month, e.g. the report for the period 1st – 30th April will be due on the 25th May. Where the reporting date falls on a weekend or Bank Holiday, then the report should be sent on the next working day.

Changes:

A table showing the Data Items and Terms linked to this change can be found in Appendix A.

Changes to the NHS Wales Data Dictionary are shown in the Appendix B.

Appendix C shows how the Data Dictionary will appear when changes have been incorporated.

Appendix A: Data Items and Terms linked to this Change.

The following table shows all Data Items and Terms that are linked with the changes documented within this DSCN.

<table>
<tr><td colspan="3" align="center">Data Items and Terms Linked to Change</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td align="center">New</td><td align="center">Changed</td><td align="center">Not affected</td></tr>
<tr><td></td><td>Data Reference</td><td></td></tr>
<tr><td></td><td>Main Specialty (Consultant)</td><td></td></tr>
<tr><td></td><td>Weeks Wait</td><td></td></tr>
<tr><td></td><td>Return Date</td><td></td></tr>
<tr><td></td><td>Local Health Board (LHB)</td><td></td></tr>
<tr><td></td><td>Count</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
</table>

Appendix B: Proposed changes

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deletions are shown with a **strikethrough.** The text shaded in **grey** shows existing text copied from the NHS Wales Data Dictionary.

a) New Chapter to contain definitions for all Waiting Times Returns

Below is a list of current chapters showing the proposed new chapter: -

Admitted Patient Care Minimum Data Set (APC Mds)

Outpatient Minimum Data Set

Elective Admission List Minimum Data Set (EAL Mds)

Critical Care Minimum Data Set

Psychiatric Census

~~Diagnostic and Therapy Services Waiting Times~~

Aggregate Waiting Times Returns

QS1

SBH50-59a

SBL618

Korner Returns

Welsh Core Indicators

Non - Medical Staffing

Community Child Health 2000

N.B. The current chapter covering Diagnostic and Therapy Services Waiting Times will be included under the new 'Aggregate Waiting Times Returns' chapter.

b) New Section 'Referral to Treatment (RTT) Times'

Referral to Treatment (RTT) Times

Background

The First Minister and Minister for Health & Social Services issued a Cabinet Statement in March 2005, announcing a 26 week total wait target to be achieved by December 2009. This total waiting time is from receipt of primary care referral at the hospital through to initiation of treatment and will include the waiting time for diagnostic tests or therapies.

The 26 week pathway requires the NHS to measure the total period waited by each patient and to manage each patient's journey from referral to treatment in a timely and efficient manner.

The delivery of the 26 week commitment is being planned through the national project known as the Access 2009.

In December 2006, the 2009 Access Project Team published Delivering a 26 week Patient Pathway – an Implementation Framework in December 2006 under Welsh Health Circular WHC (2006)081 and in January published WHC (2007) 014'Access 2009 – Referral to Treatment Time Measurement',

WHC (2007) 014 introduced the new monthly data collection 'Referral to Treatment Times' (RTT) to be mandated from April 2007.

Referral to Treatment Times – Details of Return

All files are to be sent in the form of a comma separated text file (csv format), i.e. in which the values in each field are separated by commas. There will be no header record.

Files should be named as:

xxxmmmyy.csv

where: xxx = the Trust code
mmm = first three letters of the month to which the data relates, e.g. Apr for the first submission of data relating to waiting times at end April.
yy = last 2 digits of the year

The submission should be sent via the secure upload mechanism located on

http://nwdss.hsw.wales.nhs.uk/

Submission forms for all files are required to be e-mailed to Waitingtimes@hsw.wales.nhs.uk with the email subject as 'Referral to Treatment Times'.

The file will have the following format: -

Field Order	Format
Data Reference	2 alpha characters
Return Date	ccyymmdd
Local Health Board (LHB) (**)	3 alpha numeric characters
Trust Code	3 alpha numeric characters
Main Specialty (Consultant)	3 digit numeric
Weeks Wait	Alpha Numeric
Count	Numeric

Reports should be sent to reach Health Solutions Wales on the 25th day of the month or the next working day

Only include RTT waits for elective specialty services available in your Trust. If your Trust provides a service but there are nil patients with neither open nor stop clocks, a zero should be placed in the zero week wait time band.

** - During the early stages of RTT reporting, the LHB field is not mandatory. However it will become mandatory in the future and Trusts are expected to work towards being able to respond to a mandatory requirement in due course. This field status change will be covered in future DSCNs.

Document: DSCN (2007) 08 (W)
Status: Final
Version: 1.00

Author: Jennifer Evans
Created On: 13- Apr-07
Last printed 13-Apr-07

Page 10

c) Changes to Existing Data Items

Data Reference

(DT Waiting Times/RTT)

This is the reference on each ~~Diagnostic and Therapy~~ **waiting times** monthly data collection used to identify the type of return being submitted.

Diagnostic and Therapy Waiting Times: -

Value	Return Type
DT	**For all Diagnostic and Therapy Services**

Referral to Treatment Times: -

Value	Return Type
PO	**Open Pathway**
CA	**Closed Pathway Due to Admission**
CO	**Closed Pathway Due to Other Clock Stop Point**

Format: 2 alpha-numeric

Weeks Wait
(DT Waiting Times/RTT)

The time bands for reporting the waiting time counts.

Diagnostic and Therapy Waiting Times: -

The count of waiting time will start from the waiting list date and end on the census date, which is the last day of each month.

The waiting times will be reported grouped within time bands described in weeks up to 40 weeks wait. All waits beyond that will be reported in one group.

Weeks Wait	Time Band
0	**Up to 1 week (up to and including 7 days)**
1	**Over 1 week and up to 2 weeks (day 8 to 14)**
2	**Over 2 weeks and up to 3 weeks (day 15 to 21)**

Etc until

39	**Over 39 weeks and up to 40 weeks (day 274 to 280)**
40	**Over 40 weeks (day 281 and over)**

Referral to Treatment Times: -

For open pathways, the length of referral to treatment time will be from the clock start date to the end of the census date, which is the last day of the month.

For closed pathways, the length of referral to treatment time will be from the clock start date to the clock stop date, which is within the reporting period.

The referral to treatment times will be reported grouped in time bands described in weeks up to 40 weeks. Over that, reporting will be in 4-week time bands up to a specified 105 weeks wait. Waits beyond that will be reported in one group. Where a trust is unable to identify a start clock dates for patients, these will be reported using a Weeks Wait value of '999'.

Weeks Wait	Time Band
0	Up to 1 week (up to and including 7 days)
1	Over 1 week and up to 2 weeks (day 8 to 14)
2	Over 2 weeks and up to 3 weeks (day 15 to 21)

Etc until

Weeks Wait	Time Band
39	Over 39 weeks and up to 40 weeks (day 274 to 280)
40	Over 40 weeks and up to 41 weeks (day 281 to 287)
41 - 44	Over 41 weeks and up to 45 weeks (day 288 to 315)
45 - 48	Over 45 weeks and up to 49 weeks (day 316 to 343)
49 - 52	Over 49 weeks and up to 53 weeks (day 344 to 371)

Etc up to

Weeks Wait	Time Band
101 - 104	Over 101 weeks and up to 105 weeks (day 708 to day 735)
105	Over 105 weeks (day 736 and over)
999	Patient with unknown RTT start clock date

See WHC (2006) 081 'Delivering a 26 week Patient Pathway' for definitions of 'waiting list date'.

Document: DSCN (2007) 08 (W)
Status: Final
Version: 1.00
Author: Jennifer Evans
Created On: 13-Apr-07
Last printed 13-Apr-07
Page 12

d) Existing Data Items solely amended to identify their inclusion in 'RTT'

Main Specialty (consultant)
Return Date
Local Health Board of Residence
Count

Appendix C: Data Items and Term as they will appear in the Data Dictionary

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

a) New Chapter to contain definitions for all Waiting Times Returns

[Admitted Patient Care Minimum Data Set (APC Mds)](#)
[Outpatient Minimum Data Set](#)
[Elective Admission List Minimum Data Set (EAL Mds)](#)
[Critical Care Minimum Data Set](#)
[Psychiatric Census](#)
[Aggregate Waiting Times Returns](#)
[QS1](#)
[SBH50-59a](#)
[SBL618](#)
[Korner Returns](#)
[Welsh Core Indicators](#)
[Non - Medical Staffing](#)
[Community Child Health 2000](#)

b) New Section 'Referral to Treatment (RTT) Times'

Referral to Treatment (RTT) Times

Background

The First Minister and Minister for Health & Social Services issued a Cabinet Statement in March 2005, announcing a 26 week total wait target to be achieved by December 2009. This total waiting time is from receipt of primary care referral at the hospital through to initiation of treatment and will include the waiting time for diagnostic tests or therapies.

The 26 week pathway requires the NHS to measure the total period waited by each patient and to manage each patient's journey from referral to treatment in a timely and efficient manner.

The delivery of the 26 week commitment is being planned through the national project known as the Access 2009.

In December 2006, the 2009 Access Project Team published Delivering a 26 week Patient Pathway – an Implementation Framework in December 2006 under Welsh Health Circular WHC (2006)081 and in January published WHC (2007) 014' Access 2009 – Referral to Treatment Time Measurement',

WHC (2007) 014 introduced the new monthly data collection 'Referral to Treatment Times' (RTT) to be mandated from April 2007.

Referral to Treatment Times – Details of Return

All files should be sent in the form of a comma separated text file (csv format), i.e. in which the values in each field are separated by commas. There will be no header record.

Files should be named as:

xxxmmmyy.csv

where: xxx = the Trust code
mmm = first three letters of the month to which the data relates, e.g. Apr for the first submission of data relating to waiting times at end April.
yy = last 2 digits of the year

The submission should be sent via the secure upload mechanism located on

http://nwdss.hsw.wales.nhs.uk/

Submission forms for all files are required to be e-mailed to Waitingtimes@hsw.wales.nhs.uk with the email subject as 'Referral to Treatment Waiting Times'.

The file will have the following format: -

Field Order	Format
Data Reference	2 alpha characters
Return Date	ccyymmdd
Local Health Board (LHB) (**)	3 alpha numeric characters
Trust Code	3 alpha numeric characters
Main Specialty (Consultant)	3 digit numeric
Weeks Wait	Alpha Numeric
Count	Numeric

Reports should be sent to reach Health Solutions Wales **on the 25th day of the month or the next working day**.

Only include details of those specialties services which you provide. Where a Trust does provide a specialty service but there are nil patients with neither open nor stop clocks, a zero should be placed in the zero week wait time band.

** - During the early stages of RTT reporting, the LHB field is not mandatory. However it will become mandatory in the future and Trusts are expected to work towards being able to respond to a mandatory requirement in due course. This field status change will be covered in future DSCNs.

c) Changes to Existing Data Items

Data Reference

(DT Waiting Times/RTT)

This is the reference on each of the waiting times monthly data collection used to identify the type of return being submitted.

Must be one of the following: -

Diagnostic and Therapy Waiting Times: -

Value	Return Type
DT	For all Diagnostic and Therapy Services

Referral to Treatment Times: -

Value	Return Type
PO	Open Pathway
CA	Closed Pathway Due to Admission

Document: DSCN (2007) 08 (W)   Author: Jennifer Evans
Status: Final   Created On: 13-Apr-07
Version: 1.00   Last printed 13-Apr-07
Page 16

Format: 2 alpha-numeric

Weeks Wait
(DT Waiting Times/RTT)

The time bands for reporting the waiting time counts.

Diagnostic and Therapy Waiting Times: -

The count of waiting time will start from the waiting list date and end on the census date, which is the last day of each month.

The waiting times will be reported grouped within time bands described in weeks up to 40 weeks wait. All waits beyond that will be reported in one group.

Weeks Wait	**Time Band**
0	Up to 1 week (up to and including 7 days)
1	Over 1 week and up to 2 weeks (day 8 to 14)
2	Over 2 weeks and up to 3 weeks (day 15 to 21)

Etc until

39	Over 39 weeks and up to 40 weeks (day 274 to 280)
40	Over 40 weeks (day 281 and over)

Referral to Treatment: -

For open pathways, the length of referral to treatment time will be from the clock start date to the end of the census date, which is the last day of the month.

For closed pathways, the length of referral to treatment time will be from the clock start date to the clock stop date, which is within the reporting period

The referral to treatment times will be reported grouped in time bands described in weeks up to 40 weeks. Over that, reporting will be in 4-week time bands up to a specified 105 weeks wait. Waits beyond that will be reported in one group. Where a trust is unable to identify a start clock dates for patients, these will be reported using a Weeks Wait value of '999'

Weeks Wait	**Time Band**
0	Up to 1 week (up to and including 7 days)
1	Over 1 week and up to 2 weeks (day 8 to 14)
2	Over 2 weeks and up to 3 weeks (day 15 to 21)

Etc until

39	Over 39 weeks and up to 40 weeks (day 274 to 280)
40	Over 40 weeks (day 281 to 287)
41 - 44	Over 41 weeks and up to 45 weeks (day 288 to 315)
45 - 48	Over 45 weeks and up to 49 weeks (day 316 to 343)
49 - 52	Over 49 weeks and up to 53 weeks (day 344 to 371)

Etc up to

101 - 104	Over 101 weeks to 104 weeks (day 708 to day 735)
105	Over 105 weeks (day 736 and over)
999	Patient with unknown RTT start clock date

See WHC (2006) 081 'Delivering a 26 week Patient Pathway – an Implementation Framework' for definitions of 'waiting list date'.

d) Existing Data Items solely amended to identify their inclusion in the 'RTT' Returns

Main Specialty (consultant)
(APC ds99/ EAL mds/ OP mds/RTT)

Return Date
(DT Waiting Times/RTT)

Local Health Board of Residence
(APC ds99/EAL mds/OP mds/DT Waiting Times/RTT)

Count
(DT Waiting Times/RTT)

Appendix D – Specialties included in RTT

Trusts are required to report on referrals to all Elective Specialties. Excluded from this are referrals for Cardiac and Cancer care as they already have separate, shorter targets. Mental Health is also excluded.

Given below is a core list of Specialties. This list is not exhaustive. In reporting for RTT, Trusts should include all elective specialties and those not on the list can then be flagged for subsequent analysis. During the first six months of rolling RTT reporting, as Trusts submit Referral to Treatment Times for specialties not on the core list, this input can be incorporated into refinements to the reporting requirements which will be addressed in future DSCNs.

Below is a list of Specialty Codes which are to be included in the Referral to Treatment Times return: -

Main Specialty (Consultant) code	Specialty description
100	General Surgery
101	Urology
110	Trauma and Orthopaedic
120	Ear, Nose and Throat
130	Ophthalmology
140	Oral Surgery
141	Restorative Dentistry
142	Paediatric Dentistry
143	Orthodontics
150	Neurosurgery
160	Plastic Surgery
171	Paediatric Surgery
191	Pain Management
300	General Medicine
301	Gastroenterology
302	Endocrinology
303	Haematology (Clinical)
310	Audiological Medicine
314	Rehabilitation
330	Dermatology
340	Thoracic Medicine
350	Infectious Diseases
361	Nephrology
400	Neurology
410	Rheumatology
420	Paediatrics
421	Paediatric Neurology
430	Geriatric Medicine
460	Medical Ophthalmology
502	Gynaecology
990	Joint Consultant Clinics

<u>Additional Information:</u>

Please address enquiries about this DSCN to: -

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