

DSC Notice: (2006) 03 (W)
English DSCN Equivalent: N/A
Welsh Health Circular: (2004) 015
Date of Issue: 8th June 2006

IRSS Information Requirements and Standards Sub Committee	Subject: Recording and Reporting of the 2nd Offer Scheme
	Implementation date: 1st April 2006

DATA SET CHANGE CONTROL PROCEDURE

Summary of change:

This DSCN advises of definitional changes to data item and terms to allow the recording and reporting of 2nd Offer activity via the Admitted Patient Care minimum dataset for Welsh Trusts. Also, it advises on how English Trusts will report on the 2nd Offer Scheme. This also includes guidance to the Trusts on how to report the activity within the 2nd Offer Scheme through QS1, how Reference Data will be updated and who is responsible for Clinical Coding.

Change Proposal Reference No: IRSS 20060605/01

The Information Requirements and Standards Sub Committee (IRSS), is responsible for approving information standards.

Please address enquiries about data set 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

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

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

Upon receiving approval for the change by IRSS, the draft DSCN number will be reformatted to:

DSCN number format = year of issue /sequence number, (W)

In addition,

Change Proposal Reference No. format = year/month/sequence number (relates to when IRSS approved change)

DATA SET CHANGE NOTICE (2006) 03 (W)

Reference: IRSS 20060605/01

Subject: Recording and Reporting of the 2nd Offer Scheme

Reason for Change: To ensure 2nd Offer data is reported centrally

Effective Date: 1st April 2006

Background:

The 2nd Offer Scheme was launched by the Welsh Assembly Government on 1st April 2004. WHC (2004) 015, issued March 2004, provided policy support and listed a series of protocols under which the 2nd Offer Scheme would operate.

These protocols informed how the 2nd Offer Commissioning Team (SOCT) would monitor the performance of the Scheme and the way in which information was to be exchanged with Welsh NHS Trusts, Local Health Boards (LHBs), Health Commission Wales and SOCT. The 2nd Offer Commissioning Team (SOCT), centrally funded and located in Rhondda Cynon Taf LHB, commissions the 2nd Offer care on behalf of LHBs.

The 2nd Offer Scheme was implemented on the 1st April 2004. From that date any patient who is at risk of waiting longer than the maximum waiting time for the particular specialty, with the exception of specific exclusions, will have the opportunity of a 2nd Offer referral for treatment by an alternative provider.

The Originating Provider is the Trust holding the patient's Waiting List entry and is responsible for the patient care throughout, regardless of where the treatment takes place. This Trust's provider code is used in the patient Admitted Patient Care minimum dataset (APCmids) record submitted to the Welsh National Database by the Originating Provider.

The Receiving Provider is the Trust or Non NHS Hospital where the treatment takes place. The Receiving Provider's site code must be used as the 'Site code of treatment' along with the GMC code of the consultant who conducted the treatment in the patient record submitted to the Welsh National Database.

Two new values will be added to the data item 'Admission Method' to identify activity under the Welsh Assembly Government's 2nd Offer Scheme. These new values are:

- **14** - To indicate activity under the 2nd Offer Scheme (Originating Provider)
- **15** - To indicate activity under the 2nd offer Scheme (Receiving Provider)

This DSCN provides guidance on how the 2nd Offer Scheme activity is reported on when it is undertaken outside the Trust organisation.

1 - Recording of activity data

Activity undertaken through the 2nd Offer Scheme is to be recorded on both the Originating Provider's and Receiving Provider's local systems. This will ensure that 2nd Offer Activity can be identified, measured, recorded and reported accurately.

The activity will be identified using the following three data items:-

- **Provider Code** – Will identify the provider managing the activity
(Originating Provider)
- **Site Code of Treatment** – The site code where the activity took place
(Receiving Provider)
- **Admission Method** – '14' Activity under the 2nd Offer Scheme
(Originating Provider)
'15' Activity under the 2nd offer Scheme
(Receiving Provider)

The GMC code of the Consultant providing the treatment within the Receiving Provider's Trust must be entered into the data item 'Consultant Code'. This will be recorded and submitted in the APCmds record sent to HSW by the Originating Provider.

Changes to the NHS Wales Data Dictionary can be found in Appendix A.

Clinical Coding

The Clinical Coding is to be completed in both the Originating Providers and the Receiving Providers Trust, with a complete copy of the record being sent to the Originating Provider for reporting to HSW. This is to ensure that a complete and accurate record is recorded on both providers' local systems and an accurate APC mds episode is returned to HSW by the Originating Provider. If the Receiving Provider is a non-NHS Organisation then the coding must be performed by the Originating Provider's coding department. This is because non-NHS hospitals do not code to (NHS) UK Clinical Coding Standards.

Examples can be seen in Appendix B.

2 - Reporting of activity data

Admitted Patient Care MDS

Welsh Data

Originating Provider

With activity under the 2nd Offer Scheme, the Originating Provider must submit to the Welsh National Database (PEDW) using Admission Method 14.

Receiving Provider

The Receiving Provider must record 2nd Offer Activity on their local systems using Admission Method 15 but these records are **not** to be submitted to HSW as they will not be loaded on the NHS Wales Switching Service.

The Receiving Provider must ensure a complete copy of the record of patient care is returned to the Originating Provider. This is to ensure that a complete record is reported centrally to HSW by the Originating Provider.

QS1

The facility to report 2nd Offer Scheme within the QS1 data reporting system will be enhanced to enable both the Originating Provider and Receiving Provider to report this information in a consistent way.

The Originating Provider, when reporting Deaths and Discharges undertaken elsewhere under by the 2nd Offer scheme will use the new site code (see Appendix C for example scenarios). The only field to be populated will be the Deaths and Discharges, which will show all the Trust's 2nd Offer activity outside the Trust organisation.

The Receiving Provider's count of deaths and discharges as a result of 2nd Offer Activity will be entered under a new column labelled '2nd Offer Deaths & Discharges'. The deaths and discharges for non 2nd Offer Activity will be recorded separately under the Deaths and Discharges column. The e-Quest service will require further work for the indicators to match the QS1 modifications.

Examples of how the activity will be recorded can be found in Appendix B.

To assist with QS1 reporting, a new group of Site Codes, to be held in the Welsh Organisation Reference Data, has been assigned specifically for 2nd Offer. See Appendix C for details.

English Data

Where the treatment is being conducted by an English NHS Hospital, the English Trust will record the activity using 'Admission Method' 15. This activity data will be transmitted to HSW via the NHS-Wide Clearing Service. In order to avoid duplicate records HSW will not load this activity into the National Database. The Clinical Coding will be completed at both the English and Welsh Trust sites. An example of how the reporting will take place can be found in Appendix B.

3 - Management of Reference Data

SOCT

The Second Offer Commissioning Team will provide HSW and the Trusts with a list of the GMC codes for all consultants providing treatment under the 2nd Offer Scheme and the sites where they perform 2nd offer activity.

HSW

The GMC codes received from SOCT and the sites where they undertake activity will be added to the Reference Data held at HSW.

For 2nd offer activity the GMC code and the site code of treatment submitted on the APCmds record, will be validated against the HSW Reference Data

A new group of site codes has been added to the Reference Data. These codes are to be used to record 2nd Offer Activity **on QS1 only**.

Welsh Trusts

SOCT will send the Welsh Trusts the GMC Codes of external consultants. These codes are to be entered on the Trusts' local systems to ensure accurate reporting centrally to HSW. The Trusts should start collecting 2nd Offer Activity data according to this standard for central reporting as from 1st April 2006.

Additional advice concerning the 2nd Offer Scheme can be found in WHC (2004) 015 & WHC (2004) 027.

Appendix A: Proposed Change

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deleted text showing ~~strikethrough~~.

Changes within Data Items

Admission Method (APC ds99)

The method of admission to a hospital provider spell. A detailed definition of elective admission is given in [Terms \(A-Z\) – Admission Method](#).

Format: 2 digit numeric

Value	Meaning
Elective	(Not including transfer from other hospital provider, when the decision to admit could be separated in time from the actual admission)
11	Waiting list
12	Booked
13	Planned
14	Activity under the Welsh Assembly Government 2nd Offer Scheme (Originating Provider)
15	Activity under the Welsh Assembly Government 2nd Offer Scheme (Receiving Provider)
Emergency	
21	A & E or dental casualty department of the health care provider
22	GP: after a request for immediate admission has been made direct to a hospital provider (i.e. not through a Bed Bureau) by a General Practitioner or deputy
23	Bed bureau
24	Consultant clinic of this or another health care provider
25	Domiciliary visit by Consultant

- 27 Via NHS Direct Services
- 28 Other means, including admitted from the A & E department of another provider where they had not been admitted

Maternity

- 31 Admitted ante-partum
- 32 Admitted post-partum

Other

- 81 Transfer of any admitted patient from other hospital provider. May be used for an elective or emergency transfer from other hospital provider.
- 82 The birth of a baby in this health care provider
- 83 Baby born outside the health care provider (except when born at home as intended. In this case the baby is an emergency admission. e.g. if midwife's decision to admit the baby use Admission Method 28)

See [Originating Provider](#)

See [Receiving Provider](#)

Provider Code

(APC ds99/ EAL mds/ OP mds)

This is the organisation code of the health care provider. The provider code identifies the health care provider who **is responsible for managing the treatment of** ~~treats~~ the patient during the episode of care.

N.B. Although the healthcare provider identified in this data item is responsible for managing the patient's treatment, it may not necessarily be where the treatment is actually conducted. For example, where the treatment has been sub-contracted to another healthcare provider.

Format: 5 character alpha-numeric

Value	Meaning
XAABB	The organisation code for the provider

Default codes:

Value	Meaning
89997	Non-UK provider where no organisation code has been issued
89999	Non-NHS UK provider where no organisation code has been requested and issued

Changes within Terms

Admission

(APC ds99/ General/ KO36)

The start of the first consultant episode or nursing episode (in which the patient's GP assumes responsibility for the patient's care) of a hospital provider spell. Admission Method

(APC ds99)

The method of admission to a hospital provider spell.

- a. **Elective admission:** where the health care provider has known about at least 24 hours in advance.
 - ~~Excludes patients transferred from another hospital provider.~~
 - (i) **Waiting list admission:** patients admitted from an elective admission list when the facilities to carry out the treatment were not available and a bed could not be booked at the time.
See also [WAITING LIST SYSTEM](#)
 - (ii) **Booked admission:** patients admitted having been given a date for admission at the time of the consultation and the bed is booked at the same time for the patient.
See also [DIARY SYSTEM](#)
 - (iii) **Planned admission:** patients admitted having been given a date when it was confirmed by the clinician that the patient is for medical reasons now able to receive the further planned treatment. This method is used following a first elective treatment, or an emergency treatment, if further planned elective treatment is required e.g. check cystoscopies, endoscopies, laser treatments.
- b. **Emergency admission:** patients

- admitted to hospital for urgent care.
- c. **Maternity admission:** an admission of a pregnant or recently pregnant woman to a maternity ward (including delivery facilities) except when the intention is to terminate pregnancy.
- d. **Other:** a patient other than an elective, emergency or maternity admission admitted to a hospital bed.

New Terms to be included in the NHS Welsh Data Dictionary

Originating Provider

The Originating Provider is the Trust holding the patient's Waiting List entry and is responsible for the patient care throughout, regardless of where the treatment takes place. This Trust's provider code is used in the patient record submitted to the National Database by the Originating Provider.

See [Provider Code](#) (APCmnds)

See [Organisation Code](#) (EALmnds/OPmnds)

Receiving Provider

The Receiving Provider is the Trust or Non NHS Hospital where the treatment takes place. The Receiving Provider's site code must be used as the 'Site code of treatment' along with the GMC code of the consultant who conducted the treatment in the patient record submitted to the National Database.

See [Site code of Treatment](#) (APCmnds/OPmnds)

Appendix B: Scenarios

1. NHS Wales to NHS Wales

This scenario shows Cardiff & Vale's 2nd Offer Activity being performed at Caerphilly District Miners Hospital, which is part of Gwent Healthcare NHS Trust.

RWM – Cardiff & Vale NHS Trust

RVFBF – Caerphilly District Miners Hospital

RVF – Gwent Healthcare NHS Trust

CXXXXXXXX – Consultant Code of the consultant undertaking the treatment

Example APC record

Originating Provider

Provider Code (Originating Provider)	Site Code of Treatment (Receiving Provider)	Admission Method	Consultant Code	Clinical Coding
RWM00	RVFBF	14	CXXXXXXXX	Record coded by both the Originating Provider and Receiving Provider and then submitted on the APCmds record by the Originating Provider.

Receiving Provider

Provider Code (Originating Provider)	Site Code of Treatment (Receiving Provider)	Admission Method	Consultant Code	Clinical Coding
RWM00	RVFBF	15	CXXXXXXXX	Record coded by both the Originating Provider and Receiving Provider and then submitted on the APCmds record by the Originating Provider ONLY.

This shows Cardiff & Vale is the Originating Provider so they must report the activity centrally to HSW. Caerphilly District Miners Hospital is the Receiving Provider and has performed the treatment and therefore must record the treatment but not report it centrally. The Clinical Coding will be completed at both Caerphilly Miners and Cardiff & Vale with a record of the patient care being sent to Cardiff & Vale to enable them to report centrally.

Example QS1

Originating Provider: New Code to be used – RWMSB Cardiff & Vale 2nd Offer Activity

Specialty	Specialty Code	Staffed Beds Allocated	Average Daily Beds	Average Daily Occupied	Deaths & Discharges	2 nd Offer Deaths & Discharges	DNA's	Finished Consultant Episodes
General Surgery	0	0	0	0	2	0	0	0

Receiving Provider: Original Code to be used – RVFBF Caerphilly District Miners Hospital

Specialty	Specialty Code	Staffed Beds Allocated	Average Daily Beds	Average Daily Occupied	Deaths & Discharges	2 nd Offer Deaths & Discharges	DNA's	Finished Consultant Episodes
General Surgery	1000	10	16	8	6	2	0	10

In QS1 both Trusts must report the activity centrally with the Originating Provider using its new code and the Receiving Provider using the original code with the Deaths and Discharges being separated into the two different columns. The e-Quest service will require further work for the indicators to match the modifications QS1.

2. NHS Wales to Non NHS Hospital

This scenario shows Cardiff & Vale's 2nd Offer Activity being performed at Cardiff Bupa Hospital.

RWM – Cardiff & Vale NHS Trust NT3W1 – Cardiff Bupa Hospital
CXXXXXXX – Consultant Code of the consultant undertaking the treatment

Example APC record

Originating Provider

Provider Code	Site Code of Treatment	Admission Method	Consultant Code	Clinical Coding
RWM00	NT3W1	14	CXXXXXXX	Coded and submitted by Originating Provider

Non NHS hospitals do not report to HSW. The management of the patient remains with Cardiff & Vale throughout the activity. The Clinical coding will be conducted by Cardiff & Vale as non NHS hospitals do not code to (NHS) UK Clinical Coding Standards.

Example QS1

Originating Provider: New Code to be used – RWMSB Cardiff & Vale 2nd Offer Activity

Specialty	Specialty Code	Staffed Beds Allocated	Average Daily Beds	Average Daily Occupied	Deaths & Discharges	2 nd Offer Deaths & Discharges	DNA's	Finished Consultant Episodes
General Surgery	1000	0	0	0	2	0	0	0

In QS1 the Originating Provider Cardiff & Vale use their new code and must report the 2nd Offer Activity centrally. Cardiff Bupa Hospital does not report to HSW through QS1.

3. NHS Wales to another home country

This scenario shows Velindre's 2nd Offer Activity being performed at Bristol Royal Infirmary.

RQFH5 – Velindre Hospital

5JG06 – Bristol Royal Infirmary

CXXXXXXXX – Consultant Code of the consultant undertaking the treatment

Example APC record

Originating Provider

Provider Code	Site Code of Treatment	Admission Method	Consultant Code	Clinical Coding
RQFH5	5JG06	14	CXXXXXXXX	Record coded by both the Originating Provider and Receiving Provider and then submitted on the APCmds record by the Originating Provider.

With the activity of the patient taking place in one of the other home countries, Velindre Hospital will report this activity centrally to HSW. The Clinical Coding will be completed at both Bristol Royal Infirmary and Velindre Hospital with a copy of the record of patient care being sent to Velindre Hospital to enable them to report centrally.

The treatment is being conducted in an English NHS Hospital, therefore, Bristol Royal Infirmary (BRI) will record an 'Admission Method' 15 and report it to Hospital Episode Statistics (HES). Thereafter, this activity data will be transmitted via the NHS-Wide Clearing Service to HSW where this data will be held for reference purposes only. To avoid duplication, these records will not be loaded into the Welsh National Database.

Example QS1

Originating Provider: New Code to be used – RQFSJ Velindre 2nd Offer Activity

Specialty	Specialty Code	Staffed Beds Allocated	Average Daily Beds	Average Daily Occupied	Deaths & Discharges	2 nd Offer Deaths & Discharges	DNA's	Finished Consultant Episodes
General Surgery	1000	0	0	0	2	0	0	0

In QS1 the Originating Provider Velindre using its new code must report the 2nd Offer Activity centrally. Bristol Royal Infirmary does not report to HSW through QS1.

Appendix C: 2nd Offer Trust Codes for QS1

To be used by the Originating Provider only when they have not actually undertaken the treatment themselves.

Code already in use	
RKURS	Ceredigion Trust Second Offer Activity

New Codes (Coding structure: 4 th character 'S')	
RT9SK	North East Wales Trust Second Offer Activity
RT8SL	Conwy and Denbigh Trust Second Offer Activity
RVDSA	Bro Morgannwg Trust Second Offer Activity
RWMSB	Cardiff and Vale Trust Second Offer Activity
RVASC	Carmarthen Trust Second Offer Activity
RVFSD	Gwent Trust Second Offer Activity
RRSSE	North Glamorgan Trust Second Offer Activity
RT7SF	North West Wales Trust Second Offer Activity
RR6SG	Pembs and Derwen Trust Second Offer Activity
RVCSH	Swansea Trust Second Offer Activity
RQFSJ	Velindre Trust Second Offer Activity
6C4SM	Powys LHB Second Offer Activity
RVESN	Pontypridd and Rhondda Second Offer Activity

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

{DSIQ Office use only: }