

**DSC Notice: DSCN (2007) 05 (W)**  
**English DSCN Equivalent: n/a**  
**Initiating Welsh Reference: WHC (2007) 002**  
**Date of Issue: March 2007**

<b>WIGSB</b> <b>Welsh Information Governance</b> <b>and Standards Board</b>	<b>Subject:</b> Change to Weekly Time Bands for Diagnostic and Therapy Services Waiting Times Monthly Data Collections
	<b>Implementation date:</b> 1 <sup>st</sup> April 2007

### **DATASET CHANGE CONTROL PROCEDURE**

#### **Summary of change:**

The purpose of this DSCN is to inform providers and suppliers of the revised time bands for the submission of Diagnostic and Therapy Services Waiting Times.

This DSCN will also cover cosmetic changes to the documented Diagnostic and Therapy Services file layout to improve clarity of content.

<b>WIGSB Reference No:</b> <b>20070315002</b>
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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](mailto: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-alpha character 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
Jim Puzey	Head of IM&T	Business Services Centre
John Dicker	Regional IM&T Manager	Business Services Centre
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
Tim O'Sullivan	Regional Information Manager	Business Services Centre
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Alan Roderick	Acting Head of Performance & Information	Cardiff and Vale NHS Trust
Kerry Ashmore	Data Quality Manager	Cardiff and Vale NHS Trust
Steven Thomson	Information Manager	Cardiff and Vale NHS Trust
Carl Davies	Deputy Software Development Manager	Carmarthen NHS Trust
Debbie Croft	Information Manager	Carmarthen NHS Trust
Eric Lewis	Head of Information	Carmarthen NHS Trust
Richard Noyce	Senior Information Analyst	Carmarthen NHS Trust
Mark Bouchier	Head of IM&T	Ceredigion NHS Trust
Nia Jones	Information Manager	Ceredigion NHS Trust
Sharon Marshall	Information Manager	Ceredigion NHS Trust
David Hawes	Information Manager	Ceredigion NHS Trust
Dylan Williams	Head of IM&T	Conwy & Denbighshire
Peter Burcham	Data Quality Manager	Conwy & Denbighshire
Richard Walker	Information Manager	Conwy & Denbighshire
Nicola Morgan	Head of Data Quality	Gwent Healthcare NHS Trust
Sonia Stevens	Head of Information	Gwent Healthcare NHS Trust
Christine Fisher	Head of Information	North East Wales NHS Trust
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Gordon Craig	Head of Information	North Glamorgan NHS Trust
Graham Crooks	Information Manager	North Glamorgan NHS Trust
Jeff Pye	Head of IM&T	North West Wales NHS Trust
Vaughan Hughes	Information Manager	North West Wales NHS Trust
Michelle Campbell	Information Manager	Pembrokeshire and Derwen
Jack Attwood	Director of IM&T	Pontypridd and Rhondda
Lloyd Bishop	Information Manager	Pontypridd and Rhondda
Lynda James	Head of Information	Powys LHB
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David Howells	Senior Analyst Programmer	Velindre NHS Trust
Anthony Tracey	Corporate Health Information Programme	Welsh Assembly Government

<b>Catherine Bridges</b>	<b>Information Services Division, Information Analysis</b>	<b>Welsh Assembly Government</b>
<b>Claudia Blair</b>	<b>Health Statistics &amp; Analysis Unit</b>	<b>Welsh Assembly Government</b>
<b>Martyn Rees</b>	<b>Department of Health and Social Services</b>	<b>Welsh Assembly Government</b>
<b>Pam Hall</b>	<b>Corporate Health Information Programme</b>	<b>Welsh Assembly Government</b>
<b>Jackie Bracey</b>	<b>Information Services Division, Data Standards</b>	<b>Welsh Assembly Government</b>
<b>Sue Leake</b>	<b>Health Statistics &amp; Analysis Unit</b>	<b>Welsh Assembly Government</b>

## Document Control

<b>Version:</b>	<b>Issued on:</b>	<b>Owner</b>	<b>Details:</b>
0.01	14/02/07	JE	Initial draft for review
0.02	06/03/07	JE	Changes following DSCN Subgroup
0.03	08/03/07	JE	To be reviewed at March WIGSB
1.0	15/03/07	JE	Final approval gained from WIGSB15/03/07. This DSCN was formally known as DSCN (2007) AG (W)

## **DATASET CHANGE NOTICE (2007) 05 (W)**

**Reference:** WIGSB **20070315002**

**Subject:** Change to Weekly Time Bands for Diagnostic and Therapy Services Waiting Times Monthly Data Collections

**Reason for Change:** To enable the monitoring of waits for Diagnostic and Therapy Services in line with 'Designed for Life'.

**Effective Date:** 1<sup>st</sup> April 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 required diagnostic tests and therapies.

To monitor the new patient pathway for Diagnostic and Therapy services, the time bands for the collection of waits are being amended to report against weekly time periods.

This will bring the existing Diagnostic and Therapy data collections in line with other developments to this service until further requirements are agreed.

Textual changes to the section 'DT Monthly Data Collection – Details of Return' are included in this DSCN to improve clarity of definition.

### **2. Impact for Trusts:**

From April 2007, Trusts will provide aggregated counts of waits for the Diagnostic and Therapy Services in weekly time bands.

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.

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**Additional Information:**

*Please address enquiries about this DSCN to: -*

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

*Tel: 029 20502539*

*Fax: 029 20502504*

*E-mail: [Datastandards@hsw.wales.nhs.uk](mailto: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: -

<b>Data Items</b>			
<b>New Items</b>	<b>Item Deleted</b>	<b>Definition Changed</b>	<b>Definition Not affected</b>
-	-	Weeks Wait	Data Reference
			Return Date
			Hospital Site
			Local Health Board of Residence
			Trust Code
			Service Heading
			Sub Heading
			Count

## **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~~ **became** mandatory ~~from~~ **in** 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. **This WHC also mandated the requirement to provide waits in revised weekly time bands.**



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: -

<b>Column Heading</b>	<b>Format and Valid Values</b>
Data Reference	<a href="#">Data Reference</a>
Return Date	<a href="#">Return Date</a>
Hospital Site	<a href="#">Hospital Site</a>
Local Health Board (LHB)	<a href="#">Local Health Board of Residence</a> (**)
Trust Code	<a href="#">Trust Code</a>
Service Heading	<a href="#">Service Heading</a>
Sub Heading	<a href="#">Sub Heading</a>
Weeks Wait	<a href="#">Weeks Wait</a>
Count	<a href="#">Count</a>

<b>Field Order</b>	<b>Format</b>
<b>Data Reference</b>	'DT'
<b>Return Date</b>	ccyymmdd
<b>Hospital Site</b>	Max 50 alpha numeric characters
<b>Local Health Board (LHB)</b>	3 alpha numeric characters (**)
<b>Trust Code</b>	3 alpha numeric characters
<b>Service Heading</b>	Alpha Numeric
<b>Sub Heading</b>	Alpha Numeric
<b>Weeks Wait</b>	Numeric
<b>Count</b>	Numeric

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 **zero week** wait **timeband. column for the relevant row.**

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

<b>Under 6</b>	<b>Over 6 and up to 12</b>	<b>Over 12 and up to 24</b>	<b>Over 24 and up to 36</b>	<b>Over 36 and up to 48</b>	<b>Over 48 and up to 60</b>	<b>Over 60 and up to 72</b>	<b>Over 72</b>
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**The count of waiting time will start from the referral request received date and end on or at the census data, 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)', changes to existing data items: -

**Weeks Wait  
(DT Waiting Times)**

The time bands for reporting the waiting time counts.

These times bands will be described in weeks, and will be split into the following groups:

Under 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 the census date, which is the last day of each month. See [Period End](#).

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

<b>Weeks Wait</b>	<b>Time Band</b>
<b>0</b>	<b>Up to 1 week (up to and including 7 days)</b>
<b>1</b>	<b>Over 1 week and up to 2 weeks (day 8 to 14)</b>
<b>2</b>	<b>Over 2 weeks and up to 3 weeks (day 15 to 21)</b>
<b>Etc until</b>	
<b>39</b>	<b>Over 39 weeks and up to 40 weeks (day 274 to 280)</b>
<b>40</b>	<b>Over 40 weeks (day 281 and over)</b>

**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.**

**See 'A Guide to Good Practice – Elective Services' for definitions of 'waiting list date' and [Waiting List Date](#).**

## **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 became mandatory in 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. This WHC also mandated the requirement to provide waits in revised weekly time bands.

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: -

<u>Field Order</u>	<u>Format</u>
<a href="#">Data Reference</a>	'DT'
<a href="#">Return Date</a>	ccyymmdd
<a href="#">Hospital Site</a>	Max 50 alpha numeric characters
<a href="#">Local Health Board (LHB)</a>	3 alpha numeric characters (**)
<a href="#">Trust Code</a>	3 alpha numeric characters
<a href="#">Service Heading</a>	Alpha Numeric
<a href="#">Sub Heading</a>	Alpha Numeric
<a href="#">Weeks Wait</a>	Numeric
<a href="#">Count</a>	Numeric

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 zero week wait timeband.

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

c) Under the chapter 'Data Items (A-Z)', changes to existing data items: -

**Weeks Wait  
(DT Waiting Times)**

The time bands for reporting the waiting time counts.

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

<u>Weeks Wait</u>	<u>Time Band</u>
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 week and up to 40 weeks (day 274 to 280)
40	Over 40 weeks (day 281 and over)

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.

See 'A Guide to Good Practice – Elective Services' for definitions of 'waiting list date' and [Waiting List Date](#).