Data Set Change Notice

Health Solutions Wales
Atebion Iechyd Cymru

DSC Notice: DSCN (2008) 08 (W)
English DSCN Equivalent: n/a
Initiating Welsh Reference: WHC (2008) 039
Date of Issue: 4th September 2008

WIGSB **Welsh Information Governance** **and Standards Board**	**Subject:** Introduction of the Referral to Treatment Patient Tracking Report
	Implementation date: 1st September 2008

Summary of change:

The purpose of this DSCN is to inform providers and suppliers of the introduction of the new monthly data collection of Referral to Treatment Patient Tracking Report.

These changes will be applied in version 2.20 of the NHS Wales Data Dictionary.

WIGSB Reference No: *IGRN 2008 / 001*

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

Please address enquiries about Data Set change proposals to the Data Standards and Data 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/sites3/home.cfm?orgid=299 or by contacting the above address.

Draft DSCN numbering format = (*year of draft*) *2-character alpha* (W).

Upon receiving approval for the change by WIGSB, the draft DSCN number will be reformatted to:
DSCN number format = (*year of issue*) *2-character numeric* (W)

In addition,
WIGSB Reference No. format = WIGSB Submission Reference

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DSCN Distribution List

Name	Job Title	Organisation
Carol Davies	Data Services Co-ordinator	Abertawe Bro Morgannwg University NHS Trust
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Trevor Hughes	Regional Information Manager	Business Services Centre
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Alan Roderick	Acting Head of Performance & Information	Cardiff and Vale NHS Trust
Kerry Ashmore	Information Modernisation & Development Manager	Cardiff and Vale NHS Trust
Steven Thomson	Information Manager	Cardiff and Vale NHS Trust
Gordon Craig	Head of Performance	Cwm Taf NHS Trust
Graham Crooks	Information Manager	Cwm Taf NHS Trust
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Sonia Stevens	Head of Information	Gwent Healthcare NHS Trust
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Carl Davies	Deputy Software Development Manager	Hywel Dda NHS Trust
Debbie Croft	Information Manager	Hywel Dda NHS Trust
Eric Lewis	Head of Information	Hywel Dda NHS Trust
Richard Noyce	Senior Information Analyst	Hywel Dda NHS Trust
Mark Bouchier	Head of IM&T	Hywel Dda NHS Trust
Nia Jones	Waiting List Co-ordinator	Hywel Dda NHS Trust
Sharon Baker	Information Services Manager	Hywel Dda NHS Trust
Michelle Campbell	Corporate Information Manager	Hywel Dda NHS Trust
Dylan Williams	Head of IM&T	North Wales NHS Trust
Peter Burcham	Data Quality Manager	North Wales NHS Trust
Richard Walker	Information Manager	North Wales NHS Trust
Christine Fisher	Head of Information	North Wales NHS Trust
Janet Holmes	Information Analyst Community & Mental Health	North Wales NHS Trust
Jeff Pye	Head of IM&T	North West Wales NHS Trust
Vaughan Hughes	Information Manager	North West Wales NHS Trust
Lynda James	Head of Information	Powys LHB
Mike Jones	Operational	Powys LHB
Tracey Jones	Information Services Manager	Powys LHB
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Catherine Bridges	Information Services Division, Information Analysis	Welsh Assembly Government
Martyn Rees	Department of Health and Social Services	Welsh Assembly Government
Pam Hall	Corporate Health Information Programme	Welsh Assembly Government
Sue Leake	Health Statistics & Analysis Unit	Welsh Assembly Government
Denise Roberts	Financial Information Service	Welsh Assembly Government

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Shelagh Reynolds   General Manager   Welsh Cancer Intelligence & Surveillance Unit

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Document Control

Version:	Changed on:	Owner	Details:
0.01	09/05/08	Jennifer Evans	Initial Draft
0.02	03/06/08	Jennifer Evans	Amended following DSCN Subgroup held on 28th May
0.03	10/07/08	Jennifer Evans	Approved by DSCN Subgroup on 8th July, implementation date to be changed to 1st September 2008
0.04	14/08/08	Rebecca Wells	Approved by WIGSB 14/08/08 with minor edits required.
1.0	04/09/08	Rebecca Wells	Updated following WIGSB 14/08/09. DSCN signed off by WIGSB Members 29/09/08.

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Reference: WIGSB *IGRN 2008 / 001*

Subject: Introduction of the Referral to Treatment Patient Tracking Report

Reason for Change: To introduce the Access 2009 Referral to Treatment Patient Tracking report

Implementation Date: **1st September 2008**

Background:

The new Referral to Treatment Patient Tracking Report (RTT-PTR) is required by the Access 2009 national project which seeks to deliver the commitment that no patient in Wales will wait more than 26 weeks from referral to treatment.

Trusts are required monthly to provide data on the numbers of patients who are or may potentially be at risk of breaching the target.

This DSCN provides guidance on the reporting of the RTT-PTR as mandated in WHC (2008) 039.

The data collection will consist of two sets of monthly aggregated data of patients on an open RTT pathway, broken down by weekly time bands. These are: -

1. Patients on RTT pathways for whom no allocation of date for definitive treatment has been made.

2. Patients on RTT pathways for whom an allocation of date for definitive treatment has been made which is scheduled beyond their breach date.

Patients who have a treatment or admission date within the target should not be reported.

Actions Required for Trusts:

1. The data collection will consist of two sets of monthly aggregated data of patients on an open RTT pathway, broken down by weekly time bands. These are: -

    1. Patients on RTT pathways for whom no allocation of date for definitive treatment has been made.

    2. Patients on RTT pathways for whom an allocation of date for definitive treatment has been made which is scheduled beyond their breach date.

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2. Trusts are to use the new values, as detailed in this DSCN, for the data item 'Data Reference' from 1st September 2008.

3. 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 'Patient Tracking Report'.

4. Trusts are required to report on a monthly basis, on the 9th day of the following month, e.g. the report for the period 1st – 30th April will be due on the 9th May. Where the reporting date falls on a weekend or Bank Holiday, then the report should be sent on the next working day.

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Changes to be applied to the NHS Wales Data Dictionary:

Table reflecting areas that are impacted as a result of this DSCN can be found in Appendix A.

Changes to be made to the NHS Wales Data Dictionary are highlighted in Appendix B.

Changes as they will appear in the NHS Wales Data Dictionary can be found in Appendix C.

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Appendix A: Table reflecting areas that are impacted as a result of this DSCN.

The following table show all Data Items, Terms and associated areas that are linked with the changes documented within this DSCN.

Data Definition Type	Name	New / Retired / Changed
Data Item	Data Reference	Changed
Data Item	Return Date	Changed
Data Item	Main Specialty (consultant)	Changed
Data Item	Count	Changed
Data Item	Time Band Relating to Breach Date	New

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Appendix B: Highlighted changes to be made to the NHS Wales Data Dictionary

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) Amendments to the 'Overview' section of the NHS Wales Data Dictionary:

The NHS Wales Data Dictionary includes data items and terms relating to the Outpatient Minimum Data Set (OP mds), the Elective Admission List Minimum Data Set (EAL mds), the Admitted Patient Care Data Set (APC ds99), the Critical Care Minimum Data Set (CCmds), the Outpatient Referral Data Set (OPR ds), Diagnostic & Therapy Services data collection, Referral to Treatment Time data collection **and Referral to Treatment Patient Tracking Report data collection**. It also includes the Health and Social Care guide, included within a separate chapter.

b) Amendments to the 'Scope' section of the NHS Wales Data Dictionary:

This version of the Dictionary contains definitions pertaining to:

Admitted Patient Care Data Set 99 (APC ds99)

Outpatient Minimum Data Set (OP mds)

Outpatient Referral Data Set (OPR ds)

Elective Admission List Minimum Data Set (EAL mds)

Critical Care Minimum Data set (CC mds)

Diagnostic and Therapy Services Waiting Times

Referral to Treatment (RTT) Times

Referral to Treatment Patient Tracking Report

Inpatient and Daycase Admissions and First Outpatient Appointments Waiting Times (PP01W)

A list of aggregated returns follows…………………

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c) New Section 'Referral to Treatment Patient Tracking Report (RTT-PTR)'

Referral to Treatment Patient Tracking Report (RTT-PTR)

Valid from 1st September 2008

Background

The new Referral to Treatment Patient Tracking Report (RTT-PTR) is required by the Access 2009 national project which seeks to deliver the commitment that no patient in Wales will wait more than 26 weeks from referral to treatment.

The RTT-PTR will collect information from provider organisations on patients who are or may potentially be at risk of breaching the RTT target and milestones.

Referral to Treatment Patient Tracking Report – Details of Return

The data collection will consist of two sets of monthly aggregated data of patients on an open RTT pathway, broken down by weekly time bands. These are: -

1. Patients on RTT pathways for whom no allocation of date for definitive treatment has been made.

2. Patients on RTT pathways for whom an allocation of date for definitive treatment has been made which is scheduled beyond their breach date.

Patients who have a treatment or admission date within the target should not be reported.

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/

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

The file will have the following format: -

Field Order	Format
Data Reference	2 alpha characters
Return Date	Ccyymmdd
Trust Code	3 alpha numeric characters
Main Specialty (Consultant)	3 digit numeric
Time Band Relating to Breach Date	Alpha Numeric
Count	Numeric

Trusts are required to report on a monthly basis, on the 9th day of the following month, e.g. the report for the period 1st – 30th April will be due on the 9th May. Where the reporting date falls on a weekend or Bank Holiday, then the report should be sent on the next working day.

Only include counts for those specialties which you provide. Where a Trust does provide a specialty service but there are nil patients to report, a zero should be placed in the zero Time Band Relating to Breach Date data item.

d) Changes to Existing Data Items

Data Reference

(DT Waiting Times/RTT/ PP01W/RTT-PTR)

This defines the record type within a return.

Must be one of the following:-

For Diagnostic and Therapy Services Waiting Times: -

Value	Return Type
IE	Inpatient Diagnostic Endoscopy

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DE	Day Case Diagnostic Endoscopy
OE	Outpatient Diagnostic Endoscopy
DT	For all other specified Diagnostic and Therapy Services

For 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

For PP01W:-

Value	Return Type
IP	Inpatient Admission
DC	Day Case Admission
OP	First Outpatient Appointment

For Referral to Treatment Patient Tracking Report: -

Value	Return Type
BU	Patients on RTT pathways for whom a decision to admit or to commence treatment has not been made (i.e. Unknown).
BD	Patients on RTT pathways for whom a decision to admit for treatment has been made but have an appointment date which is scheduled beyond their breach date.

Format: 2 character alpha

e) Existing Data Items solely amended to identify their inclusion in 'RTT-PTR'

Main Specialty (consultant)
Return Date
Count

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f)   New Data Item

Time Band Relating to Breach Date

(RTT-PTR)

The Referral to Treatment Patient Tracking Report will be grouped in time bands related to a breach date that has already occurred or would occur within the next 8 weeks.

Value	Meaning
-1	Patients who have already breached
0	Patients who are due to breach within 1 week (up to and including 7 days)
1	Patients who will breach between 1 week and 2 weeks' time (day 8 to 14)
2	Patients who will breach between 2 and 3 weeks' time (day 15 to 21)
	Etc until
7	Patients who will breach between 7 and 8 weeks' time (day 50 to 56)

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

a) Amendments to the 'Overview' section of the NHS Wales Data Dictionary:

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Outpatient Referral Data Set (OPR ds)
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Critical Care Minimum Data set (CC mds)
Diagnostic and Therapy Services Waiting Times
Referral to Treatment (RTT) Times
Referral to Treatment Patient Tracking Report
Inpatient and Daycase Admissions and First Outpatient Appointments Waiting Times (PP01W)
A list of aggregated returns follows…………………

g) New Section 'Referral to Treatment Patient Tracking Report (RTT-PTR)'

Referral to Treatment Patient Tracking Report (RTT-PTR)

Valid from 1st September 2008

Background

The new Referral to Treatment Patient Tracking Report (RTT-PTR) is required by the Access 2009 national project which seeks to deliver the commitment that no patient in Wales will wait more than 26 weeks from referral to treatment.

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The RTT-PTR will collect information from provider organisations on patients who are or may potentially be at risk of breaching the RTT target and milestones.

Referral to Treatment Patient Tracking Report – Details of Return

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Return Date	Ccyymmdd
Trust Code	3 alpha numeric characters
Main Specialty (Consultant)	3 digit numeric

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Time Band Relating to Breach Date	Alpha Numeric
Count	Numeric

Trusts are required to report on a monthly basis, on the 9th day of the following month, e.g. the report for the period 1st – 30th April will be due on the 9th May. Where the reporting date falls on a weekend or Bank Holiday, then the report should be sent on the next working day.

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h)   Changes to Existing Data Items

Data Reference

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This defines the record type within a return.

Must be one of the following:-

For Diagnostic and Therapy Services Waiting Times: -

Value	**Return Type**
IE	Inpatient Diagnostic Endoscopy
DE	Day Case Diagnostic Endoscopy
OE	Outpatient Diagnostic Endoscopy
DT	For all other specified Diagnostic and Therapy Services

For Referral to Treatment Times: -

Value	**Return Type**
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For PP01W:-

Value	Return Type
IP	Inpatient Admission
DC	Day Case Admission
OP	First Outpatient Appointment

For Referral to Treatment Patient Tracking Report: -

Value	Return Type
BU	Patients on RTT pathways for whom a decision to admit or to commence treatment has not been made (i.e. Unknown).
BD	Patients on RTT pathways for whom a decision to admit for treatment has been made but have an appointment date which is scheduled beyond their breach date.

Format: 2 character alpha

i) Existing Data Items solely amended to identify their inclusion in 'RTT-PTR'

Main Specialty (consultant)
Return Date
Count

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j)   New Data Item

Time Band Relating to Breach Date

(RTT-PTR)

The Referral to Treatment Patient Tracking Report will be grouped in time bands related to a breach date that has already occurred or would occur within the next 8 weeks.

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Additional Information:

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