

DSC Notice: DSCN (2007) 06 (W) English DSCN Equivalent: N/A Initiating Welsh Reference: RFC Date of Issue: February 2007

# WIGSB Welsh Information Governance and Standards Board

Subject: Amendments to Data Items; 'Patients Usual Address', 'Postcode of Usual Address' and 'Birth Date'.

**Implementation date:** Immediately

#### DATASET CHANGE CONTROL PROCEDURE

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

To include a new value for Unknown Date of Birth and an additional sentence to revise the definitions for Patients Usual Address and Postcode.

*WIGSB Reference No:* 20070315001

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 <u>Data.Standards@hsw.wales.nhs.uk</u>

Dataset Change Notices are available via the Intranet Service HOWIS <a href="http://howis.wales.nhs.uk/">http://howis.wales.nhs.uk/</a> 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 Morgannwy NHS Trust           Ian Phillips         Associate Director of IM&T         Bro Morgannwy NHS Trust           Jan Kinsey         Data Quality Manager         Bro Morgannwy NHS Trust           Jim Plunkett         Head of Information         Bro Morgannwy NHS Trust           Rhodri Jones         Information Manager         Bro Morgannwy NHS Trust           Jim Puzey         Head of IM&T         Business Services Centre           Jim Dicker         Regional Information Manager         Business Services Centre           Hund Cousins         Regional Information Manager         Business Services Centre           Hund Cousins         Regional Information Manager         Business Services Centre           Hund Cousins         Regional Information Manager         Business Services Centre           Hund Coultivan         Regional Information Manager         Business Services Centre           Vince Lacey         Regional Information Manager         Business Services Centre           Vince Lacey         Regional Information Manager         Cardiff and Vale NHS Trust           Kerry Ashmore         Data Quality Manager         Cardiff and Vale NHS Trust           Carl Davies         Deputy Software Development Manager         Cardiff and Vale NHS Trust           Evelobic Croft <td< th=""><th></th><th></th><th></th></td<>			
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Lynda James Head of Information Powys LHB Mike Jones Operational Powys LHB Tracey Jones Information Manager Powys LHB Gareth Lee Head of Information Services Swansea NHS Trust Jan Macnamara Data Quality Manager Swansea NHS Trust Deborah Usher Information Manager Swansea NHS Trust Dr Giles Croft Clinical Research Fellow & Projects University of Wales, Swansea Manager Sally Greenway Corporate & Clinical Information, University of Wales, Swansea Health Informatics Unit			
Mike Jones Operational Powys LHB Tracey Jones Information Manager Powys LHB Gareth Lee Head of Information Services Swansea NHS Trust Jan Macnamara Data Quality Manager Swansea NHS Trust Deborah Usher Information Manager Swansea NHS Trust Dr Giles Croft Clinical Research Fellow & Projects University of Wales, Swansea Manager Sally Greenway Corporate & Clinical Information, University of Wales, Swansea Health Informatics Unit			
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Jan MacnamaraData Quality ManagerSwansea NHS TrustDeborah UsherInformation ManagerSwansea NHS TrustDr Giles CroftClinical Research Fellow & Projects ManagerUniversity of Wales, SwanseaSally GreenwayCorporate & Clinical Information, Health Informatics UnitUniversity of Wales, Swansea	•		•
Deborah Usher Information Manager Swansea NHS Trust Dr Giles Croft Clinical Research Fellow & Projects Manager Sally Greenway Corporate & Clinical Information, Health Informatics Unit  Swansea NHS Trust University of Wales, Swansea University of Wales, Swansea			
Dr Giles Croft  Clinical Research Fellow & Projects Manager  Sally Greenway  Corporate & Clinical Information, Health Informatics Unit  University of Wales, Swansea University of Wales, Swansea			
Manager Sally Greenway Corporate & Clinical Information, Health Informatics Unit University of Wales, Swansea		S	
Sally Greenway Corporate & Clinical Information, University of Wales, Swansea Health Informatics Unit	Dr Giles Croft	•	University of Wales, Swansea
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	Sally Greenway		University of Wales, Swansea
Dave Morrey Information Manager Velindre NHS Trust			
	Dave Morrey	Information Manager	Velindre NHS Trust

**David Howells Velindre NHS Trust Senior Analyst Programmer Anthony Tracey Corporate Health Information Welsh Assembly Government Programme Catherine Bridges Information Services Division, Welsh Assembly Government Information Analysis** Claudia Blair **Health Statistics & Analysis Unit Welsh Assembly Government Information Services Division, Data Welsh Assembly Government Jackie Bracey Standards Martyn Rees Department of Health and Social Welsh Assembly Government** Services **Pam Hall Corporate Health Information Welsh Assembly Government Programme** Sue Leake Health Statistics & Analysis Unit **Welsh Assembly Government** 

#### **Document Control**

Version:	Issued on:	Owner	Details:
0.01	26/02/2007	R Wells	First draft issued to DSCN Sub-Group
0.02	06/03/2007	R Wells	Updated following DSCN Sub-Group
0.03	15/03/2007	R Wells	To be reviewed in March WIGSB
1.0	16/03/2007	R Wells	Approved by WIGSB and Issued to Service

#### DATASET CHANGE NOTICE (2007) 06 (W)

**Reference:** WIGSB 20070315001

**Subject:** Amendment to Data Items 'Patients Usual Address', 'Postcode of

Usual Address' and 'Birth Date'

**Reason for Change**: To revise the definition of Patients Usual Address and Postcode and

to introduce a new value for Unknown Date of Birth.

**Effective Date:** Immediately

#### **Background:**

The changes outlined in this DSCN are a result of the Secondary Care Information Steering Group (SCISG).

#### Unknown Date of Birth

The Secondary Care Information Steering Group questioned the recording of an unknown date of birth and how Health Solutions Wales (HSW) process this via Validation at Source (VAS) and how this date is held on the national databases.

As part of the Outpatient Data Quality Project; the value '00000000' was added to the NHS Wales Data Dictionary for an Unknown Date of Birth. This change was approved in DSCN (2006) 04 (W). Since implementation, there has been much discussion as to whether certain Trusts can hold this on their PAS and have stated they would prefer to submit '11111111'. However, this will be held as an invalid date on the National Databases. This is because dates in SQL have to be in a particular date range to be understood by the application. The year must be greater than "1753" to be recognised in SQL as a date otherwise the date is set to null.

HSW subsequently proposed the value 11/11/1811 for an unknown date of birth. This was discussed with Trust representatives and other group members at SCISG. It was agreed that Trusts would submit the proposed value '11/11/1811' when they did not know the actual Date of Birth of the patient.

It was also noted that the value of unknown date of birth is included in the definition for the data item 'Date Format'. This will be removed as it relates to a date value and not a date format.

#### Patients Usual Address & Postcode of Usual Address

The second change included in this DSCN came from a paper also presented at SCISG that related to Demographical Changes. A query was raised asking whether the patients address is recorded at the time of admission or at the time of discharge. An additional sentence will be added to the definition of 'Patients Usual Address' and 'Postcode of Usual Address' to state that the address recorded is the address at the time of admission or attendance. This is needed to facilitate demographic analysis for specific clinical conditions.

#### **Changes:**

Data Items and Terms Linked to Change can be found in Appendix A

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

Data Items and Terms as they will appear in the Data Dictionary can be found in Appendix C

#### **Appendix A: Data Items and Terms Linked to Changes.**

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

Data Items and Terms Linked to Change		
New	Changed	Not affected
	Birth Date	
	Postcode of Usual Address	
	Patients Usual Address	
	Date Format	

#### **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 Shaded text identifies text which has been copied from the NHS Wales Data Dictionary.

#### **Birth Date**

See BIRTH DATE STATUS

See DATE FORMAT

#### (APC ds99/EAL mds/ OP mds/ CC mds)

Date of birth of patient. Date Status is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable.

Format: 8 digit numeric, CCYYMMDD

If the Date of Birth is unknown; use the date '00000000' \11/11/1811' (that is 18111111)

Date Status is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable.

See **BIRTH DATE STATUS** 

See DATE FORMAT

#### **Date Format**

#### (General)

Valua

For information

Dates appear in a variety of different formats.

Massina

Format: 4, 6 or 8 digit numeric: MMYY, DDMMYY, YYMMDD, DDMMCCYY or CCYYMMDD.

vaiue	meaning
DD	Day of date, (01 - 31)
MM	Month of date, (01 - 12)
YY	Year of date, (00 - 99)
CC	Century of date, (18, 19, 20)
<del>All zeros</del>	<del>Date of Birth Unknown</del>
<del>Spaces*</del>	Characters I and O should not be used - because of the confusion with 1 (one) and 0 (zero)

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\* These codes are not valid for all dates. Individual data items use different codes in particular circumstances. Check the following table for valid codes.

### Patient's Usual Address (APC ds99/ EAL mds/ OP mds/ CC mds)

This is the usual address nominated by the patient at the time of admission or attendance. If patients usually resident elsewhere are staying in hotels, hostels or other residential establishments for a short term, say a week, they should be recorded as staying at their usual place of residence. However if long term, such as at boarding school, the school address must be recorded. University students may nominate either their home address or the address of their university accommodation. Where patients are not capable of supplying this information, because of age or mental illness, for example, then the person responsible for the patient, such as a parent or guardian, should nominate the usual address. Patients not able to provide an address should be asked for their most recent address. If this cannot be established then you should record the address as `No fixed abode' or `Address unknown'. These patients are regarded as resident in the local geographical district for contracting purposes. For birth episodes this should refer to the mother's usual place of residence.

APC, EAL and OP mds Format: 175 character alpha-numeric. This is based on 5 lines of 35 characters. This relates to the physical layout of the address, not the logical layout and does not require intelligent intervention when splitting the text string into lines.

Prior to April 1999 the PEDW Format: 100 character alpha-numeric. This is based on 4 lines of 25 characters. This relates to the physical layout of the address, not the logical layout.

#### **Postcode of Usual Address**

#### (APC ds99/ EAL mds/ OP mds/ CC mds)

The postcode applied to the usual address nominated by the patient at the time of admission or attendance, using rules supplied under the data item POSTCODE and those in the NHS Postcode User Directory.

Format: 8 character alpha-numeric. This allows a space to be inserted to differentiate between the inward and outward segments of the code, enabling full use to be made of the Royal Mail postcode functionality.

#### NACS rules apply.

If a patient has no fixed abode, this should be recorded with the appropriate code (ZZ99 3VZ).

For overseas visitors, the postcode field must show the relevant country pseudo postcode commencing ZZ99, plus spaces followed by a numeric, then an alpha character, then a Z. For example, ZZ99 6CZ is the pseudo-postcode for India. Pseudo-postcodes can be found in the NHS Postcode Directory. They can also be found in the Organisation Codes service Handbook, Appendix F. This is available on NHSnet.

See Postcode

#### (PEDW (Prior to April 1999), Psychiatric Census)

The postcode applied to the usual address nominated by the patient at the time of admission or attendance, using rules supplied above and those in the NHS Postcode User Directory.

Format: 8 character alpha-numeric. The  $5^{th}$  position is always blank ( $\ddot{A}$ ) and possibly the  $3^{rd}$  and  $4^{th}$  characters may be blank also.

#### NACS rules apply.

If a patient has no fixed abode, this should be recorded with the appropriate code (ZZ99 3VZ).

For overseas visitors, the postcode field must show the relevant country pseudo postcode commencing ZZ99, plus spaces followed by a numeric, then an alpha character, then a Z. For example, ZZ99 6CZ is the pseudo-postcode for India. Pseudo-postcodes can be found in the NHS Postcode Directory. They can also be found in the Organisation Codes service Handbook, Appendix F. This is available on NHSnet.

See Postcode

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

#### **Birth Date**

#### (APC ds99/EAL mds/ OP mds/ CC mds)

Date of birth of patient.

Format: 8 digit numeric, CCYYMMDD

If the Date of Birth is unknown; use the date '11/11/1811' (that is 18111111)

**Date Status** is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable.

See **BIRTH DATE STATUS** 

See <u>DATE FORMAT</u>

#### **Date Format**

#### (General)

For information

Dates appear in a variety of different formats.

Format: 4, 6 or 8 digit numeric: MMYY, DDMMYY, YYMMDD, DDMMCCYY or CCYYMMDD.

Value	Meaning
DD	Day of date, (01 - 31)
MM	Month of date, (01 - 12)
YY	Year of date, (00 - 99)
CC	Century of date, (18, 19, 20)

## Patient's Usual Address (APC ds99/ EAL mds/ OP mds/ CC mds)

This is the usual address nominated by the patient at the time of admission or attendance. If patients usually resident elsewhere are staying in hotels, hostels or other residential

establishments for a short term, say a week, they should be recorded as staying at their usual place of residence. However if long term, such as at boarding school, the school address must be recorded. University students may nominate either their home address or the address of their university accommodation. Where patients are not capable of supplying this information, because of age or mental illness, for example, then the person responsible for the patient, such as a parent or guardian, should nominate the usual address. Patients not able to provide an address should be asked for their most recent address. If this cannot be established then you should record the address as `No fixed abode' or `Address unknown'. These patients are regarded as resident in the local geographical district for contracting purposes. For birth episodes this should refer to the mother's usual place of residence.

APC, EAL and OP mds Format: 175 character alpha-numeric. This is based on 5 lines of 35 characters. This relates to the physical layout of the address, not the logical layout and does not require intelligent intervention when splitting the text string into lines.

Prior to April 1999 the PEDW Format: 100 character alpha-numeric. This is based on 4 lines of 25 characters. This relates to the physical layout of the address, not the logical layout.

### Postcode of Usual Address (APC ds99/ EAL mds/ OP mds/ CC mds)

The postcode applied to the usual address nominated by the patient at the time of admission or attendance, using rules supplied under the data item POSTCODE and those in the NHS Postcode User Directory.

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Author: Rebecca Wells Created On: 08/03/2007 Date Printed: dd/mm/yyyy Format: 8 character alpha-numeric. This allows a space to be inserted to differentiate between the inward and outward segments of the code, enabling full use to be made of the Royal Mail postcode functionality.

NACS rules apply.

If a patient has no fixed abode, this should be recorded with the appropriate code (ZZ99 3VZ).

For overseas visitors, the postcode field must show the relevant country pseudo postcode commencing ZZ99, plus spaces followed by a numeric, then an alpha character, then a Z. For example, ZZ99 6CZ is the pseudo-postcode for India. Pseudo-postcodes can be found in the NHS Postcode Directory. They can also be found in the Organisation Codes service Handbook, Appendix F. This is available on NHSnet.

See Postcode

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The postcode applied to the usual address nominated by the patient at the time of admission or attendance, using rules supplied above and those in the NHS Postcode User Directory.

Format: 8 character alpha-numeric. The  $5^{th}$  position is always blank ( $\ddot{A}$ ) and possibly the  $3^{rd}$  and  $4^{th}$  characters may be blank also.

See <u>Postcode</u>

#### **Additional Information:**

Please address enquiries about this DSCN to: -

Document: DSCN (2007) 06 (W) Status: Final Version: 1.0 Author: Rebecca Wells Created On: 08/03/2007 Date Printed: dd/mm/yyyy 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