

DSC Notice: DSCN (2008) 01 (W)
English DSCN Equivalent: n/a
Initiating Welsh Reference: (2007) 014
Date of Issue: 07 May 2008

WIGSB Welsh Information Governance and Standards Board	Subject: To mandate the data item 'Local Health Board' in the RTT return
	Implementation date: 1st April 2008

DATASET CHANGE CONTROL PROCEDURE

Summary of change:

The purpose of this DSCN is to inform providers and suppliers of the mandating of the data item 'Local Health Board' in the monthly data collection of Referral to Treatment Times.

This change will be applied to version 2.19 of the NHS Wales Data Dictionary.

WIGSB Reference No: 2008041701

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/sites3/home.cfm?oryid=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 = year/month/day/sequence number (relates to when WIGSB approved change)

Document: DSCN (2008) 01 (W)
 Author: Data Standards, HSW
 Template Version: 0.02

Date Created: 07 May 2008
 Date Printed: 20/05/2008
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DSCN Distribution List

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Sally Greenway	Head of Information Standards	Welsh Assembly Government
David Hawes	Corporate Health Information Programme	Welsh Assembly Government
Anthony Tracey	Corporate Health Information Programme	Welsh Assembly Government
Catherine Bridges	Information Services Division, Information Analysis	Welsh Assembly Government
Martyn Rees	Department of Health and Social Services	Welsh Assembly Government

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Surveillance Unit**

Document Control

Version:	Changed on:	Owner	Details:
0.01	08/01/08	JE	Initial Draft
0.02	23/0108	JE	Amended following DSCN Subgroup held on 10/01/08
0.03	12/03/08	JE	Amended following DSCN Subgroup held on 07/03/08
0.04	01/04/08	JE	Changes made to the Background section
0.05	09/04/08	JE	Further explanation around how Trusts submit the return added to the dictionary. Issued to WIGSB April 17 th for approval.
1.0	07/05/08	JE	Approved by WIGSB on 17 th April 2008; previously known as DSCN (2008) AA (W)

DATASET CHANGE NOTICE (2008) 01 (W)

Reference: WIGSB 2008041701

Subject: To mandate the data item 'Local Health Board' in the RTT Return

Reason for Change: To allow reporting of RTT information by the Local Health Boards in support of the 2009 Access Target.

Implementation Date: 1st April 2008

Background:

As part of Access 2009 - Delivering a 26 week Patient Pathway, the new Referral to Treatment Times monthly data collection commenced on 1st April 2007.

One condition of WIGSB approval was that this data collection should be reviewed within twelve months of implementation.

It was also agreed that the Local Health Board codes should be optional for initial data collections, as concerns were raised that organisations might find it difficult to identify the Local Health Board for inclusion in the data submission.

At the review stage, it was demonstrated that, for the majority of records submitted, the Local Health Board was identified. WIGSB therefore approved the change of status of the LHB Code in the data collection from optional to mandatory against those counts where their weekly wait bands are greater than zero. This will take effect from April 2008.

Further guidance on the reporting structure for the Referral to Treatment Time data collection can be found in DSCN (2007) 08.

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.

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

The following table lists 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 Items & Terms (Grouped by Data Set)	Referral to Treatment (RTT) Times	Changed

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.

Referral to Treatment Times – Details of Return

All **files returns** 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 The return 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 return** 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'.~~

Each time a return is submitted Trusts should complete a HSW submission form and send it via e-mail to Waitingtimes@hsw.wales.nhs.uk with a subject heading of 'Referral to Treatment Times'.

The **file return** will contain the following : -

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 Returns should be sent to reach **Health Solutions Wales** HSW on the 25th day of the month or the next working day. **From 1st April 2008, the inclusion of the Local Health Board is mandated.**

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 **and the LHB field should be left blank.**

~~**** 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.**~~

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

Referral to Treatment Times – Details of Return

All returns 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.

The return 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.

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The return should be sent via the secure upload mechanism located on <http://nwdss.hsw.wales.nhs.uk/> .

Each time a return is submitted Trusts should complete a HSW submission form and send it via e-mail to Waitingtimes@hsw.wales.nhs.uk with a subject heading of 'Referral to Treatment Times'.

The return will contain the following : -

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

Returns should be sent to reach HSW on the 25th day of the month or the next working day. From 1st April 2008, the inclusion of the Local Health Board is mandated.

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 and the LHB field should be left blank.

Additional Information:

Please address enquiries about this DSCN to: -

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14th Floor - Brunel House
2 Fitzalan Road
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CF24 0HA*

*Tel: 029 20502539
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