

# WELSH HEALTH CIRCULAR



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

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**Issue Date:** 12<sup>th</sup> May 2008

**Status:** Action

**Title:** 2009 Access-Referral to Treatment-Patient Tracking Report (RTT-PTR)

**For Action by:**  
NHS Trust Chief Executives

**Action required** *See paragraph(s) :*  
2. Action Required

**For Information to:**

Performance and Information Managers in Trusts and Local Health Boards, Directorate Managers, Health Solutions Wales

**Sender:** Simon Dean, Director of Service Delivery and Performance Management, Department for Health and Social Services, Welsh Assembly Government.

**National Assembly contact(s) :** Martyn Rees, Performance Management, Waiting Times & Emergency Care, Tel: 029 2080 1171

**Enclosure(s):** 2009 Access-Referral to Treatment Patient Tracking Report (RTT-PTR) Guidance

## **Distribution List**

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Dear Colleague,

## **1 Summary**

- 1.1 This circular informs NHS Trusts of the arrangements and timetable for submitting monthly Referral to Treatment Patient Tracking Reports (RTT-PTR) in accordance with the attached guidance.
- 1.2 The reports have been formulated to provide an “Early Warning” of potential breaches to a maximum waiting time of 26 weeks from referral to treatment, to be achieved by December 2009. The long lead in time will assist Health Communities in assessing highlighted issues and enable them to take timely remedial action with support, where necessary, from the 2009 Access Project Team.
- 1.3 However, in view of the long lead in time and to ensure that data is available to inform planning processes, monitoring of compliance will commence from May 2008.

## **2 Background**

- 2.1 In NHS Wales, Patient Targeting Lists (PTLs) have been used to good effect in the management of cancer targets, and the process is well understood by Welsh organisations. The PTL system used has been a patient level list, focussing on individual plans for patients progressing through the system.
- 2.2 The Referral-to-Treatment 26-week maximum waiting time target encompasses a wider range of clinical specialties and therefore a patient level report will not be manageable, nor is it desirable for effective performance management.
- 2.3 The 18-week team in England have already developed a PTR template for an RTT report. This has been adapted and tested by the 2009 project team as an aggregate view of the number of patients with adjusted waiting times, who are at risk of breach in accordance with the Annual Operating Framework requirement to reduce Referral to Treatment times to 38 weeks by October 2008, with further reductions to March 2009 of 32 weeks and December 2009 of 26 weeks maximum wait.

## **3 Action Required**

- 3.1 The data submission will commence with reports from May 2008 until October 2008 in the first instance. Submissions will be required to continue after October 2008, and further development guidance relating to these submissions will follow. The submission relates to all specialties provided by the reporting organisation and identified as required to report referral to treatment times.
- 3.2 Trusts are required to ensure that the data is returned to HSW in accordance with the guidance in section 4 of the attached document. The return will be required:
  - monthly in accordance with the timetable and instructions given in section 4 of the attached guidance, commencing with a return in May 2008 in respect of patients awaiting treatment as at the 30 April 2008
  - in the format specified in section 4 of the guidance
  - in accordance with the definitions specified in WHC (2007) 075.

#### **4 Monitoring**

4.1 Compliance will be monitored through the 2009 Access Team and the Regional Offices.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simon Dean', is positioned above the printed name.

**Simon Dean**  
**Director of Service Delivery and Performance Management**

**Inc: Annex A PTR Guidance**



## **2009 Access-Guidance on Referral to Treatment Patient Tracking Report (PTR)**

### **1. Introduction**

This Patient Tracking Report (PTR) is to provide a forward look planning tool for managing patient waiting lists in a way that the (retrospective) monthly Referral to Treatment (RTT) data collection can not.

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

### **2. Purpose**

PTR data will be used by commissioners to inform current performance, and allow them to make more informed decisions about future commissioning needs. Data may be shared with research teams for specific audit or research projects to identify characteristics of high/poor performance on delivering the milestone towards the 26 week target. Furthermore the data will help to inform the redesign of pathways to support delivery of more efficient and streamlined care and inform Commissioners of numbers waiting and length of wait, to support management decisions.

The data will also:

- Inform process review for areas of high waits or large backlog of patients on RTT pathways.
- Inform progress towards reducing waiting times in line with achieving the December 2009 26-week target.

### **3. Scope**

The 26-week target encompasses elective treatment by specified clinical specialties, for all Welsh residents whether treated in Wales or elsewhere. The guiding principles are identified in the documents *Delivering a 26 Week Patient Pathway – An Implementation Framework, WHC(2006)081*, *Access 2009 – Referral to Treatment Time Measurement WHC(2007)014* and *2009 Access – Delivering a 26 Week Patient Pathway – Integrated Delivery and Implementation Plan WHC(2007)051*.

Patient Tracking Reports must be submitted by all provider organisations in aggregate data format, split by commissioner, to include patients in the two sections as detailed below:

## Section 1

Patients on RTT pathways for whom a decision to admit or to commence treatment has not been made.

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

## Section 2

Patients on RTT pathways for whom a decision to admit for treatment has been made and have an appointment date which is scheduled beyond their breach date.

### 4. Reporting Format

The monthly submissions are an aggregate census of the number of patients in the sections above, split by specialty and in weekly timebands commencing eight weeks before the potential breach date. Include only those specialties that 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 week wait time band.

#### File Format

Field Description	Short Name	Data Type	Comment
Data Reference (list Type)	Ref	Alpha-numeric	RTT-PTR Section 1 or 2
Census Date (date on which the referrals received are measured from the first day of the month to the last day of the month to which the return relates)	Date	Numeric with 8 digits in the format ccyymmdd	ccyy=year with century e.g.2007 mm=2-digit month, using a leading zero if necessary dd=2digit date,using a leading zero where necessary
Trust Code	TrustCode	Alpha-numeric with 3 digits	Code identifier for Trust – for merged trusts use old trust code
Main Consultant Specialty	SpecCode	Alpha-numeric	e.g. 120
Weeks before or after breach date	Weeks prior to breach	Integer-numeric	Weeks prior to breaching target or over target
Count	Count	Integer-numeric	Number of patients

The Referral to Treatment Patient Tracking Report will be grouped in time bands described in weeks prior to potential breach date commencing at 8 weeks

## Reporting Time Bands

Weeks prior to breach	Time period covered
-1	Patients who have already breached
0	Up to 1 week (up to and including 7 days) before target
1	Over 1 week and up to 2 weeks (day 8 to 14) before target
2	Over 2 weeks and up to 3 weeks (day 15 to 21) before target
	Etc until
7	Over 7 weeks and up to 8 weeks (day 50 to 56) before target

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:

xxxddmmmyy.csv

where: xxx = the Trust code

dd= the day of the month

mmm = first three letters of the month to which the data relates, e.g. Apr for the first submission of data relating to reports submitted for patients waiting during April.

yy = last 2 digits of the year

## Timetable

Submissions should be returned to Health Solutions Wales by e-mail. The submission return date is the 9th of each month or the next working day where the 9<sup>th</sup> is a weekend.

Reporting Month	Census Date/Time	Return Date
April	30 <sup>th</sup> April 2008	9 <sup>th</sup> May 2008
May	31 <sup>st</sup> May 2008	9 <sup>th</sup> June 2008
June	30 <sup>th</sup> June 2008	9 <sup>th</sup> July 2008
July	31 <sup>st</sup> July 2008	11 <sup>th</sup> August 2008
August	31 <sup>st</sup> August 2008	9 <sup>th</sup> September 2008