

Sponsoring Organisation:	Implementation Date: 1 st January 2008
Department of Health	Subject: Data Standards; Inter-Provider Transfer Administrative Minimum Dataset
DATA SET CHANGE NOTICE	
<p>This DSCN informs the users of the approval of a new information standard by the Information Standards Board (ISB). This standard was approved by ISB at its meeting on 19th December 2007.</p>	
Summary:	
<p>This DSCN informs the NHS and its system suppliers of the mandation of the Inter-Provider Transfer Administrative Minimum Dataset (IPTAMDS) from the 1st January 2008 with full conformance by the service from April 2008.</p> <p>It supports the requirement to transfer administrative data to allow the monitoring of a patient's progress along an 18 Weeks pathway where care has been transferred between providers. The standard mandates the transfer, from the referring provider to the receiving provider, of the administrative data necessary to allow the receiving provider to report on the patient pathway as required by DSCN 17/2006 and 18/2006.</p> <p>This DSCN should be read by all providers of healthcare to patients on an 18 weeks pathway, and specifically 18 Weeks leads and Information departments.</p> <p>Administrative decisions should not override clinical decisions therefore incomplete administrative RTT data is not an acceptable reason for delaying the acceptance of an appropriate referral. The administrative transfer of RTT information using the IPTAMDS should not compromise either patient care or the patient experience.</p> <p>This DSCN contains the detailed policy information needed to implement this data set.</p> <p>The technical modelling for this dataset to be included in the NHS Data Model and Dictionary will be issued at a later date.</p>	
Related DSCNs DSCN 17/2006, DSCN 18/2006, DSCN 18/2007, DSCN 30/2007	
Impact of Change:	
Service: Major	System Suppliers: Minor
<p>The Information Standards Board (ISB) is responsible for approving information standards. The ISB output and submission documents related to the assurance and sign-off of this standard can be found at – http://www.isb.nhs.uk/docs/inter-providers.</p> <p>More information about the ISB can be found at www.isb.nhs.uk Data Set Change Notices can be found at www.connectingforhealth.nhs.uk/dscn</p>	

DATA SET CHANGE NOTICE

Reference No:	DSCN 44/2007
Version No:	1.0
Subject:	Inter-Provider Transfer Administrative Minimum Dataset
Type of Change:	Introduction of a new approved information requirement
Implementation Date:	1 st January 2008
Business Justification:	To support the monitoring of DH PSA target 13 - "By 2008, no one will wait longer than 18 weeks from GP referral to hospital treatment ..."
Effect on other Information Standards:	NA

Introduction

Following ISB approval this DSCN informs the NHS of the mandation of a new information standard to support monitoring of DH PSA target 13 – ‘to ensure that by 2008, no one waits more than 18 Weeks from referral to treatment’.

The Inter-Provider Transfer Administrative Minimum Dataset is mandated from the 1st January 2008 with full conformance by the service from April 2008.

Mandation of this standard will affect all service providers responsible for patients on an 18 weeks pathway where there has been a transfer of care. This standard applies to all NHS commissioned care including care where part of the pathway is commissioned from the Independent Sector.

Administrative decisions should not override clinical decisions therefore incomplete administrative RTT data is not an acceptable reason for delaying the acceptance of an appropriate referral. The administrative transfer of RTT information using the IPTAMDS should not compromise either patient care or the patient experience.

Background

The NHS Improvement Plan stated *‘By 2008, no one will have to wait longer than 18 Weeks from GP referral to hospital treatment (DH PSA target 13)*. Following ROCR (Review of Central Returns) and the Information Standards Board (ISB) approval, DSCN 17/2006 mandated the new national data collection to monitor patient referral to treatment (RTT) times from January 2007 to support monitoring of DH PSA target 13.

The NHS needs to measure and monitor patient 18 Weeks pathways and specifically Referral to Treatment (RTT) times to ensure that they are progressing as planned to achieving the 18 Weeks target (ref: PSA 13) and to effect the appropriate changes to ensure delivery.

The objective of this standard is to enable the transfer of the required RTT administrative data through utilising and developing existing administrative processes allowing the receiving provider to meet their mandatory national reporting requirements.

In an estimated 10 to 20% of cases, responsibility for the 18 Weeks pathway will be transferred between providers. In such cases, the new provider is unable to report as required by DSCN

17/2006 unless the original provider supplies RTT status data at the time of transfer. This is of particular concern to specialist and tertiary providers who receive a large volume of their referrals from secondary care providers.

The IPTAMDS has been designed to support both the interim tactical solutions and the long-term SUS solution. By identifying and mandating the transfer of a specified set of data items receiving providers will be able to report on the patient pathway as required by DSCN 17/2006.

Details of Change

Purpose

The purpose of the Inter-Provider Transfer Administrative Minimum Dataset (IPTAMDS) is to ensure that the administrative Referral to Treatment (RTT) data required to enable the receiving provider to report on the patient pathway as required by DSCN 17/2006 is transferred from the referring provider to the receiving provider when responsibility for a patient's care has transferred.

The Inter Provider Transfer Administrative Minimum Dataset (IPTAMDS) specifies:

- The data necessary to permit the receiving provider to report the patient's progress along their RTT pathway.
- The requirement of the referring provider to complete an IPTAMDS when the care of a patient within an RTT pathway is transferred to a receiving provider.

Scope

An IPTAMDS is mandated for completion when:

- The care of a patient on an 18 Weeks pathway transfers between healthcare providers. This includes transfers to and from Independent Sector providers where this transfer is part of NHS commissioned care.
- Requests for a clinical opinion that result in the patients care being transferred to an alternative provider.
- 18 Weeks pathways commissioned by English NHS commissioners independent of location.

Providers are encouraged to consider combining the transfer of clinical information and administrative data in order to avoid duplication of data transfer, minimising the associated data transfer risks.

The method of exchange of the referral message is not mandated and a range of formats e.g. fax, email, electronic transfer may be used; appropriate safeguards, which conform to your Trust policies, should be implemented.

It should be noted that healthcare providers might act as both referring and receiving providers of the IPTAMDS.

Out of Scope

Referral messages associated with the following pathways are outside of the scope of the standard:

- Non elective care
- Requests for opinion or diagnostics, where the care of the patient remains with the original service provider.
- Patients excluded from the 18 Weeks monitoring arrangements.

This DSCN should be read in conjunction with the following DSCNs:

DSCN 17/2006	Introduction of a new data collection to monitor referral to treatment (RTT) times to support delivery of 18 Weeks.
DSCN 18/2006	Changes to the NHS Data Dictionary to support measurement of 18 week referral to treatment periods
DSCN 18/2007	Data Standards – Introduction of the Commissioning Data Set Version 6
DSCN 30/2007	Inter-Provider Transfer Administrative Minimum Dataset (Advance Notification)

The standard specifies the minimum administrative data items that should transfer when patient care is transferred; 'M' signifies the data as being mandatory, 'O' optional.

IPTAMDS Details

The following tables are supporting information to enable completion of the sample template shown in Appendix 1. This supporting information should not be used to model information systems. The technical modelling for this data set will be published in the NHS Data Model and Dictionary and issued as a future DSCN

The tables specify the minimum administrative data items that should transfer when patient care is transferred; 'M' signifies the data as being mandatory, 'O' optional.

Patient demographic details:

M	Patients family name / forename	
M	Title	
M	Correspondence address	
O	Contact details	To include home, work, mobile telephone number and email address
M	Date of Birth	
M	NHS number	
M	Local patient identifier	
M	GP name and practice code	

Referring organisation details:

M	Referring organisation name and code
M	Referring clinician name, code
M	Referring clinician treatment function code
M	Contact name and details at referring organisation

Referral to Treatment details:

To be completed for all patients		
M	Unique Pathway Identifier	For the first organisation to receive the referral
M	Organisational code	For the first organisation to receive the referral
M	Is the patient on an active 18 Weeks pathway	
To be completed only where the patient is or has been on an 18 Weeks pathway		
M	Pathway status	To identify: <ul style="list-style-type: none"> • 1st definitive treatment has not been given • 1st definitive treatment has been given and the clock stopped with the patient now transferring for further treatment of the same condition • Currently being actively monitored
M	Date of decision to refer to an alternative provider	Required for existing pathways only

M	Clock start date	The date that the patient started on the existing pathway or the date of this referral if it starts a new pathway
M	Referral for diagnostic tests or opinion only	
M	List all organisations involved in the 18 weeks pathway by organisational code	

Receiving organisation details:

M	Receiving organisation name and code
O	Receiving – clinician name
M	Receiving treatment function code
M	Date MDS sent

Appendix 1 contains a sample data collection template; this is the minimum dataset requirement.

Technical details of the data set will be contained in the Change Proposal CP 900 to be published as a DSCN at a later date.

Sponsor Details

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Further Information and Support

Various approaches have been adopted by service providers in completion of the IPTAMDS, further details of this, the cost and burden of implementation and additional implementation guidance, organisational, behavioural and technical can be found on the IPT web site at: <http://www.18weeks.nhs.uk/secure/default.aspx?main=true&load=ArticleViewer&ArticleId=1068>

Also included are:

- Links to key work streams – Choose and Book, Connecting for Health
- Links to relevant DSCNs
- Frequently asked questions – posted both on the IPT section and included on the 18 Weeks FAQ
- Contact details
- Pilot site reports
- ISB Full Operational Information Standard submission
- Behavioural, Organisational and Technical guidance on implementation
- Mandated Minimum Dataset
- Top tips on implementation
- IPT queries line: IPTQueries.18weeks@dh.gsi.gov.uk

Definitions and guidance on those patient pathways included within the 18 Weeks pathway can be found in the Department of Health policy document “Tackling hospital waiting: the 18 Week patient pathway, an implementation framework “(Gateway reference 6468).

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4134668

Refreshed rules and definitions for 18 Weeks can be downloaded from the 18 Weeks Rules Suite at: <http://www.18weeks.nhs.uk/secure/default.aspx?main=true&load=ArticleViewer&ArticleId=1104>

INTER-PROVIDER ADMINISTRATIVE DATA TRANSFER SAMPLE DATA COLLECTION TEMPLATE:

Referring organisation to complete and send within 48 hours of decision to refer.

For Referring Organisation:	
Referring organisation name:	Referring organisation code:
Referring clinician:	Referring clinician registration code:
Referring treatment function code:	Contact name:
Contact phone:	Contact e-mail:
Patient Details:	
Patient's family name:	Patient's fore name:
Title:	Date of Birth:
NHS number:	Local Patient Identifier:
Correspondence address:	Contact details:
	Patient is lead contact <input type="checkbox"/>
	Lead contact if not the patient: <input type="checkbox"/>
	Lead contact name:
	Contact Home Tel No:
	Contact Work Tel No:
Post code:	Contact Mobile:
	Contact e-mail:
GP Details	
GP name:	GP practice code:
Referral To Treatment Information:	
Patient Pathway Identifier:	Allocated by (organisational code)
(Generated with original referral – e.g. UBRN)	(Organisation that received the original referral that started the clock)
Is the patient on an 18 Weeks RTT pathway: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is this referral the:	
Start of a new pathway - (New condition or change of treatment) <input type="checkbox"/>	
Continuation of an active pathway – (1 st definitive treatment not given) <input type="checkbox"/>	
Continuing treatment for a stopped pathway – (1 st definitive treatment given) <input type="checkbox"/>	
Is this referral for:	
Diagnostic tests only <input type="checkbox"/>	
Opinion only <input type="checkbox"/>	
Date of decision to refer to receiving organisation:	Clock start:
	(Date the patient started on the existing pathway or the date of this referral if it starts a new pathway)
List all organisations involved in the 18 weeks pathway	
Receiving Organisation Details:	
Receiving organisation name:	Receiving organisation code:
Receiving clinician	Receiving treatment function code:
Date IPTAMDS sent:	
For Receiving Organisation	
Date received:	