

National Cancer Waiting Times Monitoring Data Set Version 2.1 Implementation Guidance

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Information and technology
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Data Coordination Board

This information standard (DCB0147) has been approved for publication by the Department of Health and Social Care under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Requirements Specification
- Implementation Guidance
- Change Specification.

An Information Standards Notice (DCB0147 Amd 16/2019) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the [NHS Digital website](#). Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

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Update: 17 December 2020

At the time of publication of version 2.1 (2 April 2020) the implementation and conformance dates of this standard were noted by the DCB as being subject to change depending on the need for continuing frontline investment in COVID-19 activity.

The conformance date has been extended by a further month and full conformance is now expected with the submission of the December 2020 reporting activity between 6 January and 2 February 2021. The Requirements Specification, Change Specification, and Implementation Guidance have been updated to reflect this.



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1. Glossary

These are the acronyms and common terms used within this implementation guidance document:

Term	Acronym	Definition
Comma Separated Value	CSV	The comma-separated value (CSV) format is a file format used to store tabular data in which numbers and text are stored in plain-text form. This is a current format for the transmission of this data set to the CWT system.
Multi-disciplinary Team	MDT	Multi-disciplinary Team (MDTs) bring together staff with the necessary knowledge, skills and experience to ensure high quality diagnosis, treatment and care of patients.
National Cancer Waiting Times Monitoring Data Set	NCWTMDS	The data set used to manage and monitor cancer waiting times, the subject of this document.
Extensible Markup Language	XML	Extensible Markup Language (XML) is a set of rules for encoding documents in machine-readable form. This is a current format for the transmission of this data set to the CWT system.

2. Purpose

This document aims to give guidance to users of the Cancer Waiting Times system (CWT) on how to implement the standard set out in **DCB0147 Amd 16/2019** National Cancer Waiting Times Monitoring Data Set (NCWTMDS) Version 2.1. The documentation for this is available on the [Data Coordination Board's website](#).

This standard covers all NHS providers (data submitters) within England as well as those independent providers commissioned to provide NHS services in England.

3. Background

The NCWTMDS collects and monitors data related to the measures set for cancer care in the 'Handbook to the NHS Constitution' (pages 29 to 30). The data is collected directly from NHS providers in England on a monthly basis. The data flows through to provider, commissioning, regional, cancer alliance and national users, and is managed by NHS Digital. NHS England and NHS Improvement is provided with monthly anonymised data which is used to produce official statistics publications and internal management reports. Other users of the system can also obtain record level downloads and/or aggregate reports depending on their role and permissions within the system. For further information about accessing CWT data, prospective users should email NHS Digital's National Service Desk at: ssd.nationalservicedesk@nhs.net.

4. Implementation timeline

During the CWT system development phase there is a Private Beta period and a Public Beta period. During Private Beta a small number of system users, including a number of

Healthcare Providers who have different system suppliers, will be invited to access the system to run some tests and provide feedback on functionality and features of the new data set. During Public Beta all users of the system will be invited to access the system for the purposes of testing and preparation in readiness for mandatory collection.

CWT System development	February – June 2020
Private beta testing	March – April 2020
Public beta testing	April - June 2020
2.1 data set allowed for submissions	July 2020 patient activity reporting period (submission upload in Cancer Waiting Times (CWT) system between 3 August and 2 September 2020)
Mandatory collection of 2.1 data set	December 2020 patient activity reporting period (bulk submission upload in Cancer Waiting Times (CWT) system between 6 January 2020 and 2 February 2021 – manual edits of submissions close on 3 February 2021)

5. Using the newdata set

5.1 General

As a user of the CWT system, it is important to work with your organisation's information technology system supplier to ensure that the data upload is efficient, robust and secure. The [National Cancer Waiting Times User Manual](#) gives an overview of how to request and set up a new NHS Digital CWT system account and how to upload data. All users need to be aware of the changes in this release, when those changes will come into effect and the implementation period in order to avoid confusion. Please use the checklist below to support your implementation.

5.2 Implementation Checklist for All Users

- Read the [ISN](#) and all links to standard documentation set out in the ISN;
- Understand what needs to be submitted to the cancer waiting times database and the key dates;
- Decide whether to submit CSV or XML;
- Read and understand the guidance documents referred to in Section 8 of this document;
- Consider impact of uploading data to the cancer waiting times database in terms of workload, business processing, training, data security, etc;
- Consider current state of readiness;
- Contact the relevant organisation's information and communication technology system supplier to discuss implementation and work out the appropriate business and technical architecture to upload 2.1;
- Identify issues of implementation and discuss impact with stakeholders, including staff, commissioners, etc;

- Plan an implementation approach and timescales to fit in with the compliance date, beta testing dates and implementation period defined above;
- Consider if access to MDT meetings is required. This can be useful for accessing relevant data or for assisting in monitoring waiting times for specific patients;
- Raise organisation awareness of changes;
- Carry out training and staff workshops;
- During the implementation period arrange and submit at least one test submission on the User Acceptance Testing system. It is recommended that you submit test files for the new data set during the Public Beta period to ensure all functionality is working as expected. Test submissions can be performed on both XML and CSV files;
- Check the validations required as detailed in the [CWT Validation Rules](#) document to ensure your data is pre-validated and will pass the validation checks within the system;
- Submit first data;
- Use the reports to check data has been successfully uploaded, and there are no validation errors; and
- For tertiary sites, it is also important to discuss your plans with referring organisations.

6. Timelines for Changes

Implementation period: The implementation period for the new data set is from publication of the ISN in April 2020 to 2 February 2021 when data collection for 2.1 data set is mandatory and the bulk upload submission window closes (manual edits of submitted records will close on 3 February 2021). All healthcare providers that are required to submit CWT data are expected to be collecting the new and revised data items from November 2020 activity.

NHS England and NHS Improvement will be providing support through Cancer Alliances to ensure healthcare providers are able to submit these items. Providers are encouraged to start to submit data from July activity data so that they can work through data collection issues. Subject to Standard Contract 2020/21 being enforced, all healthcare providers will be monitored for compliance against the 28-day Faster Diagnosis Standard.

Private Beta Testing: The testing undertaken during Private Beta will specifically test the features and functionality of the 2.1 data items to ensure that the system operates as expected. Users will be supported by NHS Digital during this testing period and specific test objectives will be set, including:

- File upload testing;
- XML schema testing;
- Permissions model testing;
- Validation rule testing;
- Breach allocation rule testing; and
- Non-functional testing.

Public Beta Testing: The testing undertaken during Public Beta will specifically test the features and functionality of the 2.1 data items to ensure that the system operates as expected.

Conformance Testing: Conformance tests are included in the implementation period to provide evidence that the changes have been implemented successfully and that the CWT data set will not be adversely affected by the changes.

These conformance tests will be run during Public Beta on the live system. Providers should submit test data submissions to the user acceptance testing system using the 'test submission' functionality by 31 August 2020. NHS Digital will support providers during Public Beta with structured conformance testing. The testing process plans and training material will be developed during Private Beta based on feedback from pilot sites and made available to all submitters before the launch of Public Beta.

7. Clinical Safety

This information standard is for secondary uses only and therefore has no direct impact on Clinical Safety and as such is not in scope of DCB0129. Consequently, a Clinical Safety Case Report is not required to support this standard.

However, implementation of this information standard may require modification to the health IT system from which the collection/extraction is made. The safety implications of any such modifications must be considered by the manufacturer and all other parties involved under DCB0129 and the health organisation under DCB0160.

It is expected that Manufacturers and Organisations will take ownership of this risk and make the necessary additions to their respective Clinical Safety Case Reports.

8. Summary of Available Guidance and Support

8.1 Guidance

The documentation for the Standard is available on the [NHS Digital Cancer Waiting Times website](#) and the [NHS Digital Information Standards \(DCB\) website](#).

With regard to setting up an account and then uploading the data see the [Cancer Waiting Times NCWT User Guide](#) which gives detailed guidance on how to set up a new user to upload cancer waiting times data to the system. This document also provides detailed information on how to use features and functionality of the system.

With regard to what data should be recorded and uploaded, see the [National Cancer Waiting Times Monitoring Data Set: Guidance](#) which gives detailed guidance on which data items need to be included in the data upload and how to populate those data items. It answers common questions about cancer waiting times to ensure that staff, from both informatics and clinical teams, understand the cases they need to be reporting on. The document will be updated in Q1 2020/21, to include the 2.1 data set and further clarifications.

The [NHS Digital Data Model and Dictionary CWT webpages](#) provide support information and gives a reference point for assured information standards, to support health care activities in the NHS in England.

8.2 Support Mechanisms

Details about where to direct queries are included in the [Cancer Waiting Times NCWT User Guide](#). This will explain how to contact NHS Digital for different types of issues a user may experience with the system.

After consulting the full and detailed support documents, if you still have queries about what data is required in each of the data fields or the cancer waiting times rules / guidance, requests for clarification can be sent to the national cancer programme - england.cancerwaitsdata@nhs.net

Further information can be found on the NHS Digital website: <https://digital.nhs.uk/cancer-waiting-times>