



National Cancer Waiting Times Monitoring Data Set V 1.2 (NCWTMDS): Implementation Guidance

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Author	Cancer Waiting Times Team
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Target Audience	NHS Cancer Service Managers and NHS Informatics Staff
Additional Circulation List	Cancer Network Directors and Information Leads
Description	<p>This guidance allows both new and existing users of the National Cancer Waiting Times Monitoring Data Set to implement the developments set out in SCCI0147 Amd 7/2015.</p> <p>This supports the implementation of these changes which come into effect from the 1st April 2016.</p>
Cross Reference	N/A
Superseded Docs (if applicable)	N/A
Action Required	Implementation of two data items and XML schema according to SCCI 0147 Amd 7/2015
Timing / Deadlines (if applicable)	By 01 April 2016
Contact Details for further information	<p>Cancer Waiting Times Team</p> <p>Quarry House Leeds LS2 7UE cancer-waits@dh.gsi.gov.uk</p> <p>http://www.hscic.gov.uk/isce/publication/scci0147</p>

Document Status

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National Cancer Waiting Times Monitoring Data Set v1.2: Guidance

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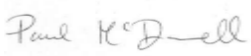
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Amendment History:

Version	Date	Amendment History
0.1	18/08/15	Initial Draft
0.2	04/09/15	Including comments from the standards development process
1.0	09/09/15	Final version


Reviewers:

This document must be reviewed by the following:

Name	Signature	Title / Responsibility	Date	Version
Paul McDonnell		Senior Manager - Analytical Services (Operations)	09/09/15	1.0

Approvals:

This document must be approved by the following:

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Paul McDonnell		Senior Manager - Analytical Services (Operations)	09/09/15	1.0



This information standard (SCCI0147) has been approved for publication by NHS England 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 Standardisation Committee for Care Information (SCCI), a sub-group of the National Information Board.

This information standard comprises the following documents:

- Requirements Specification
- Change Specification
- Implementation guidance.

An Information Standards Notice (SCCI0147 Amd 7/2015) 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 [HSCIC website](#).

Date of publication 30 October 2015.

Glossary of Terms

These are the acronyms and common terms used within this specification 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 the current format for the transmission of this data set to the CWT-Db.
Cancer Outcomes and Services Data Set	COSD	The COSD is the national standard for reporting cancer in the NHS in England.
Health and Social Care Information Centre	HSCIC	The national provider of information, data and IT systems for health and social care.
Multi-disciplinary Team	MDT	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 change request.
Extensible Markup Language	XML	Extensible Markup Language (XML) is a set of rules for encoding documents in machine-readable form. It is proposed as the new format to be introduced for the transmission of this data set to the CWT-Db.

1 Aim of Document

This document aims to give guidance to both new (see Section 2) and existing users (see Section 3) of the cancer waiting times standard on how to implement the standard set out in SCCI0147 Amd 7/2015 National Cancer Waiting Times Monitoring Data Set Version 1.2. The documentation for this can be found [here](#).

This standard covers all providers (data submitters) within the English NHS cohort (approximately 146) as well as those private providers commissioned to provide NHS England services.

2 New Users

2.1 Background

The NCWTMDS collects and monitors data related to the measures set for cancer care in the 'Handbook to the NHS Constitution' (pages 29 and 30). The data is collected directly from NHS providers in England on a monthly basis. The data flows through, and is managed by, the collection service called Open Exeter, which is hosted by HSCIC. NHS England is provided with a monthly extract of anonymised data which is used to produce official quarterly reports and monthly management reports.

2.3 General

As a new user to the cancer waiting times database, it is important to work with Open Exeter and the organisation's IT system supplier to ensure that the data upload is efficient, robust and secure. Section 2 of the [National Cancer Waiting Times User Manual – v6.1](#) gives an overview of how to request and set up a new Open Exeter account and how to upload data. New users need to be aware of the ongoing changes, 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.

2.2 Implementation Checklist for New 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;

- Decides whether to submit CSV or XML, in the context that there will be a transition period before all users must submit XML. Systems need to be fully compliant by **April 1st 2016**;
- Read and understand the guidance documents referred to in Section 5 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 IT system supplier to discuss implementation and work out the appropriate business and technical architecture to achieve the standard
- Consider software requirements/upgrades/changes involved
- Consider hardware requirements/upgrades/changes involved (NB N3 compatibility is required for submission)
- 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, conformance test dates and implementation period defined above
- Gain access to Open Exeter through a Caldicott guardian
- Create Open Exeter UserID and password (see Section 5.1 for a link to do this)
- 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 a test submission (of both CSV and XML uploads including the two new data items) to Open Exeter
- Set up validation checks on the new data items through the Open Exeter reports described in "[National Cancer Waiting Times Reports User Manual – Version 1.0](#)"
- Prepare XML submissions in readiness for change over
- Submit first data
- Use the reports to check data has been successful uploaded and landed, and there are no validation errors
- For tertiary sites it is also important to discuss your plans with referring organisations.

3 Existing users

3.1 General

As an existing user of the cancer waiting times database, it is important to be aware of the impact of the changes, the responsibilities and requirements to implement the changes, and the timescales involved. Please use the checklist at Section 3.3 below to support implementation.

Changes to the central system will be implemented by Open Exeter which holds the NCWTMDS.

3.2 Detail of changes

The detail of the changes is covered by the Change Specification which can be found [here](#), which gives details of the data elements and field lengths.

Currently the data set is submitted to the NCWTMDS in CSV format. NHS England proposes that this procedure is changed to a submission using XML via this release. NHS England has added two new data items to be included in the NCWTMDS via this release of the standard:

- 1 The date that a referral request is received for inter-provider transfers entitled "REFERRAL REQUEST RECEIVED DATE (INTER-PROVIDER TRANSFER)". This is to be collected in order to provide more clarity for the transferral procedure and more information on the waiting time for the diagnostic part of the pathway;

- 2 The tracing status of the NHS number of each record entitled "NHS NUMBER STATUS INDICATOR CODE" as recommended by the NHS Data Model and Dictionary Service in order to give greater detail to assist in assessing the quality of data collected.

In summary:

As Is	Migration Path	To Be
CSV - Currently submissions of data to NCWTMDS are in CSV format	Introduction of XML Schema	XML - Submissions of data to NCWTMDS must be in XML format
Not currently collected	Addition of a data item	New data item called "REFERRAL REQUEST RECEIVED DATE (INTER-PROVIDER TRANSFER)"
Not currently collected	Addition of a data item	New data item called "NHS NUMBER STATUS INDICATOR CODE"

3.3 Implementation Checklist for Existing Users

Both new and existing users need to consider the following list:

- Read the ISN and all links to standard documentation set out in the ISN. Understand the changes expected especially the CSV and XML transition period;
- Consider impact of new data fields and XML use;
- Find a data source for the two new fields required – it is likely PAS systems may be able to provide both;
- Identify issues of implementation and discuss impact with stakeholders;
- Plan an implementation approach and timescales to fit in with the compliance date, conformance test dates and implementation period defined above;
- Raise staff awareness of changes and train where necessary;
- Alert other staff and MDTs to the changes;
- During the implementation period arrange and submit a test submission (of both CSV and XML uploads including the two new data items) to Open Exeter;
- Set up validation checks on the new data items through the Open Exeter reports described in “[National Cancer Waiting Times Reports User Manual – Version 1.0](#)”;
- Prepare XML submissions in readiness for change over;
- Send test data from the 1st October 2015 when Open Exeter will be ready to receive it.

3.4 Cancer Services and Outcomes Data Set (COSD)

NHS England is working with the COSD team to ensure acceptance and consistency of this Cancer Waiting Times data within their data set. Further information on this data set can be found at [SCCI1521 Cancer Outcomes and Services Dataset Amd 17/2014](#).

4 Timelines for Changes

Implementation period: The implementation period for these changes is from the 1st October 2015 to 31st March 2016. Implementation can not begin until the Open Exeter system has been adjusted to accept data via the XML schema.

Conformance Test Dates: As is made clear in the ISN, two conformance tests are included in the implementation period to provide evidence that the changes have been implemented successfully and that the cancer waiting times data set will not be adversely affected by the changes.

These conformance tests will be run through Open Exeter. Providers should submit test data submissions to Open Exeter before the following dates:

First conformance test	18 th December 2015
Second conformance test	19 th February 2016

5 Summary of Available Guidance and Support

5.1 Guidance

The documentation for the Standard is [here](#).

With regard to setting up an account in Open Exeter and then uploading the data see the following:

The "[National Cancer Waiting Times User Manual – v6.1](#)" gives detailed guidance on how to set up a new user to upload cancer waiting times data to the Open Exeter system.

With regard to what data should be recorded and uploaded see the following:

The "[Cancer Waiting Times: a Guide – Version 8.1](#)" 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. It will have a new, updated version, published in October 2015, that will include consultation with clinical colleagues. This will not however change the current specification or list of changes in this release of the standard.

5.2 Support Mechanisms

Queries about uploading data and interactions with the Open Exeter system can be logged by calling the Open Exeter helpdesk on 0300 303 4034 or by emailing exeter.helpdesk@hscic.gov.uk (please include 'Open Exeter' in the subject line).

After consulting the full and detailed support documents 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 cancer-waits@dh.gsi.gov.uk

Apart from the guidance at 5.1 above, further information can be found on the "HSCIC Cancer Waiting Times - Useful Documentation and Links" web page, accessible [here](#).