



National Cancer Waiting Times Monitoring Data Set V 2.0: Implementation Guidance

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Contact Details for further information	<p>Cancer Waiting Times Team Skipton House London</p> <p>SE1 6LH cancer-waits@dh.gsi.gov.uk</p> <p>http://content.digital.nhs.uk/isce/publication/DCB0147</p>	
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National Cancer Waiting Times Monitoring Data Set v2.0: Implementation Guidance

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Reviewers:

This document must be reviewed by the following:

Name	Signature	Title / Responsibility	Date	Version
Nicola Dawes		Cancer Waiting Time Product Owner – NHS Digital	17/08/2017	1.0
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Approvals:

This document must be approved by the following:

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Joanna Cottam		Cancer Programme Lead (SRO)	18/08/2017	1.0

Equality and Health Inequalities Statement

Promoting equality and addressing health inequalities are at the heart of NHS England's values. Throughout the development of the policies and processes cited in this document, we have:

- Given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it; and
- Given regard to the need to reduce inequalities between patients in access to, and outcomes from healthcare services and to ensure services are provided in an integrated way where this might reduce health inequalities

Data Coordination Board

This information standard (DCB0147) has been approved for publication by the Department of Health 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 89/2016) 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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1 Aim of Document

This document aims to give guidance to users of the cancer waiting times standard on how to implement the standard set out in **DCB0147 Amd 89/2016** National Cancer Waiting Times Monitoring Data Set (NCWTMDS) Version 2.0. The documentation for this can be found at:

www.content.digital.nhs.uk/isce/publication/dcb0147

This standard covers all providers (data submitters) within the English NHS cohort (approximately 160) as well as those private providers commissioned to provide NHS England services.

2 Background

The NCWTMDS collects and monitors data related to the measures set for cancer care in the 'Handbook to the NHS Constitution' (pages 31 to 34). The data is collected directly from NHS providers in England on a monthly basis. The data flows through, and is managed by, NHS Digital. NHS England is provided with a monthly extract of anonymised data which is used to produce official quarterly reports and monthly 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.

3 Implementation timeline

During the development phase of the new system 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 system. 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 go live in April 2018.

System Development	March 2017 – March 2018
Private Beta	September 2017 – January 2018
Public Beta	January 2018 – April 2018
New system Go Live	April 2018

4 Using the new system

General

As a user of the new cancer waiting times system, it is important to work with NHS Digital and your organisation's IT 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 CWT system account and how to upload data. All 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.

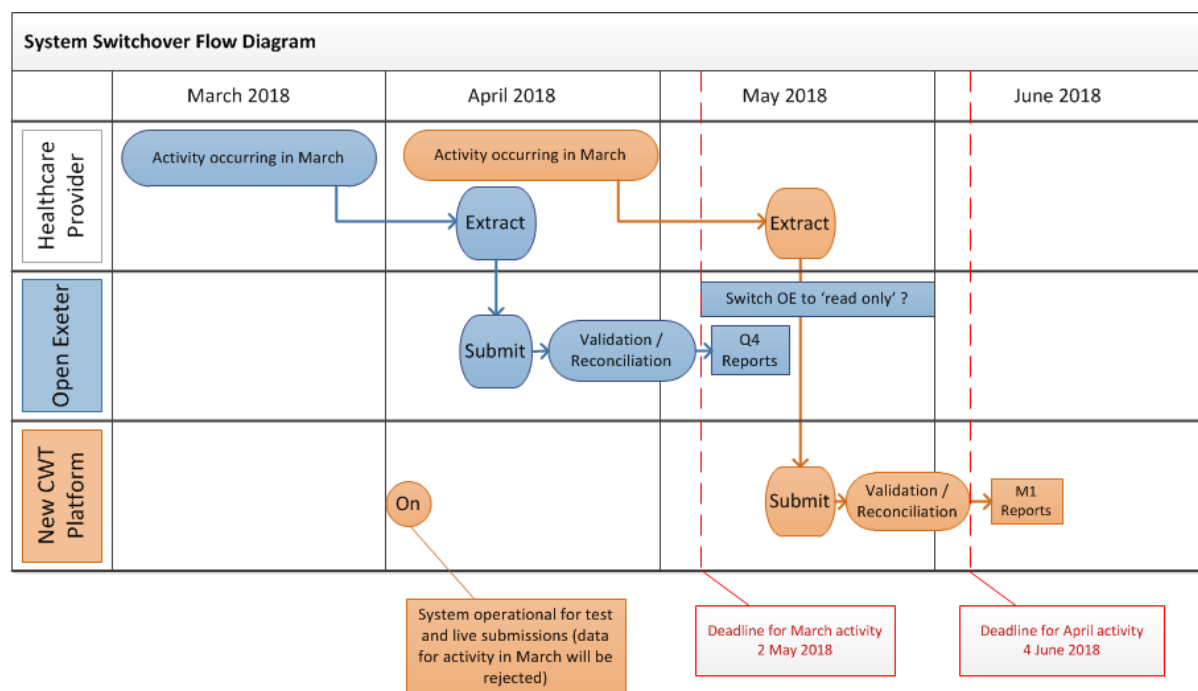
Implementation Checklist for All Users of the New CWT System

- Read the [Information Standards Notice](#) (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
- Decide whether you are submitting the existing data set or the new data set. In the context there will be a transition period before all users must submit the new data set (see Section 7 for details of dates by which the new data set needs to be submitted)
- 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 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 (NB: enhanced functionality which aims to reduce user burden is only available on internet browsers that are Internet Explorer 11 or above (or equivalent browser types such as Firefox, Chrome etc))
- Consider hardware requirements/upgrades/changes involved (NB: [Health and Social Care Network](#) 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

- Ensure Caldicott Guardian approval is in place via the Data User Certificate (DUC form) to upload CWT data. Existing DUC forms may be carried over until expiry at which point they will need to be renewed
- Create a userID and password for the new system (see Section 8 for further details)
- 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 new system. It is recommended that you submit test files for the existing data set during the Public Beta period (January 2018 – April 2018) to test connectivity and user account set up and ensure all functionality is working as expected for you. Test submissions can also be performed for the new data set in this period. Test submissions can be performed on both XML and CSV files
- Check the validations required as detailed in the [CWT User Manual](#) 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 landed, and there are no validation errors
- For tertiary sites it is also important to discuss your plans with referring organisations.

5 Switchover from Open Exeter to new CWT system

The Open Exeter system is due to be switched off after the submission deadline for activity taking place in March 2018. All data for activity in 2017/18 should be submitted to the Open Exeter system and all data for activity taking place in 2018/19 should be submitted to the new CWT system as shown in the diagram below:



During the period that Open Exeter is still accepting records for 2017/18, the new CWT system will reject any records that have dates for the latest activity in the pathway from 2017/18. This is to prevent submitters uploading their 2017/18 activity files into the new CWT system by mistake. This approach enables the quarter 4 reports for 2017/18 to be generated in Open Exeter as normal. Once these reports have been generated Open Exeter will either be switched off or provided as a read only system for a short period to allow users to access and download the reports they need. To mitigate against the risk of users not downloading required reports or extracts before the Open Exeter CWT system is switched off, the snapshot databases behind these reports will be migrated to the new system and made available through permission based functionality on the new system.

Pathways that Straddle 2017/18 and 2018/19

For pathways that have a first seen appointment 2017/18 and then treatment in 2018/19 there are different scenarios to consider.

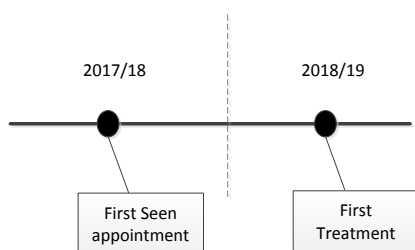
- Scenario 1 Submission of Referral to First Seen data where First Seen appointment is in 2017/18 and data is being submitted BEFORE March data submission deadline
- Scenario 2 Submission of Referral to First Seen AND Decision to Treat to First Treatment data where First Seen appointment is in 2017/18 and First Treatment is in 2018/19 and data is being submitted AFTER March data submission deadline

Scenario 3 Submission of First Treatment data where First Treatment is in 2018/19 and the associated First Seen data for an appointment in 2017/18 has been submitted in a separate submission

The diagram below shows which system the data should be submitted to, for each scenario and what the outcome will be. All data submitted to Open Exeter will be migrated to the new system after the March submission deadline. This migration of records held in Open Exeter allows pathways to be merged and existing records to be updated in the new system even if they were originally submitted to the Open Exeter system.

The purpose of submitting March data into Open Exeter is to allow the generation of quarter 4 reports from data held within one system.

Given the situation where a pathway straddles a financial year



Scenarios for submission	Referral / First Seen data available	Treatment data available	Outcome
Scenario 1	Submitted before March data deadline Open Exeter	Not yet submitted	First seen recorded on OE 2WW standard met / breached calculated and reported on OE First seen record migrated to new CWT system and available for update and record merge in new system from 1 April 2018
Scenario 2	Submitted after March data deadline NEW CWT System	Submitted after March data deadline NEW CWT System	First seen not recorded on OE (unless previously submitted as a separate First seen only record (e.g. scenario 1)) First seen and Treatment recorded on new CWT system Breaches for all standards calculated and reported on new CWT system
Scenario 3	Submitted in either OE or CWT in separate submissions	Submitted after March data deadline NEW CWT System	Treatment not recorded on OE Match and merge process attempts to match treatment to existing records from OE and from new system using existing match and merge logic If match is successful pathway data is merged in new system regardless of whether First Seen data was submitted to OE or new CWT

Cancer Services and Outcomes Data Set (COSD)

NHS England has worked with the COSD team to ensure consistency and reduce repetition of the NCWTMDS v.2.0 and the COSD dataset. Further information on the COSD dataset (DCB1512 Amd 74/2016) can be found at <http://content.digital.nhs.uk/isce/publication/dcb1521> and http://www.ncin.org.uk/collecting_and_using_data/data_collection/cosd.

6 Timelines for Changes

Implementation period: The implementation period can be considered to be in different phases. The implementation period for accessing and using the new CWT system is from the start of Public Beta, scheduled for January 2018 until 1st April 2018. During this period set up of users and testing will be undertaken ready for the new system to go live from the 1st April 2018.

The implementation period for the new data set is from publication of the ISN in October 2017 to 1st July 2018. The new data set includes name changes to existing data items, the deletion of two data items and the inclusion of 14 new data items as detailed in the CWT Change Specification documentation.

By 1st July 2018 all Healthcare Providers required to submit CWT data are expected to be collecting the new data items for Inter-Provider Transfers (IPT) in order to support new breach allocation methodology. When July activity data is submitted by the July data deadline, completed IPT fields will be expected for any patient transfers between providers occurring on the pathway being submitted. This will require submitting data under the new XML schema or the new CSV / TXT file specification as detailed in the CWT Specification documentation. The new schema and CSV / TXT file specification includes the 28 Day Faster Diagnosis Standard fields also, but these may be left blank in submissions from the 1st July if data are not yet available.

Between July 2018 and March 2019, Healthcare Providers will be expected to start collecting data for the 28 Day Faster Diagnosis Standard fields, implementing changes to data collection processes as necessary. NHS England will be providing support through Cancer Alliances to ensure Healthcare Providers are in a position to submit these items from April 2019 at the latest. Providers are encouraged to start to submit data as soon as possible so that they are able to work through data collection issues. By 1st April 2019 all Healthcare Providers will be required to submit data relating to the 28 Day Faster Diagnosis Standard, and NHS England will begin to monitor compliance against the new Faster Diagnosis Standard from 2020.

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

- File upload and download testing
- XML schema testing
- Permissions model testing
- Validation rule testing
- Breach allocation rule testing
- Report and extract generation for different types of users
- Full end to end testing
- Non-functional testing

Private Beta will also be used to gather feedback on system usability and drive feature enhancements to ensure the user experience is acceptable when using the system through the use of a user experience researcher and a user experience developer.

Public Beta Testing: The testing undertaken during Public Beta will ensure that all users have created accounts and can access the system, are able to submit test files and understand how the system works and what functionality is available.

Conformance Testing: 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 during Public Beta on the live system. Providers should submit test data submissions to the live system using the 'test submission' functionality by the 31st March 2018. 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

The primary purpose of the proposed information standard is for secondary uses only and will therefore have no direct impact on Clinical Safety and as such is not in scope of SCCI0129 and SCCI0160. 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 SCCI0129 and the health organisation under SCCI0160.

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

Guidance

The documentation for the Information Standard is available at:

<http://www.content.digital.nhs.uk/isce/publication/dcb0147>

With regard to setting up an account and then uploading the data:

The “National Cancer Waiting Times Replacement System User Manual” 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. This document is being developed by NHS Digital during private beta testing with input from private beta users and will be available from January 2018.

With regard to what data should be recorded and uploaded:

The “National Cancer Waiting Times Monitoring Data Set: A Guide” 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. This document is being developed by NHS England with input from 28 day Faster Diagnosis Standard test sites, and is due to be published by November 2017.

Both these documents will be available at: <https://digital.nhs.uk/cancer-waiting-times>

Support Mechanisms

Details about the support model for CWT and where to direct queries to are included in the “National Cancer Waiting Times Replacement System User Manual”. This will explain how and where to log a call for different types of issues a user may experience with the system.

If, 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 8 above, further information can also be found on the NHS Digital website:

<https://digital.nhs.uk/cancer-waiting-times>

9 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. While XML format is preferred, CSV format submissions are still allowed.
Cancer Outcomes and Services Data Set	COSD	The COSD is the national standard for reporting cancer in the NHS in England.
Cancer Waiting Times	CWT	
28 day Faster Diagnosis Standard	28 day FDS	New Cancer Waiting Times standard: a diagnosis of, or ruling out of, cancer is communicated to the patient within 28 days of referral.
Inter-Provider Transfer	IPT	An inter-provider transfer is where a patient has been transferred between providers.
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 by NHS England 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 the preferred format for the transmission of this data set.