

Cancer Waiting Times

User Manual

Version 6.1
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This is a controlled document. On receipt of a new version, please destroy all previous versions (unless a specified earlier version is in use throughout the project).

Document History

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Date	Version	Name	Amendment
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Suggestions, Comments and Corrections

Should you have any suggestions for improving this manual, any comments about the content or layout, or notice any errors, please contact the National Helpdesk using the details shown above or click [here](#) to send an email.

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1 MANAGEMENT SUMMARY

NHS Connecting for Health has enhanced the National Cancer Waiting Times System (NCWT) first introduced in December 2002. These enhancements will support the implementation and achievement of the expansion to the original cancer waiting times standards specified by the Cancer Reform Strategy (December 2007).

The system is hosted nationally on the NHSNet (N3) and allows NHS providers to record data derived from patient care activity. These data are used to monitor performance and aid service improvement, and are made available (at appropriate security and aggregation levels), in on-line reports and query tools, to commissioning PCTs, Strategic Health Authorities, NHS Trusts, NHS Foundation Trusts, Other NHS Providers, Cancer Networks, Cancer Registries and the Department of Health.

As a patient moves through the stages of their treatment pathway data on referrals, treatments and diagnosis are derived from care records locally. Whilst the decisions on how to collect these data from local systems have been left for local determination, NHS providers are reminded of the requirement to ensure full interoperability with other NHS initiatives to keep the burden of data collection as minimal as possible. NHS providers should also be aware of the requirement to comply with the mandate of DSCN 20/2008.

2 QUICK GUIDE

! It is a requirement of Open Exeter that your browser has been enabled for cookies. The cookies are only stored at a session level and not written to the hard disc.

2.1 Types of User

There are six categories of users of the NCWT system. Acute Trust users have access to create, edit and delete records, to view reports and download patient-level records (including the NHS number). Strategic Health Authority users, Primary Care Trust users and Cancer Network users can view reports, and download anonymised patient-level records. Cancer Registry users can download patient-level records for confirmed cancers. Department of Health users only have access to download summary records. Users from Primary Care Trust Providers (who used to complete QMCW returns) are set up as Acute Trust users, and have the same level of access.

2.2 Open Exeter Login Screen

To use the National Cancer Waiting Times system, you first need to sign on to Open Exeter. Enter your User Identity and Password, and click the Login button. (See the 'Cancer Waiting Times System Security' document for more in-depth information). See Appendix 1 for a screenshot of this screen.

2.3 Open Exeter Online Menu

The drop-down menu for the 'home' Health Authority will be removed from the Open Exeter screens for NCWT in the near future. The PDS/SDS databases are used to validate patient NHS Numbers, and therefore the Health Authority selection is now obsolete.

2.4 Cancer Waiting Times Home Page

This screen (see Appendix 3) is available to all NCWT users, and from here you can navigate around the system, using the menu options at the top of the screen to access the different screens.

2.5 Record Screen

This screen is only available to Acute Trust users, to view, create, update or delete patient records.

2.5.1 Create a New Record

To create a new record:

- Enter a valid NHS number, and click the **Search** button.
- Click on the **Create a new record for this patient** link.
- Type the record details into the fields.
- Click the **Save** button at the bottom of the form.

2.5.2 Open a Record

To open a record (if there are any listed for this patient):

- Enter a valid NHS number, and click the **Search** button.
- Click on a link in the **Existing Records For This Patient** list (if any).

2.5.3 Edit an Existing Record

To edit an existing record:

- Open the record to edit, as described above.
- Scroll down to the bottom of the form and click the **Edit** button.
- Make changes to the data as required.
- Click the **Save** button at the bottom of the form.

2.5.4 Delete a Record

To delete a record:

- Open the record to delete, as described above.
- Scroll down to the bottom of the form and click the **Delete** button.

2.6 Upload Screen

This screen is only available to Acute Trust users, to upload batches of records to the NCWT database. Each batch of records uploaded is listed under the **Your Upload Entries** section of the screen, and shows the status (e.g. **Awaits Processing, Processed**), the date of submission, the file name, and the number of records accepted and rejected.

2.6.1 Uploading a Batch of Records

To upload a batch of records:

- Store the records to upload in a comma-separated (CSV) file, located on your local PC or server.
- Click the **Browse** button, and locate this file.
- Click the **Upload** button. If all records in the file pass the initial validation checks, your file is added to the list under **Your Upload Entries**.

The file is then processed at the earliest opportunity. Use this screen to check the status of your Trust's upload queue entries. If any records were rejected, click on the **Rejected Records** link to view the individual error messages.

2.7 Download Screen

Acute Trust users only can use this screen (see Appendix 6) to download selected records to a comma-separated (CSV) file, for offline analysis and checking. Each download you (or colleagues in your Trust) request is listed under **Your Download Queue Entries**, and shows the status (e.g. **Awaits Processing**), the date of submission, the selection criteria used, and the size of the file created.

2.7.1 Requesting a Download

To request a download:

- Use the drop-down lists to specify which records should be selected for inclusion in the download. Use the **Ctrl** key to select more than one Event from the list.
- Or, click the **Select All** button to download all records you are authorised to receive.
- Click the **Submit Download** button to add your download request to the queue.

This is then processed at the earliest opportunity. To retrieve a download that is **Ready For Download**, click the **Click here to download** link.

2.8 Audit History Screens

These three screens are only available to Acute Trust users, to view on screen, or download in the form of a comma-separated (CSV) text file, the full audit history of selected patient records. Each audit download you request is listed under **Your Audit Download Queue Entries**, and shows the status (e.g. **Awaits Processing**), the date of submission, the selection criteria used and, if the status is **Ready For Download**, the size of the file created.

2.8.1 Viewing Audit History Records

To view audit history records on screen:

- Use the text field and drop-down lists to specify the records you are interested in.
- Click on the **View On Screen** button.
- This displays a list of the records found which meet your selection criteria. Click on the **View Detail** link to view the full audit history of this record.
- Click the **Back To Record List** button to return from the **Audit Detail** page to the **Audit List** page.
- Click the **Back To Search Form** button to return from the **Audit List** page to the **Audit Search** page.

2.8.2 Requesting a Download of Audit History Files

To request a download of audit history records:

- Use the text field and drop-down lists to specify the records you wish to select.
- Click the **Submit Download** button to add your download request to the queue.

This is then processed at the earliest opportunity. To retrieve an audit download that is **Ready For Download**, click the **Click here to download** link.

2.9 Data Quality Query Screens - *not available in Phase 1*

These three screens are only available to Acute Trust users, to view on screen, or download in the form of a comma-separated (CSV) text file, records located by running a number of data quality queries. Each data quality download you request is listed under **Your Data Quality Download Queue Entries**, and shows the status (e.g. **Awaits Processing**), the date of submission, the selection criteria used and, if the status is 'Ready For Download', the number of records found and the size of the file created.

2.9.1 Viewing the Results of a Data Quality Query on Screen

To view the results of running a data quality query on screen:

- Use the drop-down lists to specify the records in which you are interested.
- Click on the **View On Screen** button.
- This displays a list of the records found which meet your selection criteria. Click on a record heading to view the full details of this record.
- Click the **Back To Record List** button to return from the **Data Quality Detail** page to the **Data Quality List** page.
- Click the **Back To Search Form** button to return from the **Data Quality List** page to the **Data Quality Search** page.

2.9.2 Downloading the Results of a Data Quality Query

To download the results of a data quality query:

- Use the drop-down lists to specify the records you wish to select.
- Click the **Submit Download** button to add your download request to the queue.

This is then processed at the earliest opportunity. To retrieve a data quality download that is **Ready For Download**, click the **Click here to download** link.

2.10 Report Preview Screen - *only a subset of reports are currently available in Phase 1*

Available only to Acute Trust users, this screen (see Appendix 9) allows you to check that your records are complete and correct, prior to the generation of reports.

- Select the **Report Type**, **Month/Quarter** and **Year**.

2.10.1 Previewing a Report on Screen

To view a preview of the report on screen click the **Preview Report on Screen** button.

2.10.2 Downloading Individual Records Associated with the Preview Report

To download the set of individual records associated with this preview report:

- Select **All Records**, **Records Included In Preview** or **Records Not In Preview** from the drop-down list.
- Click the **Download Individual Records** button.

2.11 Report Screen - *not available in Phase 1*

Use this screen to run the reports which you are authorised to use. This screen is available to users at Acute Trusts, Primary Care Trusts, Strategic Health Authorities and Cancer Networks.

- Select the **Report Type**, **Report Month** or **Report Quarter** and (if applicable) the **Organisation Code** and report order, using the radio buttons and drop-down lists.

2.11.1 Viewing the Report on Screen

To view the report on screen:

- Click the **View Report** button.
- To print a paper copy, use the **File** menu, **Print** option.
- To save an electronic copy of the report, use the **File** menu, **Save As** option.

2.11.2 Downloading the Report as a CSV File

To download this report's data as a CSV file:

- For the main report data click the **Targets Data** button, or for the individual breach comments click the **Delay Reason Comments** button.

2.12 Anonymised Download Screen

This screen is available to PCT, Cancer Network and SHA users only, to download selected anonymised patient-level records to a comma-separated (CSV) file, for offline analysis and checking. Each download you (or colleagues in your organisation) request is listed under **Your Download Queue Entries**, and shows the status (e.g. **Awaits Processing**), the date of submission, the selection criteria used, and the number of records found.

2.12.1 Requesting a Download

To request a download:

- Use the drop-down lists and tick boxes to specify which records should be selected for inclusion in the download.
- Click the **Submit** button to add your download request to the queue.

This is then processed at the earliest opportunity. To retrieve a download that is **Ready For Download**, click the **Click here to download** link.

2.13 Cancer Registry Download Screen - *not available in Phase 1*

This screen is available only to Cancer Registry users to download selected records to a comma-separated (CSV) file. Each download you (or colleagues in your Registry) request is listed under **Your Download Queue Entries**, and shows the status (e.g. **Awaits Processing**), the date of submission, the selection criteria used, the number of records found and the size of the file created.

2.13.1 Requesting a Download

To request a download:

- Use the drop-down lists to specify the date period to search.
- Click the **Submit** button to add your download request to the queue.

This is then processed at the earliest opportunity. To retrieve a download that is **Ready For Download**, click the **Click here to download** link.

2.14 Extract Screen - *not available in Phase 1*

Available only to Department of Health users, this screen, allows you to extract summary data for offline analysis, and comparison against the existing Quarterly Monitoring Cancer Waits forms.

- From the drop down menus, select the extract required.
- Select the quarter and year required, from the drop-down menus.
- Click the **Submit** button.

2.15 Support Screen

This screen is available to all types of NCWT users and displays the Exeter Helpdesk telephone number, and software version history details.

2.16 Logout Option

Select this option to log out of the NCWT system, and return to the Open Exeter Online Menu.

2.17 Problems?

Please call the Help Desk on 01392 251289.

If you are having problems logging on to the system (i.e. you have not yet accessed the **Cancer Waiting Times Home** page), please log your call as an **Open Exeter** problem.

For any other problems or queries relating to the National Cancer Waiting Times system, please log your call as a **Cancer Waiting Times** problem.

3 HOW THE SYSTEM INTERFACES WITH THE PDS/SDS

3.1 Retrieval of Selected Data Items and Setting Children's Cancer Marker

Each time a record is added to the NCWT system, a search for the NHS Number is initiated. Once it has been located on the Patient Demographic Service (PDS) the following information is returned and stored on the NCWT system.

- Primary Care Trust Code
- Strategic Health Authority Code

The system also checks (but does not store) the patient's date of birth held in the PDS to see whether the patient is a child for reporting purposes. The date of birth is compared to the Cancer Referral Decision Date where this present, or otherwise the Decision To Treat Date. If this comparison indicates that the patient was under 16 years of age at this date, then they are considered to be a child. Otherwise, or if no date of birth is available from the PDS, the patient is considered to be an adult.

When the Primary Care Trust Code and Strategic Health Authority Code are not available, these fields are set to 'unknown'. Any such record will not be included in the reports that require a valid PCT code or an initial Strategic Health Authority code in the dataset record.

Once a record has been created it is not possible for users to change these values, unless the Primary Care Trust Code is set to 'unknown'. If a patient moves from one area to another, and has more than one record created on the NCWT system, it is possible for these codes to be different in the two records. Similarly, it is possible for the same patient to have one record in the NCWT system for children's cancer, and another for an adult cancer, where the first record was created before the patient's 16th birthday, and the second was created after the patient turned 16.

4 DATA ITEM DESCRIPTIONS

Each record in the NCWT database records the details of a patient's referral, diagnosis and first treatment. Whilst the decisions on how to collect this information and at what point to submit it for national analysis lies with the individual Trusts, the data items themselves, the deadlines for submission of the data and the way in which the submission should be made has been agreed at the national level.

Records are maintained by Acute Trust users. New records can be created, and existing records amended, manually via the Record screen, or in bulk from a comma separated (CSV) file using the upload facility. Deleting a record can only be done manually using the Record screen.

The NCWT database works on the basis of a single dataset record for a given Cancer Referral Decision Date (for urgent GP referrals) or a given Decision To Treat Date (for other referrals), for a given NHS Number. Hence, there are rare occasions when the database cannot record both cancer care spells.

- If a patient is urgently referred by the GP for two different suspected cancers on the same date, only the first of these can be recorded.
- If a patient is urgently referred for suspected cancer and is diagnosed with two separate cancers (which both relate to the same Cancer Referral Decision Date), only the cancer first treated can be recorded on this record. Where the Decision To Treat Date for these cancers is different, treatment data for the second cancer should be recorded as a new record and information recorded from the Decision To Treat Date to First Definitive Treatment Date.
- For non-urgent referrals (or referrals from other than a GP) if the Decision To Treat Date is the same date for two separate cancers only the first of these cancers can be recorded.

This for further details on the data items contained within NCWT please refer to the DSCN 20/2008 Data Standards: National Cancer Waiting Times Minimum Dataset, <http://www.connectingforhealth.nhs.uk/dscn/dscn-2008/data-set-change-1/dscn20-2008.pdf>

5 UPLOAD

If you already hold cancer waiting times data on one or more existing computer systems, the upload facility allows you to bulk upload records from these systems into the NCWT database. As with entering records manually via the Record screen, full or partial records can be uploaded at any stage along the patient pathway, to allow for the fact that patients are often seen and treated within different Trusts.

For further details on file formats, data items, cross-field validation and record matching rules refer to the CSV Upload Specification,

<http://nww.connectingforhealth.nhs.uk/nhais/cancerwaiting/documentation#csvupload>

5.1 Tips for Creating a CSV Upload File

If you are using MS Excel to create your CSV file, the following tips may be of assistance:

- Before you put any data into the spreadsheet, select the entire spreadsheet and format all cells as Text.
- Always save your data as an Excel spreadsheet (XLS) file first, and then save it again as a CSV file. If you need to make any amendments, edit and re-save the XLS file, then recreate the CSV file.
- Never attempt to open a CSV file again in Excel – all leading zeros will be stripped from codes.
- You may find it easier to tick the R1C1 Reference Style option in Tools – Options – General, as this changes column headings to the field number, rather than the default A, B, C column heading style.
- Make sure that, when you are ready to save your spreadsheet as a CSV, the only data in the spreadsheet is in the records you wish to upload. For instance, to save typing, you may have put a value in a column for all rows in the sheet. If you do not delete this from all 'empty' rows, Excel will export some 65,500 records, most of which will be invalid.
- If you include the field headings on the first row of your spreadsheet, do not forget to delete this row before saving the spreadsheet as a CSV file.
- Do not attempt to add quotes into your CSV file by typing them into the spreadsheet.
- To save a spreadsheet as a CSV file:
 - Make sure you save the file as a spreadsheet (XLS) file.
 - Then, select File – Save As.
 - Specify the name you want to give your CSV file, and from the Save As Type drop-down list select CSV (Comma delimited) (*.csv).
 - Click on Save.
 - If you have more than one worksheet in your workbook, this produces a warning message that the selected file type does not support workbooks that contain multiple sheets. Click on OK to continue.
 - This produces a warning message that certain features in your workbook may not be compatible with CSV. Click on Yes to continue with the save.
 - When you close the workbook, you will be asked if you want to save changes. Click No.

5.2 Tips for Creating a CSV File Using MS Access

If you are using MS Access to create a CSV file, the following tips may help:

- Remember you do not have to export a table: a query may also be exported as a CSV file.
- Make sure the table or query you will be exporting contains the necessary 40 fields.
- MS Access will automatically include the right number of fields in a record, even if some fields contain no data – you do not need to type a space into any field.
- Try to make sure the data type of all fields is Text.
- Do not attempt to add quotes into your CSV file by typing them into the table, or including them in the Format of a query field – quotes are automatically added to every field by the Export process.
- If your table holds date fields in Date/Time fields, you will need to use a query to convert these to CCYYMMDD format (NB you cannot use the Format option within the table definition, this affects the display within MS Access only). To reformat a Date/Time field named DateFirstSeen, in a table named CWTUpload, you would add the following field definition to your query:

DateFirstSeen: Format\$(CWTUpload.DateFirstSeen,"yyyymmdd")

- To export a table or query:
- Close the table or query to export.
- Right click on the table/query name and select Export from pop-up list.
- Specify the name you want to give your CSV file, and from the Save As Type drop-down list select Text Files (*.txt; *.csv; *.tab; *.asc).
- Click on Export. This takes you into the Export Text Wizard.
- Select Delimited and click on Next.
- Select Comma as the Delimiter, and " as the Text Qualifier, and click on Next.
- Click on Finish.

6 DOWNLOAD

This facility, available only to Acute Trust users, allows you to download data for offline checking and analysis, using third party software applications such as MS Excel or MS Access.

Unlike reports, the download is run directly from the records that are in the database, so is in effect a 'snapshot' of the database, taken at the time the download is processed. Downloads using the same selection criteria, but run on different days, will most likely contain different records.

It is recommended that, a short while before the deadline for each report generation, you use the download to check whether the data you have loaded into the NCWT database is complete and correct.

When you request a download, it is scheduled for processing at the earliest opportunity – normally downloads are processed at regular intervals between 7am and 9pm. Check the status of your download – when it is 'Ready for download', you can click on the link to download the resulting CSV file (if it contains 1 or more records). You can download the same CSV file as many times as you like (the content of the file will not change).

6.1 Selecting Records to Download

This screen gives you several fields to enter your selection criteria. Some selection criteria is automatically set for you (e.g., your own organisation code).

6.1.1 Urgent Cancer or Symptomatic Breast Referral Type, Primary Diagnosis Category and Primary Diagnosis ICD Code

You can only select a value from one of these. Select the value to search for from the drop-down menu. If you leave all three of these fields blank, the download will include records of all cancer types.

6.1.2 Event(s)

There are two types of Treatment Start Date (Cancer) searches.

- Treatment Provider search. This will limit the records that are downloaded to those where your own Trust carried out the first treatment event only. i.e. Organisation Code (Treatment Start Date (Cancer)) is one of your Trust sites.
- Shared Accountability search. This will limit the records that are downloaded to those where your own Trust carried out the Date First Seen event or the Treatment Start Date (Cancer) event. i.e. either Organisation Code (Provider First Seen) or Organisation Code (Treatment Start Date (Cancer)) is one of your Trust sites.

Please note that the download records for event Treatment Start Date (Cancer) - Treatment Provider search will be a sub-set of the download records for event Treatment Start Date (Cancer) - Shared Accountability search, if all other search criteria are equivalent.

If you select an event (e.g. Date First Seen), this will limit the records that are downloaded to those where your own Trust carried out this event. For instance, if a user, working for Trust RXX, selects the Date First Seen event from the list, the download will include only those records where the Organisation Code (Provider First Seen) is one of the RXX Trust sites.

If you select one or a range of Months, a Quarter or a Year (see below), the dates for your selected event(s) must also fall within this date period. So, continuing our example, if our RXX user also selects January 2003, the download file will only include records where the Date First Seen falls in January 2003.

If you only want to search some of the events, you can select one or more of the event dates by clicking on them in the list (hold the Ctrl key down at the same time to select more than one).

If you do not select any of the events in the list, the records found will automatically be limited to those where one of your own Trust Site code(s) appear in one or more of the following fields:

- Organisation Code (Patient Pathway Identifier Issuer)
- Organisation Code (Provider Consultant Upgrade)
- Organisation Code (Provider First Seen)
- Organisation Code (Provider Decision To Treat)
- Organisation Code (Treatment Start Date (Cancer)).

6.1.3 Month(s), Quarter, or Year

These fields allow you to limit your download by specifying a date period to search.

To search for records where the event date(s) fall within one or a range of months, tick the Month(s) check box. This activates the Month(s) drop-down lists, which initially default to the current month and year. When you change the From fields, the To fields are automatically changed to the same values, so to select a single month, just change the From drop-down lists. To select an inclusive range of months, select the first month in the range in the From drop-down lists, then select the last month in the range in the To drop-down lists.

To search for records where the event date(s) fall within a specific quarter, tick the Quarter check box. This activates the Quarter drop-down lists, which initially default to the current quarter and year.

To search for records where the event date(s) fall within a specific year, tick the Year check box. This activates the Year drop-down list, which initially defaults to the current year.

Only one of the three check boxes can be ticked – ticking one of them automatically un-ticks any other which has previously been ticked. To un-tick all of them, simply click again on the ticked check box.

If you select one or a range of Months, or a Quarter, or a Year, you must also select one or more events. The records included in the download file will be those where one or more of the selected event date(s) fall within the selected period:

- Date First Seen
- Cancer Treatment Period Start Date
- Treatment Start Date (Cancer) - Treatment Provider search
- Treatment Start Date Cancer) - Shared Accountability search.

Where more than one selection criteria field is set, these are combined using AND. Where more than one event is selected, these are combined using OR.

6.2 Retrieving a Download File

When a download has finished processing, its status is shown as 'Ready for Download'.

If one or more records were found, a 'Click here to download' link is displayed, showing the approximate size of the CSV file created. Click this to retrieve the download file.

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.

- Select the folder where the file should be saved.
- Choose a filename, and add an extension (.csv or .txt).
- Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.

Close the browser window displaying the CSV file.

6.3 Format of the Download File

The result of a download is a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. ""). The CSV file only contains data, and not the associated field names.

Each record comprises **45** fields, as shown in the table below.

The layout for each record is:

Field No.	Data Item Display Name	Data Type
1	ID	INT
2	NHS Number	N10
3	NHS Number ID	N10
4	Children's Cancer Flag	AN1
5	Patient Pathway Identifier	AN20
6	Organisation Code (Patient Pathway Identifier Issuer)	AN5
7	Organisation Code (PCT of Residence)	AN3
8	Organisation Code (SHA of Residence)	AN3
9	Source of Referral for Outpatients	AN2
10	Priority Type	AN2
11	Decision To Refer Date (Cancer and Breast Symptoms)	CCYY-MM-DD
12	Cancer Referral to Treatment Period Start Date	CCYY-MM-DD
13	Urgent Cancer or Symptomatic Breast Referral Type	AN2
14	Consultant Upgrade Date	CCYY-MM-DD

Field No.	Data Item Display Name	Data Type
15	Organisation Code (Provider Consultant upgrade)	AN5
16	Date First Seen	CCYY-MM-DD
17	Organisation Code (Provider First Seen)	AN5
18	Waiting Time Adjustment (First Seen)	N3
19	Waiting Time Adjustment Reason (First Seen)	N1
20	Delay Reason Comment (First Seen)	AN255
21	Delay Reason Referral to First Seen (Cancer and Breast Symptoms)	AN2
22	Multidisciplinary Team Discussion Indicator	A1
23	Multidisciplinary Team Discussion Date	CCYY-MM-DD
24	Cancer or Symptomatic Breast Referral Patient Status	AN2
25	Primary Diagnosis (ICD-10)	AN5
26	Metastatic Site	AN2
27	Tumour Laterality	AN1
28	Cancer Treatment Event Type	AN2
29	Organisation Code (Provider Decision to Treat)	AN5
30	Cancer Treatment Period Start Date	CCYY-MM-DD
31	Treatment Start Date (Cancer)	CCYY-MM-DD
32	Cancer Treatment Modality	AN2
33	Clinical Trial Indicator	AN2
34	Cancer Care Setting (Treatment)	AN2
35	Organisation Code (Treatment Start Date (Cancer))	AN5
36	Radiotherapy Treatment Intent	AN2
37	Radiotherapy Priority	A1
38	Delay Reason Comment (Decision to Treatment)	AN255
39	Delay Reason (Decision to Treatment)	AN2
40	Waiting Time Adjustment (Treatment)	N3
41	Waiting Time Adjustment Reason (Treatment)	N1
42	Delay Reason Comment (Referral to Treatment)	AN255
43	Delay Reason (Referral to Treatment)	AN2
44	Delay Reason Comment (Consultant Upgrade)	AN255
45	Delay Reason (Consultant Upgrade)	AN2

7 AUDIT HISTORY

This facility allows you to view on screen, or download to a comma-separated (CSV) file, the full audit history of selected records.

7.1 Background

The NCWT system is a national system for recording data on an individuals care. This data may be uploaded by a number of providers as care may be provided in a number of Trusts, for example where a patient is treated in a different Trust to where they are first seen. Hence a number of networks stressed the importance of making changes to data easily identifiable through an audit function. The audit history functionality allows Acute Trust users to view the full audit of selected records either on screen or in a downloaded file.

7.2 How Audit Histories Are Created and Maintained

First, some terminology used throughout this chapter:

Term	Definition
Current record	The current version of an NCWT record that has not been deleted, i.e. a record that can be viewed via the Record screen. If no amendments have been made to a record since it was created, this will be the only record in the record's audit history.
Current Audit record	An earlier version of a Current record. If no amendments have been made to a record since it was created, no Current Audit records will exist in the record's audit history.
Deleted	The final version of a record that has been deleted, i.e. the Current record that was shown on the Record screen when the user clicked the Delete button to delete it. If no amendments were made to a record between its creation and its deletion, this will be the only record in the record's audit history.
Deleted Audit	An earlier version of a Deleted record. If no amendments were made to a record between its creation and its deletion, no Deleted Audit records will exist in the record's audit history.
Current Audit History	The full set of records that together show the creation and modification history of a single NCWT record that has not been deleted. This will always contain one Current record. It may also contain one or more Current Audit records.
Deleted Audit History	The full set of records that together show the creation and modification history of a single deleted NCWT record. This will always contain one Deleted record. It may also contain one or more Deleted Audit records.

Table 1: Audit History Terminology

7.3 Selecting Audit Records to View Or Download

To search for records to view or download, you need to specify selection criteria using the fields in the top two sections of the page.

Search Method can be one of:

- Amendment Type; or
- Event Type; or
- NHS Number

Click the little round radio button next to the search method you wish to use. You will see this enables the drop down list (or text field) next to the option you have selected, and disables the others. When you select the NHS Number search method, you will also notice that the date search fields are all disabled.

7.3.1 Search by Amendment Type

For the Amendment Type searches, the record set searched is one containing all records created, amended or deleted by your Trust, at any time. You must also specify a date period to search (see Search Date Period, later in this section). If you select the Amendment Type search method, you have three options to choose from:

7.3.1.1 Current records – All Updates

This option will find all records from the record set that have not yet been deleted, and that were created or amended in any way by your Trust or any other Trust during the specified date period. This includes the following update types:

- A new record is created
- New data items are added to an existing record
- Existing data items on a record are changed
- Existing data items on a record are blanked out
- A record is re-saved or uploaded with no changes being made

Note: this search may retrieve a large number of records, and so may be slow to run, especially if run for a quarter rather than for a month.

7.3.1.2 Current Records – Changes to Existing Values

This option will find all records that have not yet been deleted, where one of the following types of amendment is carried out, by your Trust or any other Trust, during the specified date period:

- Existing data items on a record are changed.
- Existing data items on a record are blanked out.

This search generally retrieves fewer records than the 'Current records – all updates' search, so may run slightly faster.

7.3.1.3 Deleted Records

This option will find all records that have been deleted, and that were created, amended in any way, or deleted, by your Trust or any other Trust, during the specified date period. This includes the following activities.

- A new record is created.
- New data items are added to an existing record.
- Existing data items on a record are changed.
- Existing data items on a record are blanked out.
- A record is re-saved or uploaded with no changes being made.
- A record is deleted.

7.3.2 Search by Event Type

The Event Type searches only find Current records. Records are selected whether or not your Trust has created or amended the records. For these searches, you must also specify a date period to search (see Search Date Period, later in this section).

7.3.3 Search by NHS Number

The NHS Number search method finds both Current and Deleted records. If you select this method, you must type the NHS Number to search for into the text field. In addition, only those

records in which your Trust has been involved in some way are included in the set of records found by the search. That is:

- The Organisation Code (Provider First Seen) is, or was at some stage during the record's history, one of the Trust Sites within your Trust, or
- The Organisation Code (Provider Decision To Treat) is, or was at some stage during the record's history, one of the Trust Sites within your Trust.
- The Organisation Code (Treatment Start Date (Cancer)) is, or was at some stage during the record's history, one of the Trust Sites within your Trust, or
- The record was originally created by your Trust, or
- The record was deleted by your Trust, or
- The record has at some stage in its history been modified by your Trust in any of the following ways:
 - New data items were added to the record, or
 - Existing data items on the record were changed, or
 - Existing data items on the record were blanked out, or
 - The record was re-saved or uploaded with no changes being made.

You cannot specify a date period when searching by NHS Number.

7.3.4 Search Date Period

For searches by Amendment Type and Event Type, you must also specify a date period, in order to limit the set of records found to manageable proportions.

Click on the radio buttons to activate the appropriate drop-down lists in order to search either by month or by quarter. In each case you must also specify the year. These drop-down lists all default to the current month, quarter and year.

For viewing on screen, you may prefer to select records for a month only, as searching by a quarter may take some time to process, and return a lengthy list of records.

7.4 Viewing Audit Records on Screen

Having specified your selection criteria, you can view the records found by your search on screen by clicking on the View On Screen button. Please be aware that this may take a few minutes to process, especially if you have selected a quarter as your date period, as this may bring back a large number of records. Please note that the 'View on Screen' option will only be available for a search by NHS Number.

Whether or not any records matching your search criteria are found, clicking the View On Screen button takes you to the Audit List screen. If any records are found, a 'header' for each record is displayed, consisting of selected fields from the Current or Deleted record, and including a clickable link ('View Detail') to allow you to view the complete audit history of the record.

To view the audit history of a record, simply click on the View Detail link at the right end of the record 'header'. This opens the Audit Detail screen. The field names are displayed in the left-most column of the screen, and the Current or Deleted (i.e. the most recent) record of the audit history is displayed in the second column. If the record has been modified since it was first created, earlier versions of the record will be displayed in subsequent columns to the right, with the first, earliest, version of the record being displayed in the far right column. Where many Current Audit or Deleted Audit records exist, you may have to scroll to the right to see them all.

Where a value has been changed from one version of the record to the next, this is highlighted in bold text and with a yellow background, in the newer record – that is, the new value is

highlighted. A record that has been re-saved, or re-uploaded, with no changes being made, will have no highlighted fields. The original version of a record (the right-most record shown) never contains any highlighted fields.

If the record contains data migrated by NHSCFH as part of the introduction of the new revised system, this will be coloured green.

To return to the Audit List screen from the Audit Detail screen, click on the Back To Record List button. The record you have just been viewing is now highlighted in the list.

To return from the Audit List screen to the Audit Search screen, click on the Back To Search Form button. The search criteria you specified are still selected.

7.5 Printing Audit Records

Because of the potentially large number of records in a single audit history, no print facility has been provided for the Audit Detail screen. We recommend instead that you use the audit download facility to extract the data as a CSV file, which you can import into a tool such as MS Access or MS Excel, and print out in a format of your choosing.

You can, of course, use the Print facility built in to your browser to produce a hard copy of the Audit Detail screen, although be aware that this may not print all of the records in the audit history. Generally this seems to be successful for up to four records in an audit history, but only if you set the page orientation to landscape. Tests using Internet Explorer 6 have also indicated that the best page size for printing to A4 paper is achieved by using the Page Setup option to set the left and right margins to 16 mm each, and the top and bottom margins to 10 mm each.

7.6 Downloading Audit Records

Larger audit searches, which may be very slow to view on screen, may be submitted as downloads instead. To do this, you specify your selection criteria in exactly the same way as described earlier in this chapter, then click the Submit Download button.

The message 'Your download request was successfully queued and will be processed at the earliest opportunity' is displayed, confirming the acceptance of your request onto the queue. Note, however, that if you attempt to add a download request a second time on the same day, without changing any of the selection criteria, you will see the message 'You have already added this download request to the queue today', and the download request will not be added to the queue again.

The audit downloads that you (or your colleagues in your Trust) have previously submitted are listed in the Your Audit Download Queue Entries section of the form, with the most recently submitted downloads listed at the top.

Initially only the 10 most recent audit download queue entries are listed. If you scroll down to the very bottom of the page, you will see a button labelled View All Queue Entries. Click this to redisplay all of your Trust's audit download queue entries. To shrink the list back to the 10 most recent entries only, click again on the button at the bottom of the form, now labelled View Recent Queue Entries Only.

Like the standard download facility, and unlike reports, the audit download is run directly from the records that are in the database, so are in effect a 'snapshot' of the database, taken at the time the download is processed. Audit downloads using the same selection criteria, but run on different days, will most likely contain different records.

When you request an audit download, it is scheduled for processing at the earliest opportunity – normally audit downloads are processed at regular intervals between 7am and 9pm. When a download has finished processing, its status is shown as 'Ready for Download'.

If one or more records were found, a 'Click here to download' link is displayed, showing the approximate size of the CSV file created. Click this to retrieve the download file.

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

7.6.1 Format of the Download File

The result of an audit download is a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. ""). The first line of the CSV file contains the field names.

The unique identifier of each group of records comprising the audit history of a single NCWT record is the combination of Record Type and Record ID fields. The unique identifier of an individual record within an audit history (i.e. a single row in the spreadsheet) is the combination of Record Type, Record ID and Audit Record ID.

Current records (and their associated Current Audit records) are listed first, followed by Deleted records (and their associated Deleted Audit records). Current records are grouped by Record ID (in ascending order). Within each Record ID, the Current record is listed first, followed by any Current Audit records (in descending Audit Record ID order). Similarly, Deleted records are grouped by Record ID (in ascending order), and within each Record ID group the Deleted record is listed first, followed by any Deleted Audit records (in descending Audit Record ID order).

All Date fields are formatted as CCYYMMDD (i.e. 8 digits with no separators). Date and Time fields are formatted as CCYYMMDDHHmm (i.e. 12 digits with no separators), where HHmm is the time in 24 hour clock.

7.6.2 Records Modified Or Deleted by 'NHS Connecting for Health Support Staff'

If it is necessary for NHS Connecting for Health support staff to make a manual modification to a record, or to delete a record, on behalf of users, these changes are recorded in the normal

way: the Audit Record Created By User (or Audit Record Deleted By User) field is set to 'NHSIA', and the Audit Record Created By Trust (or Audit Record Deleted By Trust) is 'NHS'.

Any records that have at some stage in their history been modified or deleted by NHS Connecting for Health support staff are listed among the records that have been updated 'outside' of your own Cancer Network(s).

8 DATA QUALITY QUERIES

Please note that this functionality is not part of phase 1 of the revised NCWT.

The Data Quality screens provide Acute Trust users with a number of pre-defined queries, which you can use to check the quality of your NCWT records. The results of these queries may be viewed on screen, or downloaded as a comma-separated (CSV) file. As with the Preview screen, we recommend that you run these queries shortly before each report generation deadline, to make sure your data is complete and correct.

8.1 Viewing the Results of a Data Quality Query on Screen

To view the results of a data quality query on screen, you simply need to select the type of data quality query to run, and (for most query types) the date period in which you are interested. Then click the View On Screen button.

Please be aware that this may take a few minutes to process, especially if you have selected a quarter as your date period.

Whether or not any records matching your search criteria are found, clicking the View On Screen button takes you to the Data Quality List screen. If any records are found, a 'header' for each record is displayed, consisting of selected fields from the record, and including a clickable link ('View Detail') to allow you to view the full details of the record. Records are grouped by Tumour Type (see the description of each data quality query for details of how this Tumour Type is derived).

8.2 Printing Data Quality Records

No print facility has been provided for the Data Quality Detail screen. You can, of course, use the Print facility built in to your browser to produce a hard copy of the Data Quality Detail screen, although beware that this may not print all of the records shown, if there are very many. Generally this seems to be successful for up to four records, but only if you set the page orientation to landscape. Tests using Internet Explorer 6 have also indicated that the best page size for printing to A4 paper is achieved by using the Page Setup option to set the left and right margins to 16 mm each, and the top and bottom margins to 10 mm each.

8.3 Downloading the Results of a Data Quality Query as a CSV File

To download the results of a data quality as a CSV file, you simply need to select the type of data quality query to run, and (for most query types) the date period in which you are interested. Then click the Submit Download button.

The message 'Your download request was successfully queued and will be processed at the earliest opportunity' is displayed, confirming the acceptance of your request onto the queue. Note, however, that if you attempt to add a download request a second time before the first has processed, without changing any of the selection criteria, you will see the message 'You have already added this download request to the queue', and the download request will not be added to the queue again.

The data quality downloads that you (or your colleagues in your Trust) have previously submitted are listed in the Your Data Quality Download Queue Entries section of the page, with the most recently submitted downloads listed at the top.

Initially only the 10 most recent data quality download queue entries are listed. If you scroll down to the very bottom of the page, you will see a button labelled View All Queue Entries. Click this to redraw the screen with all of your Trust's data quality download queue entries displayed. To redraw the screen again, shrinking the list back to the 10 most recent entries only,

click again on the button at the bottom of the form, now labelled View Recent Queue Entries Only.

Like the standard download facility, and unlike reports, the data quality download is run directly from the records that are in the database, so are in effect a 'snapshot' of the database, taken at the time the download is processed. Data quality downloads using the same selection criteria, but run on different days, will most likely contain different records.

When you request a data quality download, it is scheduled for processing at the earliest opportunity – normally these are processed at regular intervals between 7am and 9pm. When a download has finished processing, its status is shown as 'Ready for Download'.

If one or more records were found, a 'Click here to download' link is displayed, showing the number of records found and the approximate size of the CSV file created. Click this to retrieve the download file.

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

8.4 Format of the Download File

The result of a data quality download is a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a Delay Reason Comment field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. "").

The first line of the CSV file contains the field names.

All Date fields are formatted as CCYYMMDD (i.e. 8 digits with no separators). Date and Time fields are formatted as CCYYMMDDHHmm (i.e. 12 digits with no separators), where HHmm is the time in 24 hour clock. See Chapter 4 for a full description of each field, and the lists of possible values for 'code' type fields and their meanings.

9 REPORTS

Please note that this functionality is not part of phase 1 of the revised NCWT.

Detailed information about definition and content of Reports is now held in a separate Reporting Manual, currently being drafted. This section is remaining in place, unchanged from before the upgrade to make the system compliant with the Cancer Reform Strategy pending the release of the new Reporting Manual.

9.1 Previewing a Report on Screen

Previewing a report is similar to viewing a finished report in the Report screen: select the report to preview, and the month or quarter, and year, then click the Preview Report on Screen button. Unlike the Report screen, however, you are able to select months and quarters in the future, as well as in the past.

The preview reports look very similar to the finished reports, but with the following differences:

- They clearly display the word 'PREVIEW' to prevent them from being confused with the finished reports.
- The Median Wait column (which requires a lot of effort to calculate) is not included.
- Individual delay reason comments are not displayed.
- The notes at the foot of the report are not displayed.
- There is no 'Print' facility.

Please note that a preview report will take longer to display on screen than a finished report.

9.2 Downloading Individual Records

Use this download to check that your data is complete and correct prior to the next report generation date. If the figures in the preview report are not as you would expect, download the records not included in the report, to identify the reasons for these records being excluded. You can then modify the records using the Record screen or Upload facility, before the finished reports are generated.

To download the set of individual records for a preview report, select the report to preview, and the month or quarter, and year. Use the Records To Download drop-down list to choose which records you would like to include in the download – those records used to generate the on-screen preview report, those excluded from the preview report, or all records. Click the Download Individual Records button.

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.

- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

The records included in the download associated with each preview report include those used to generate the preview report on screen, together with records which meet some of the report selection criteria, but fail others. Where a record meets all the report selection criteria, the Included In Report field is set to 'Y'; otherwise it is set to 'N'.

9.3 Reporting Periods

The waiting times reports are generated overnight, on or just after the 25th working day (based on a 5-day working week, i.e. excluding weekends and bank holidays) after the end of a reporting period (a month or a quarter). *It is important to note that once the reports have been generated, these are never changed.* Reports can be thought of as a 'snapshot' of the database, taken at the time they are generated – records added after the report generation date are not included in the report figures. Trusts therefore need to ensure that all data to be included in reports are uploaded a few days **before** the 25th working day, and are recommended to use the download facility to check that the data is complete and correct. Records submitted for upload on the report generation date may not be included in the reports, as uploads, although processed at the earliest opportunity, may not be processed until early the following morning. However, you can continue to input records manually, via the Record screen, right up to the end of the day on the report generation date.

Forthcoming report generation dates are published on the Cancer Waiting Times website: <http://www.icservices.nhs.uk/cancer/pages/waiting/default.asp>.

9.4 Viewing, Saving and Printing Formatted Reports

To view a report on screen, click the View Report button. This displays the report in a new browser window.

To print a paper copy of the displayed report, simply select the browser's File menu, Print option. All NCWT reports should print successfully on A4 paper with margins of around 10mm. If you have problems, you may need to use the browser's File menu, Page Setup option, to change the margins, the orientation of the paper, etc. The Print Preview option is also useful to check whether a report will print correctly, before you actually print it.

A report can also be saved electronically as an HTML file. This can then be stored locally, emailed to colleagues who do not have access to the NCWT system, and so on. To do this:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Make sure the 'Save as type' is 'Web Page, HTML only (*.htm, *.html)'.
 - Select the folder where the file should be saved.
 - Choose a filename (there is no need to give the file an extension, as this will default to .htm).

- Click Save.

9.5 Downloading Reports as CSV Files

Each report may be downloaded as a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. ""). The first line of the CSV file contains the field names.

The record format and record ordering of the CSV files matches as closely as possible the content of the reports as viewed on screen. CSV file layouts are included in the description of each report, in the remainder of this chapter. See Chapter 4 for a full description of each field.

To prevent errors when combining data from more than one report download file, each record in a download file contains the set of values that uniquely identifies the report:

- the report number
- the year
- the month or quarter name
- your own or the selected organisation type
- your own or the selected organisation code
- the selected report order (reports 7.1.8 through 7.1.13 only).

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

10 ANONYMISED DOWNLOAD

This facility, available to PCT, Cancer Network and SHA users, allows you to download anonymised patient-level data for offline checking and analysis, using third party software applications such as MS Excel or MS Access.

Unlike reports, the download is run directly from the records that are in the database, so is in effect a 'snapshot' of the database, taken at the time the download is processed. Downloads using the same selection criteria, but run on different days, will most likely contain different records. Downloads may also differ from the reports for the corresponding time period.

When you request a download, it is scheduled for processing at the earliest opportunity – normally downloads are processed at regular intervals between 7am and 9pm. Check the status of your download – when it is 'Ready for download', you can click on the link to download the resulting CSV file (if it contains 1 or more records). You can download the same CSV file as many times as you like (the content of the file will not change).

10.1 Selecting Records to Download

This screen gives you several fields to enter your selection criteria. Some selection criteria is automatically set for you (e.g., to your own organisation code).

10.1.1 Cancer Network Code

For Cancer Network users, this is automatically set to your own Cancer Network code. This is used to identify the set of Trusts that link to your Cancer Network.

10.1.2 SHA Code

For SHA users, this is automatically set to your own SHA code. This is used to identify the set of Trusts and PCTs that link to your SHA.

10.1.3 PCT Code

For PCT users, this is automatically set to your own PCT code.

10.1.4 Download Type

Depending on your user type, there are two types of anonymised download: Provider and Commissioner.

10.1.4.1 Provider Download

The **Provider Download** is available to Cancer Network and SHA users. Records are included in this download where one or more of the following fields (depending on your selection) holds a Trust Site code belonging to one of the Trusts linked to your own organisation:

- Organisation Code (Provider First Seen)
- Referring Organisation Code
- Organisation Code (Provider First Diagnostic Test)
- Organisation Code (Provider Decision To Treat)
- Organisation Code (Provider First Treatment)

10.1.4.2 Commissioner Download

The **Commissioner Download** is available to PCT, SHA, Cancer Network and Department of Health users.

For PCT users, records are included in this download where the Primary Care Trust field holds your own PCT code.

For SHA users, records are included in this download where the Primary Care Trust field holds a PCT code linked to your own SHA.

For Cancer Network users the Provider Download Type includes shared accountability records. For the Commissioner Download type, records are included where the Primary Care Trust field holds a PCT code linked to the Cancer Network user.

For PCT users this option will be automatically set to 'Commissioner'.

10.1.5 Urgent Cancer or Symptomatic Breast Referral Type, Primary Diagnosis Category and Primary Diagnosis ICD Code

You can only select a value from one of these. Select the value to search for from the drop-down menu. If you leave all three of these fields blank, the download will include records of all cancer types.

10.1.6 Date Period

You must specify a date period to search, to limit the size of your download file. Use the drop-down lists to specify the month, quarter or month range you wish to search.

The records included in the download file are those where the selected event date(s) (see below) fall within the specified date period.

Note that it is only possible to download records for a month or quarter for which the reports have been generated. Please bear in mind, however, that the data included in these downloads may not match the reports for the corresponding time period as reports are generated from a snapshot at that time and these data are drawn from the live database.

10.1.7 Event(s)

10.1.7.1 Provider Downloads

Use the tick boxes to select one or more (or all) of the following events:

- Date First Seen
- Cancer Treatment Period Start Date
- Treatment Start Date (Cancer) - Treatment Provider search
- Treatment Start Date (Cancer) - Shared Accountability search

For Provider downloads, there are two searches available for First Definitive Treatment Date:

- First Definitive Treatment Date (Treatment Provider search) – this search will include records where the Organisation Code (Provider First Treatment) is a Trust linked to your Organisation and where the First Definitive Treatment Date is within the date range selected.

First Definitive Treatment Date (Shared Accountability search) – this search will include records where either the Organisation Code (Provider First Seen) is a Trust linked to your Organisation, or the Organisation Code (Provider First Treatment) is a Trust linked to your Organisation, and where the First Definitive Treatment Date is within the date range specified.

The records included in a Provider Download will be limited to those where one or more of the selected events were carried out during the specified date period by a Trust linked to your organisation (Cancer Network or SHA). For instance, if your organisation links to Trusts RXY and RXZ, and you select Date First Seen, the download would only include those records where the Organisation Code (Provider First Seen) is one of the RXY or RXZ Trust Sites. In this

example, the download may exclude records where RXY or RXZ Trust Sites are specified in other fields such as the Organisation Code (Provider First Treatment).

•

10.1.7.2 Commissioner Downloads

Use the tick boxes to select one or more (or all) of the following events:

- Date First Seen
- Cancer Treatment Period Start Date
- Treatment Start Date (Cancer)

For Commissioner downloads, there is one search for First Definitive treatment Date:

- First Definitive Treatment Date – this search will include records where the First Definitive Treatment Date is within the date range specified and the record belongs to the relevant Primary Care Trust.

The records included in a Commissioner Download will be limited to those where one or more of the selected events were carried out during the specified date period, regardless of which Trusts carried out the events.

Where more than one selection criteria field is set, these are combined using logical AND. Where more than one event is selected, these are combined using logical OR. The following examples illustrate this:

10.2 Retrieving a Download File

When a download has finished processing, its status is shown as 'Ready for Download'.

If one or more records were found, a 'Click here to download' link is displayed, showing the approximate size of the CSV file created. Click this to retrieve the download file.

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

10.3 Format of the Download File

The result of a download is a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. "").

The first line of the CSV file contains the field names.

All dates are formatted as CCYY-MM-DD.

11 REGISTRY DOWNLOAD

Please note that this functionality is not part of phase 1 of the revised NCWT.

This facility, available only to Cancer Registry users, allows you to download data for offline checking and analysis, using third party software applications such as MS Excel or MS Access.

Unlike reports, the download is run directly from the records that are in the database, so is in effect a 'snapshot' of the database, taken at the time the download is processed. Downloads using the same selection criteria, but run on different days, will most likely contain different records.

When you request a download, it is scheduled for processing at the earliest opportunity – normally, registry downloads are processed at regular intervals, between 7am and 9pm. Check the status of your download – when it is 'Ready for download', you can click on the link to download the resulting CSV file (if it contains one or more records).

11.1 Selecting Records to Download

This screen gives you several fields to enter your selection criteria. Some selection criteria are automatically set for you (i.e., Registry Code). You can if require also limit the set of records found to a specific set of NHS Numbers by supplying a file of NHS Numbers (1 number per line in the file) – This selection field can be used with or instead of other selection criteria fields supplied (e.g. Period).

11.1.1 Registry Code

This selection field is not displayed, but is automatically set to your own Registry code. The records that are returned are those where the Primary Care Trust code is in the list of PCTs covered by your Registry.

11.1.2 Search Date Period

Unless you are using the NHS Number selection field you must specify a date period, in order to limit the set of records found to manageable proportions. Click on the radio buttons to activate the appropriate drop-down lists in order to search either by month or by quarter. In each case you must also specify the year.

The download file will contain those records where the Cancer Treatment Period Start Date is not blank and falls within the search date period you have specified.

Selection criteria are combined using AND. For instance, if you select a search period of February 2004, the records found will be those where:

- The Primary Care Trust is one of the PCTs listed for your Registry; and
- The Decision To Treat Date is not blank; and
- The Decision To Treat Date falls within February 2004.
- The NHS Number falls within the range requested

Click the Submit Download button to add your download request to the queue. The message 'Your download request was successfully queued and will be processed at the earliest opportunity' is displayed, confirming the acceptance of your request onto the queue. Note, however, that if you attempt to add a download request a second time, without changing any of the selection criteria, and before the first download has been processed, you will see the message 'This download request is already awaiting processing', and the request will not be added to the queue again.

11.2 Retrieving a Download File

When a download has finished processing, its status is shown as 'Ready for Download'. The number of records found, and the size of the CSV file created (if any) is displayed.

If one or more records were found, a 'Click here to download' link is also displayed. Click this to retrieve the download file (for an NHS Number download a full set of records, with Statuses, are always returned)

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

You can download the same CSV file as many times as you like (the content of the file will not change).

11.3 Format of the Download File

The result of a download from this screen is a comma separated (CSV) text file. This holds each record on a separate line of the file, with fields within each record being separated by commas. The first line of the CSV file contains the field names. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. "").

All dates are formatted as CC-YY-MMDD.

Records within this file are not included in any specific order.

12 DEPARTMENT OF HEALTH EXTRACTS

Please note that this functionality is not part of phase 1 of the revised NCWT.

Available only to Department of Health users, this screen allows you to download summary data as comma separated (CSV) text files.

For each of the extracts available, you need to select the month or quarter for which the extract is to be run.

Like the reports, the extract summaries for each month and quarter are generated on or just after the 25th working day after the end of a reporting period. It is important to note that *once the extracts have been generated, these are never changed*. They can be thought of as a 'snapshot' of the database, taken at the time they are generated.

The resulting CSV text file holds each record on a separate line of the file, with fields within each record being separated by commas. To prevent errors when a comma appears within the actual data of a field (e.g. in a notes field), all data values are quotes wrapped (i.e. surrounded by double quotation marks) – this includes empty fields, which appear in the CSV file as two quote characters together (e.g. ""). The CSV file only contains data, and not the associated field names.

The extract files do not contain any of the report 'header' details (the name of the extract, or the month or quarter for which the extract is being run), as these values would be identical for every record. You are advised instead to make sure, when you save the file, that you give it a meaningful name that captures these details. For example, 'Oct 2003 Two Week.csv'.

To retrieve an extract CSV file, click the Submit button

Depending on the set-up of your PC, this will either display a File Download popup window, or write the content of the CSV file into a new browser window.

If the File Download popup is displayed:

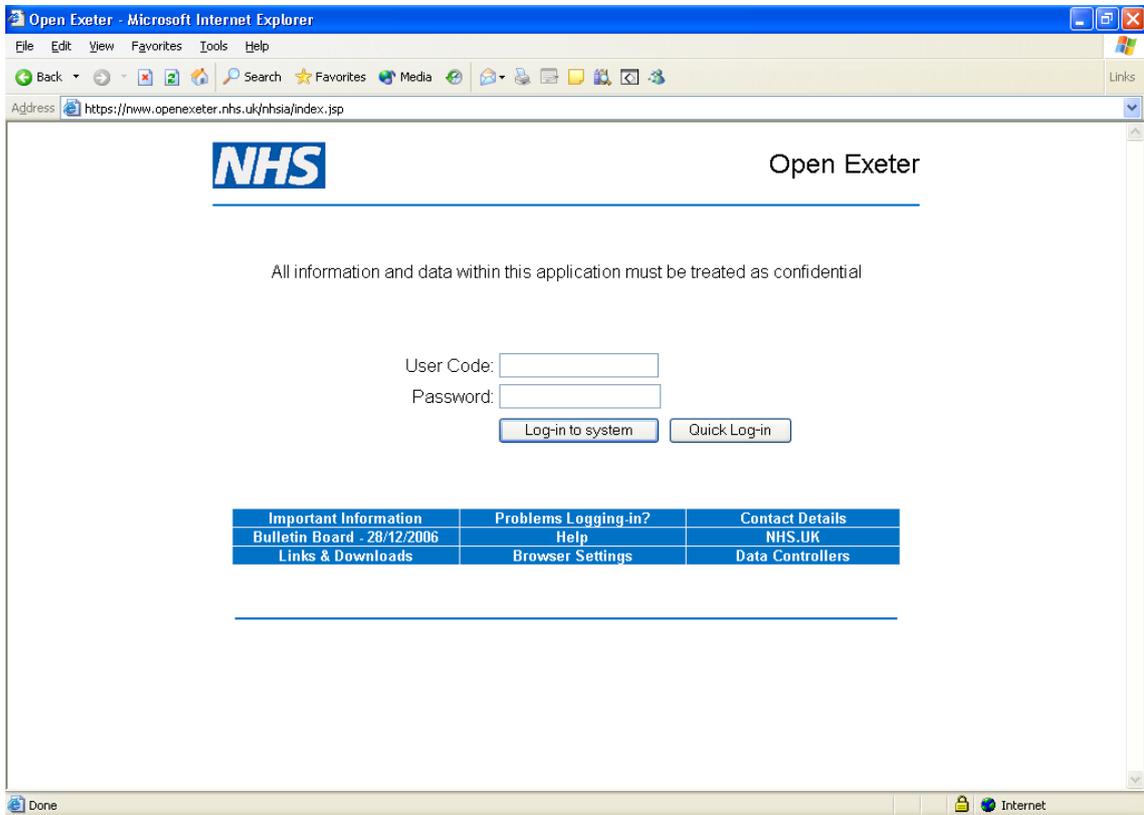
- Click Save.
- In the Save As popup window:
 - Change the 'Save as type' to 'All Files'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- When the Download Complete popup window is displayed, click Close.

If the CSV file is written to a new browser window:

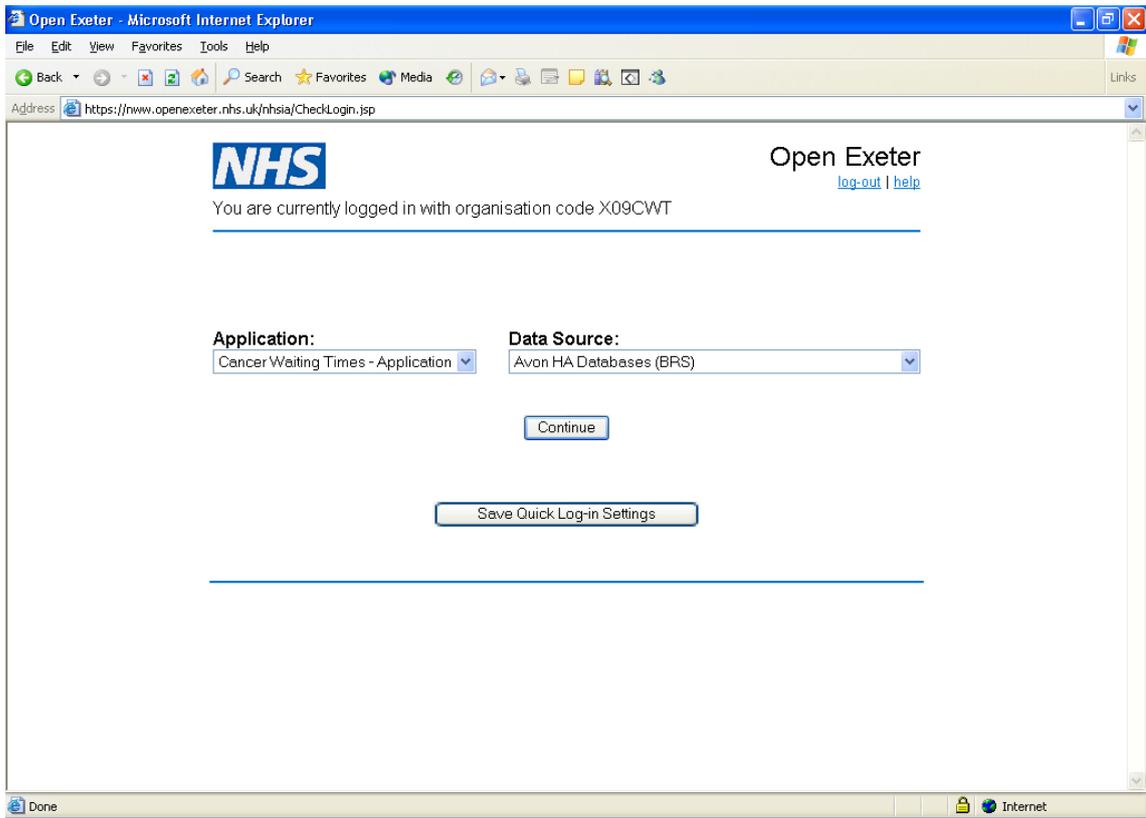
- From the browser's File menu, select the Save As option.
- In the Save Web Page popup window:
 - Change the 'Save as type' to 'Text File (*.txt)'.
 - Select the folder where the file should be saved.
 - Choose a filename, and add an extension (.csv or .txt).
 - Click Save.
- Close the browser window displaying the CSV file.

APPENDICES

Appendix 1: Open Exeter On-line Enquiry Screen



Appendix 2: Open Exeter On-line Menu



Appendix 3: Cancer Waiting Times Home Page

Cancer Waiting Times Database

 **Connecting for Health**

[\[Record\]](#) [\[Upload\]](#) [\[Download\]](#) [\[Audit\]](#) [\[Quality\]](#) [\[Preview\]](#) [\[Report\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

[Useful Documentation and Links](#)

Reminder: Please remember not to include patient or clinician names in any Delay Reason Comment fields as this would violate their right to confidentiality.



NHS Connecting for Health has enhanced the National Cancer Waiting Times System (NCWT) first introduced in December 2002. These enhancements will support the implementation and achievement of the expansion to the original cancer waiting times standards specified by the Cancer Reform Strategy (December 2007).

The system is hosted nationally on the NHSNet (N3) and allows NHS providers to record data derived from patient care activity. These data are used to monitor performance and aid service improvement, and are made available (at appropriate security and aggregation levels), in on-line reports and query tools, to commissioning PCTs, Strategic Health Authorities, NHS Trusts, NHS Foundation Trusts, Other NHS Providers, Cancer Networks, Cancer Registries and the Department of Health.

As a patient moves through the stages of their treatment pathway data on referrals, treatments and diagnosis are derived from care records locally. Whilst the decisions on how to collect these data from local systems have been left for local determination, NHS providers are reminded of the requirement to ensure full interoperability with other NHS initiatives to keep the burden of data collection as minimal as possible. NHS providers should also be aware of the requirement to comply with the mandate of DSCN 20/2008.

[Home](#) | [Record](#) | [Upload](#) | [Audit](#) | [Quality](#) | [Preview](#) | [Report](#) | [Support](#) | [Legacy](#) | [Logout](#)

Restricted using Internet Explorer 6 at 000:000 on 01/01/2013

Appendix 4: Record Screen

NHS
Connecting for Health

Cancer Waiting Times Database

[\[Record\]](#) [\[Upload\]](#) [\[Download\]](#) [\[Audit\]](#) [\[Quality\]](#) [\[Preview\]](#) [\[Report\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

Find Patient Records

NHS Number: ?

Existing Records For This Patient

Referred 02/02/2009 , 03 - Suspected lung cancer

Create a new record for this patient (and confirm NHS Number)

Viewing NHS Number 9190338138

Record Detail Screen

Viewing detail for Current Lung Cancer Record
Cancer Referral to Treatment Period Start Date 02/02/2009

Patient and Pathway Details Section	
NHS Number:	9190338138
Children's Cancer Flag:	No
Patient Pathway Identifier:	RPC11NHS0000000032AA
Organisation Code (Patient Pathway Identifier Issuer):	RVJ01 - SOUTHMEAD HOSPITAL
Strategic Health Authority:	Q38 - SOUTH CENTRAL STRATEGIC HEALTH AUTHORITY
Primary Care Trust:	5A1 - NEW FOREST PCT
Referral and First Seen Section	
Source Of Referral for Out-patients:	03 - Referral from a General Medical Practitioner
Priority Type:	3 - Two Week Wait
Decision To Refer Date (Cancer and Breast Symptoms):	23/01/2009
Cancer Referral to Treatment Period Start Date:	02/02/2009
Urgent Cancer or Symptomatic Breast Referral Type:	03 - Suspected lung cancer

Appendix 5: Upload Screen

Cancer Waiting Times Database



[Record] [Upload] [Download] [Audit] [Quality] [Preview] [Report] [Support] [Legacy] [Logout]

Use this page to select a CSV data file and upload your local data to the CWT database
[Please note that even though upload records may show as having been accepted, it does not necessarily mean that they will be included in the relevant report. This is because mandatory report data fields may be missing from some records. You can check whether your data will be included in the reports using the 'Preview' option.]



Your Upload Entries

[Home](#) | [Record](#) | [Upload](#) | [Audit](#) | [Quality](#) | [Preview](#) | [Report](#) | [Support](#) | [Legacy](#) | [Logout](#)

Best viewed using Internet Explorer 6 at 800x600 or higher

Appendix 6: Download Screen

NHS
Connecting for Health

[\[Record\]](#) [\[Upload\]](#) [\[Download\]](#) [\[Audit\]](#) [\[Quality\]](#) [\[Preview\]](#) [\[Report\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

Select The Criteria You Wish To Apply To The Download Set
 If you leave the criteria blank, the download will produce every record that you are authorised to receive. Use criteria below to restrict the download.

Tumour Type

(Leave all three fields blank to select ALL tumour types)

Urgent Cancer or Symptomatic Breast Referral Type:	<input type="text"/>
or Primary Diagnosis Category:	<input type="text"/>
or Primary Diagnosis ICD Code:	<input type="text"/>

Event Criteria

Event(s):	<input type="checkbox"/> Date First Seen <input type="checkbox"/> Cancer Treatment Period Start Date <input type="checkbox"/> Treatment Start Date (Cancer) - Treatment Provider search <input type="checkbox"/> Treatment Start Date (Cancer) - Shared Accountability search <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select All"/> <input type="button" value="Clear All"/> </div>
Month(s) From:	<input type="checkbox"/> May 2009 To: May 2009
or Quarter:	<input type="checkbox"/> Apr/May/Jun 2009
or Year:	<input type="checkbox"/> 2009
<input type="button" value="Submit Download"/> <input type="button" value="Reset Form"/>	

Your Download Queue Entries

No download queue entries

Appendix 7: Audit History Screens

Appendix 7a: Audit Search Screen

Cancer Waiting Times Database		NHS Connecting for Health
[Record]	[Upload]	[Download]
[Audit]	[Quality]	[Preview]
[Report]	[Support]	[Legacy]
[Logout]		
<p>Please note that the 'View on Screen' option will only be available for a search by NHS Number. It has been disabled for other types of search pending a review of the screen's performance. To analyse audit records by Amendment Type or Event Type, please use the 'Submit Download' option.</p>		
Search Method		
Amendment Type (Current or Deleted Records):	<input checked="" type="radio"/> ..select one	<input type="radio"/> ?
Event Type (Current Records Only):	<input type="radio"/> ..select one	<input type="radio"/> ?
NHS Number (Current and Deleted Records):	<input type="radio"/> ..select one	<input type="radio"/> ?
Date Period To Search		
Month:	<input checked="" type="radio"/> May	<input type="radio"/> ?
Quarter:	<input type="radio"/> Apr/May/Jun	<input type="radio"/> ?
Year:	<input type="radio"/> 2009	<input type="radio"/> ?
		<input type="button" value="View On Screen"/> <input type="button" value="Submit Download"/> ?
Your Audit Download Queue Entries		
You have no entries in your audit download queue		

[Home](#) | [Record](#) | [Upload](#) | [Audit](#) | [Quality](#) | [Preview](#) | [Report](#) | [Support](#) | [Legacy](#) | [Logout](#)

Best viewed using Internet Explorer 6 at 800x600 or higher

Appendix 7b: Audit List Screen

Cancer Waiting Times Database

Connecting for Health 

[\[Record\]](#) [\[Upload\]](#) [\[Download\]](#) [\[Audit\]](#) [\[Quality\]](#) [\[Preview\]](#) [\[Report\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

Resultset of search by NHS Number 919 033 8138

[Back To Search Form](#)

Key to Trusts Involved and Breach Indicators Icons: 

Current Records

Trusts Involved	Breach Indicators	Cancer Type	Cancer Referral to Treatment Period Start Date	Cancer Treatment Period Start Date	View History Details
	  	Upper Gastrointestinal	02/02/2009	10/03/2009	View Detail

[Back To Search Form](#)

[Home](#) | [Record](#) | [Upload](#) | [Audit](#) | [Quality](#) | [Preview](#) | [Report](#) | [Support](#) | [Legacy](#) | [Logout](#)

Best viewed using Internet Explorer 6 at 800x600 or higher

Appendix 7c: Audit Detail Screen

NHS
Connecting for Health

[\[Record\]](#) [\[Upload\]](#) [\[Download\]](#) [\[Audit\]](#) [\[Quality\]](#) [\[Preview\]](#) [\[Report\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

Audit Detail Screen
 Viewing audit history for Current Upper Gastrointestinal Cancer Record
 Cancer Referral to Treatment Period Start Date 02/02/2009, Cancer Treatment Period Start Date 10/03/2009

[Back To Record List](#)

Patient and Pathway Details Section			
NHS Number:	919 033 8138	919 033 8138	919 033 8138
Children's Cancer Flag:	No	No	No
Patient Pathway Identifier:	RPC11NH5000000032AA	RPC11NH5000000032AA	RPC11NH5000000032AA
Organisation Code (Patient Pathway Identifier Issuer):	RVJ01 - SOUTHMEAD HOSPITAL	RVJ01 - SOUTHMEAD HOSPITAL	RVJ01 - SOUTHMEAD HOSPITAL
Strategic Health Authority:	Q38 - SOUTH CENTRAL STRATEGIC HEALTH AUTHORITY	Q38 - SOUTH CENTRAL STRATEGIC HEALTH AUTHORITY	Q38 - SOUTH CENTRAL STRATEGIC HEALTH AUTHORITY
Primary Care Trust:	5A1 - NEW FOREST PCT	5A1 - NEW FOREST PCT	5A1 - NEW FOREST PCT
Referral and First Seen Section			
Source Of Referral for Out-patients:	03 - Referral from a General Medical Practitioner	03 - Referral from a General Medical Practitioner	03 - Referral from a General Medical Practitioner
Priority Type:	3 - Two Week Wait	3 - Two Week Wait	3 - Two Week Wait
Decision To Refer Date (Cancer and Breast Symptoms):	23/01/2009	23/01/2009	23/01/2009
Cancer Referral to Treatment Period Start Date:	02/02/2009	02/02/2009	02/02/2009
Urgent Cancer or Symptomatic Breast Referral Type:	03 - Suspected lung cancer	03 - Suspected lung cancer	03 - Suspected lung cancer
Consultant Upgrade Date:			
Organisation Code (Provider Consultant Upgrade):			
Date First Seen:	23/02/2009	22/02/2009	22/02/2009
Organisation Code (Provider First	RVJ01 - SOUTHMEAD HOSPITAL	RVJ01 - SOUTHMEAD HOSPITAL	RVJ01 - SOUTHMEAD HOSPITAL

Appendix 8: Data Quality Screens

Appendix 8a: Data Quality Search Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times


 Connecting for Health

[\[record\]](#) | [\[upload\]](#) | [\[download\]](#) | [\[audit\]](#) | [\[quality\]](#) | [\[preview\]](#) | [\[report\]](#) | [\[support\]](#) | [\[logout\]](#)

Data Quality Query Type

Data Quality Query Type:

Date Period To Search

Month:

Quarter:

Year:



Your Quality Download Queue Entries

Awaits Processing	01/03/2007	Patients with more than one record March 2007
--------------------------	------------	--

[home](#) | [record](#) | [upload](#) | [download](#) | [audit](#) | [quality](#) | [preview](#) | [report](#) | [support](#) | [logout](#)

best viewed using Internet Explorer 4/5/6 at 800x600 or higher

Appendix 8b: Data Quality List Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times
NHS
Connecting for Health

[\[record\]](#) | [\[upload\]](#) | [\[download\]](#) | [\[audit\]](#) | [\[quality\]](#) | [\[preview\]](#) | [\[report\]](#) | [\[support\]](#) | [\[logout\]](#)

Resultset of data quality query: Possible orphan records (January 2005)

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Head & Neck					
NHS Number	Cancer Referral Decision Date	Date First Seen	Decision To Treat Date	First Definitive Treatment Date	View Record Detail
111 111 1111			30/12/2004	27/01/2005	View Detail
Lower Gastrointestinal					
NHS Number	Cancer Referral Decision Date	Date First Seen	Decision To Treat Date	First Definitive Treatment Date	View Record Detail
222 222 2222			01/12/2004	24/01/2005	View Detail
333 333 3333			17/11/2004	04/01/2005	View Detail
444 444 4444		31/08/2004	21/01/2005	21/01/2005	View Detail
Lung					
NHS Number	Cancer Referral Decision Date	Date First Seen	Decision To Treat Date	First Definitive Treatment Date	View Record Detail
555 555 5555			17/12/2004	05/01/2005	View Detail
666 666 6666			31/12/2004	18/01/2005	View Detail
Other					
NHS Number	Cancer Referral Decision Date	Date First Seen	Decision To Treat Date	First Definitive Treatment Date	View Record Detail
777 777 7777			24/12/2004	11/01/2005	View Detail
888 888 8888	10/01/2005	13/01/2005			View Detail
Skin					
NHS Number	Cancer Referral Decision Date	Date First Seen	Decision To Treat Date	First Definitive Treatment Date	View Record Detail
999 999 9999			24/12/2004	11/01/2005	View Detail

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Appendix 8c: Data Quality Detail Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times		NHS Connecting for Health
[record]	[upload]	[download]
[audit]	[quality]	[preview]
[report]	[support]	[logout]

Data Quality Detail Screen
 Viewing possible orphan records for Head & Neck Cancer Record, NHS No. 111 111 1111
 Decision To Treat Date: 30/12/2004

[Back To Record List](#)

Patient Location Section		
Strategic Health Authority	Q19 - SURREY AND SUSSEX STRATEGIC HA	Q19 - SURREY AND SUSSEX STRATEGIC HA
Primary Care Trust	SL8 - ADUR, ARUN AND WORTHING PCT	SL8 - ADUR, ARUN AND WORTHING PCT
Referral and First Seen Section		
Source Of Referral For Out-Patients		03 - Referral from General Medical Practitioner
Cancer Referral Decision Date		22/10/2004
Referral Request Received Date		22/10/2004
Cancer Referral Priority Type		01 - Urgent referral for suspected cancer from a GMP or GDP
Urgent Cancer Referral Type		13 - Suspected head & neck cancer
Date First Seen		01/11/2004
Organisation Code (Provider First Seen)		RTK01 - ST PETER'S HOSPITAL
Waiting Time Adjustment (First Seen)		
Waiting Time Adjustment Reason (First Seen)		
Waiting Time Calculation (Referral To First Seen)		10 days
Delay Reason Comment (First Seen)		
Delay Reason Referral To First Seen (Cancer)		
Specialist Referral Section		
Cancer Specialist Referral Date		22/10/2004
Referring Organisation Code		
First Seen By Specialist Date (Cancer)		01/11/2004
Organisation Code (Provider First Cancer Specialist)		RTK01 - ST PETER'S HOSPITAL
Clinical Intervention Date (First Diagnostic Test)		
Organisation Code (Provider First Diagnostic Test)		
MDT Discussion Indicator		No

Appendix 9: Preview Reports Screen

Cancer Waiting Times Database

NHS
Connecting for Health

[Record] [Upload] [Download] [Audit] [Quality] [Preview] [Report] [Support] [Legacy] [Logout]

Report To Preview: 3.1 - Cancer Plan 62 Day Standard (Tumour) ▼

Month: January ▼

Quarter: Jan/Feb/Mar ▼

Year: 2009 ▼

Records To Download: All Records ▼

Action: Preview Report on Screen Download Individual Records ?

PREVIEW ONLY	
Report Name	3.1 - Cancer Plan 62 Day Standard (Tumour)
Report For	Acute Care Trust : RVJ - NORTH BRISTOL NHS TRUST
Period	From: Thursday, January 01, 2009
	To: Tuesday, March 31, 2009

Tumour Type: Breast

PART A: Admitted Care

First Seen Provider	First Treatment Provider	Actual Total treated	Accountable Total treated	Accountable Total over target	Accountable Patients treated within the specified period					% meeting standard
					31 days or less	32 to 48 days	49 to 62 days	63 to 90 days	91 days and greater	
RVJ	RGT	2	1	0	0.5	0.5	0	0	0	100
Totals		2	1	0	0.5	0.5	0	0	0	100

PART B: Non-Admitted Care

No data

Appendix 10: Reports Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times		NHS Connecting for Health						
[record]	[upload]	[download]	[audit]	[quality]	[preview]	[report]	[support]	[logout]
Organisation Type / Code:	Acute Care Trust / X09							
Report Type:	7.1.1 - Urgent GP Referral to Date First Seen - Two Week Standard							
For Year - Month:	2005 - January							
Or Year - Quarter:	2004 - Oct/Nov/Dec							
View report on screen:	<input type="button" value="View Report"/> ?							
Download CSV file:	<input type="button" value="Targets Data"/> <input type="button" value="Delay Reason Comments"/> ?							

[home](#) | [record](#) | [upload](#) | [download](#) | [audit](#) | [quality](#) | [preview](#) | [report](#) | [support](#) | [logout](#)

best viewed using Internet Explorer 4/5/6 at 800x600 or higher

Appendix 11: Anonymised Download Screen

Cancer Waiting Times Database


 Connecting for Health

[\[Report\]](#) [\[Download\]](#) [\[Support\]](#) [\[Legacy\]](#) [\[Logout\]](#)

Anonymised Download: The data included in these downloads may not match the reports for the corresponding time period, as reports are generated from a snapshot at that time and these data are drawn from the live database.

Download Type

Download Type: ... select one ... ▼

Tumour Type

(Leave all three fields blank to select ALL tumour types)

Urgent Cancer or Symptomatic Breast Referral Type: ▼

or Primary Diagnosis Category: ▼

or Primary Diagnosis ICD Code: ▼

Event Criteria

Event(s):

Date First Seen
 Cancer Treatment Period Start Date
 Treatment Start Date

Date Period

?

Your Download Queue Entries

You have no entries in your Download queue

[Home](#) | [Report](#) | [Download](#) | [Support](#) | [Legacy](#) | [Logout](#)

Not a valid date. Return to Date Range. © 2006-2008 NHS.uk

Appendix 12: Registry Download Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times


 Connecting for Health

[download] [support] [logout]

Submit a New Registry Download

Month:
Quarter:
Year:

Select File of NHS Numbers (to download records according to NHS Number rather than PCT)

File:



Your Registry Download Queue Entries

Status	Requested	Date Period Specified	Records Found / File Size	Download File
Awaits Processing	10/03/2008	No Search Period (NHS Numbers Download)		
Awaits Processing	10/03/2008	No Search Period (NHS Numbers Download)		
Awaits Processing	10/03/2008	No Search Period (NHS Numbers Download)		
Awaits Processing	10/03/2008	No Search Period (NHS Numbers Download)		
Ready For Download	14/02/2008	No Search Period (NHS Numbers Download)	Number of records found: 1569 File size: 478 kb	Click here to download
Ready For Download	14/02/2008	January 2004 (for specific NHS Numbers)	Number of records found: 1569 File size: 458 kb	Click here to download

Appendix 13: Department of Health Extract Screen

Please note that this functionality is not part of phase 1 of the revised NCWT.

Cancer Waiting Times 

[\[extract \]](#) [\[support \]](#) [\[logout \]](#)

DOH information extracts

Select the Extract and Period that you want

Select Extract

Extract:	<input type="text"/>
For Year - Month:	<input checked="" type="radio"/> 2005 - May <input type="button" value="v"/>
Or Year - Quarter:	<input type="radio"/> 2004 - Jan/Feb/Mar <input type="button" value="v"/>
<input type="button" value="Reset"/> <input type="button" value="Submit"/>	

[home](#) | [extract](#) | [support](#) | [logout](#)

best viewed using Internet Explorer 4/5/6 at 800x600 or higher

Appendix 14: Support Screen

NHS
Connecting for Health

Cancer Waiting Times

[\[record\]](#) [\[upload\]](#) [\[download\]](#) [\[audit\]](#) [\[quality\]](#) [\[preview\]](#) [\[report\]](#) [\[support\]](#) [\[logout\]](#)

For assistance using this system please call the Help Desk on: **01392 251289**
(NB: The Help Desk is available Monday to Friday between 9:00 am and 5:00 pm)

For the latest user manual, report generation dates, and lots of other useful information, please visit the Cancer Waiting Times page on the NHS Connecting for Health website:
["http://nwww.connectingforhealth.nhs.uk/nhais/cancerwaiting"](http://nwww.connectingforhealth.nhs.uk/nhais/cancerwaiting) (opens in a new window).

Current software version: 5.1 (26th March 2007)

Version History

- 5.1 26/03/2007 This version implements the PDS/SDS search.
- 5.0 04/01/2007 This version implements the following change request:
New Referral to Decision To Treat Reports 7.1.17 to 7.1.21.
- 4.9 22/08/2006 This version implements the following change request:
CR98: Include National Standard percentages in all Referral To Treatment and Diagnosis To Treatment reports.
- 4.8 25/07/2006 This version implements the following change request:
CR92: Allow selection of date range for Anonymised Downloads.
- 4.7 20/07/2006 This version implements the following change requests:
CR91/CR95: Change to validation of Waiting Time Adjustment (Decision To Treat).
CR94: Change to validation of First Treatment Date.
- 4.6 06/07/2006 This version implements the following change request:
CR49: Improved validation of Cancer Status.
- 4.5 11/04/2006 This version implements the following change request:
CR81: New Trust reports with breakdown by PCT.