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| HDSS Bulletin |
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| OFFICIAL |

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# Global updates

## Circulars

[Private hospital circulars](https://www.health.gov.au/news/phi-circulars) <https://www.health.gov.au/news/phi-circulars>

[Victorian hospital circulars](https://dhhsvicgovau.sharepoint.com/sites/DCU-DHHS-GRP/Shared%20Documents/General/HDSS%20bulletins/Victorian%20hospital%20circulars) <https://www2.health.vic.gov.au/about/news-and-events/hospitalcirculars>

## Multidisciplinary case conference reporting

The department has recently received several questions regarding reporting of non-admitted multidisciplinary case conferences (MDCC) where the patient is not present in VINAH and AIMS. To support health services to report these activities, the Health Services Data team has prepared MDCC reporting guidelines which are scheduled for release shortly. These will be distributed to the HDSS Bulletin mailing list and placed on the [HDSS communications website](https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/hdss-communications) at <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/hdss-communications>.

## Managed File Transfer (MFT) Multi Factor Authentication (MFA)

To improve security, changes will be implemented to MFT which will affect all data collections using the portal and all MFT account holders. The implementation of Multi Factor Authentication (MFA) for access to the MFT portal will begin in September and the MFT users affected in the first stage of the implementation will be notified.

Once implemented, to access the MFT portal all users will be required to obtain a one-time security code as well as their MFT account name and password. A one-time security code is a password that is valid for only one login session, therefore every time a user accesses MFT, they will be required to enter a new one-time security code.

All users by default will have access to the email option for receiving their one-time security code. If existing MFT users would like to have the option of receiving their one-time security code via SMS/TEXT, please contact HDSS help desk via email and provide your MFT account details and mobile phone number.

# Victorian Admitted Episodes Dataset (VAED)

## Data submission for 2020-21 has closed

VAED data submissions for the 2020-21 financial year have now closed. No further corrections, updates or submission of new data is possible for episodes discharged prior to 01 July 2021. Any records submitted for episodes discharged in the prior financial year will not be accepted.

Data submissions for the 2021-22 financial year are now being accepted. Sites preferring to submit their first July 2021 data file as a PRS2TEST, please contact HDSS help desk for further advice.

## **WorkCover statements**

Workcover statements for all episodes separated on/after 01 July 2021 are not currently being produced because the Workcover rate is yet to be confirmed. Once this rate has been finalised, we will update the PRS2 application and produce YTD Workcover statement files. Sites will be notified once this updated rate has been applied and the YTD statement files are available.

# Agency Information Management System (AIMS)

## 11am deadline for Daily Capacity and Occupancy Register

Health services are reminded of the requirement to complete their Daily Capacity and Occupancy report before 11am on each weekday.

Data reported to the Daily Capacity and Occupancy register (DCOR) are used by the department for monitoring, planning and reporting **every** day. For example, every day data on the number of COVID positive patients in hospital is reported to senior executive in the department. This information assists planning Victoria’s COVID response. Submissions are required by the 11am deadline to ensure the data is available in time for the daily reporting to senior executive.

The compliance email automatically sent from the HDSS helpdesk will now be sent at 11am each weekday if the daily submission has not been completed.

## Annual Return for financial year ending June 2021

A reminder to finance managers the Annual Return for 2020-21 was released on the HealthCollect portal with the AIMS annual update and is due to be submitted by 30 September 2021.

The Annual Return consists of two reports:

* 7A – Medical Equipment and Plant and Equipment (non-medical) Purchases—aggregate cost data on plant and equipment purchases
* 7B – Replacements under the Medical Equipment Replacement Program and the Engineering Infrastructure Replacement Program—Specific-Purpose Capital Grants—Purchases

To locate the Annual Return, select Year 2020-21 on the AIMS Selector, and your Health Service at organisation (AU) level.

# Victorian Integrated Non-Admitted Health Minimum Dataset (VINAH)

## Contact Start/End Date Time

Following queries to the HDSS help desk, it was identified there may be some confusion about how to interpret the reporting guide for the time component for Contact Start and End Date/Time.

The following advice is to provide clarity:

**Contact Start Date/Time and Contact End Date/Time**

**Definition** The purpose of capturing duration is to identify the actual time spent providing treatment for patients.

Time spent reviewing files, test results etc, **immediately prior** to a consultation with a patient can be included when determining the start time of a contact. Similarly, time spent writing patient notes **directly after** the patient contact can be included when determining the end time of a contact. Health services should use their own judgement to determine what activities to include when determining the start and end time of a contact.

Where the entire contact is administrative in nature it should not be reported.

Services are reminded that Contact Start Date/Time and Contact End Date/Time is mandatory for contacts as of 1 July 2021. The reporting guide has been updated to include: Systems must not be set up to input a default time of 00:00 for the start or end time. A new validation has been introduced to reject contacts from 1 July 2021 where the start or end date has been defaulted to 00:00. The validation will be included in the next edition of the manual.

E025 The time value (<FieldTime>) of the date/time field (<FieldName>) is not valid

*e.g. E025 The time value (12:00am) of the date/time field (20200801) is not valid*

## Multi-disciplinary Case Conference-patient not present

The following change has been made to validation E367 to expand the Contact Purpose code set for Specialist Clinics to include code 51 Multi-disciplinary case conference – patient not present. The update will be included in the next edition of the manual.

E367 The Episode Program/Stream is Specialist Clinics (Outpatients) but a Contact Purpose of either '71 - Follow up/Monitoring/ Evaluation/ Review' or '72 - New Patient Consultation' or '51-Multi-disciplinary Case Conference – patient not present' has not been reported.

The following combination of data is required for reporting MDCC contacts in VINAH.

|  |  |  |
| --- | --- | --- |
| Data item | Code | Description |
| Contact Client Present Status | 31 | Patient/Client/Carer(s)/Relative(s) not present: Indirect contact |
| Contact Clinic Identifier |  | *For Specialist Clinics only, report the appropriate MDCC clinic identifier registered in NACMS* |
| Contact Delivery Mode | 9 | Not applicable |
| Contact Delivery Setting | 98 | Not applicable |
| Contact Professional Group |  | *Report the professional group for each participating health care provider with direct care responsibilities.*  *In order to report a professional group for each provider. codes should be repeated if more than one provider belongs to the same professional group.* |
| Contact Purpose | 51 | Multidisciplinary case conference  *(If this is Specialist Clinics, report a single Contact Purpose code for MDCC only. A second Contact Purpose code is not required for MDCC)* |
| Contact Session Type | 3 | Not applicable – Indirect contact |

Validation E369 has been expanded to allow reporting Contact Delivery Mode – ‘9 Not applicable’ for MDCC contacts. The update will be included in the next edition of the manual.

E369 Contact Delivery Mode is ‘9 - Not applicable’ but Contact Client Present is not ’32 - Patient/Client/Carer(s)Relative(s) not present: Scheduled appointment not attended’ or Contact Client Present status is not ’31 – Indirect Contact when Contact Purpose is ’51 – MDCC-patient not present

## Episode Program Stream - Home based dialysis

The *Specification for revisions to the VINAH for 2021-22* introduced Home Based Dialysis as a new program into VINAH. In the VINAH Manual 16th edition, section 3 Episode Program Stream has been updated with the new codes, however these were accidentally omitted from the section 9 code lists for Episode Program Stream.

Section 9 Code list update will be included in the next edition of the VINAH manual.

# National Weighted Activity Unit reports

## UCC VAED and VEMD reports

The first set of National Weighted Activity Unit (NWAU) reports have been sent to VEMD, UCC and VAED reporting health services via the Managed File Transfer (MFT). The VAED and VEMD consist of a summary report and counterpart extract. For the UCC a summary report is available only.

Reports are financial year to date and includes data reported up to monthly consolidation deadline (10th VAED and VEMD, 14th UCC).

Further information about the reports is available from the [National Funding Model implementation resources](https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/national-funding-model-implementation-resources) webpage. If you have any questions or feedback about the reports, please [email HDSS help desk](mailto:HDSS.Helpdesk@health.vic.gov.au).

# National Funding Model Workshop

The Department of Health is planning a workshop on transition to the National Funding Model to be held virtually. Details are as follows:

**Purpose:**Victorian Efficient Price, price groups, and NWAU targets

**Date:**                   Friday 3 September 2021

**Time:**                   2.00pm to 4.00pm

**Location:**            Online Live Event.

The workshop will include practical step-by-step examples. Please note that all items are subject to the release of the Policy and Funding Guidelines.

If you would like to attend the workshop, please email the [nationalfundingmodel@dhhs.vic.gov.au](mailto:nationalfundingmodel@dhhs.vic.gov.au)

# Classification and Coding team vacancy

The Classification and Coding team has a vacancy for an ongoing full time (76 hours per fortnight) Senior Project Officer. The role will:

* Support the Victorian ICD Coding Committee as secretary of the committee
* Provide coding and classification advice to the VAHI data request hub and data users across the department
* Support VAHI’s reporting activities
* Contribute to the national development of the ICD-10-AM/ACHI/ACS and AR-DRG classifications

The successful candidate will have:

* A demonstrated ability in clinical coding of admitted patient separations with a minimum of three years of experience
* Understanding of the AR-DRG classification and funding models
* Knowledge of the key health data collections
* Excellent written and verbal communication skills

The role is advertised at: <https://jobs.careers.vic.gov.au/jobs/VG-DH-VAHI-115162>

Applications close on 14 September 2021.

# Contacts

The Data Collections unit manages several Victorian health data collections including:

* Victorian Admitted Episodes Dataset (VAED)
* Victorian Emergency Minimum Dataset (VEMD)
* Elective Surgery Information System (ESIS)
* Agency Information Management System (AIMS)
* Victorian Integrated Non-Admitted Health Minimum Dataset (VINAH)
* F1 data collections (technical support)

The HDSS Bulletin is produced at intervals to provide:

* answers to common questions recently directed to the HDSS help desk
* communication regarding the implementation of revisions to data collection specifications, including notification of amendments to specified data collection reference tables
* feedback on selected data quality studies undertaken
* information on upcoming events

**Website**

[HDSS website](https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/annual-changes) <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems>

**HDSS help desk**

Enquiries regarding data collections and requests for standard reconciliation reports

[Email HDSS help desk](mailto:HDSS.Helpdesk@health.vic.gov.au) <HDSS.helpdesk@health.vic.gov.au>

**Other Victorian health data requests**

[VAHI Data Request Hub](https://vahi.freshdesk.com/support/home) < https://vahi.freshdesk.com/support/home>

[Email HOSdata](mailto:Hosdata.frontdesk@vahi.vic.gov.au) <Hosdata.frontdesk@vahi.vic.gov.au>

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