

***Section 10:
PRS/2 Testing***

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Introduction

This section provides information to sites undertaking the PRS/2 testing process: from the initial stage of testing preparation through to reconciliation and transmitting live to PRS/2.

PRS/2 is the interface for hospitals and day procedure centres between their patient management systems and the Victorian Admitted Episode Database (VAED). For general information regarding PRS/2 and the VAED, refer to Section 1: *Introduction*.

Throughout the year HDSS issues updates regarding reference files, data items, edits and other elements of the VAED to users via the HDSS Bulletin. Any new site submitting data to the VAED must ensure that they are placed on the mailing list to receive this bulletin, by contacting the HDSS Helpdesk on 03 9616 8141 or PRS2.Help-Desk@dhs.vic.gov.au. The bulletin is distributed via email and is also available on the HDSS website at <http://www.health.vic.gov.au/hdss/bulletin/index.htm>.

VAED data are consolidated for use by the Department on the 17th of each month. However amendments, additions and deletions can be made to all data at anytime until final consolidation on 17 September after the end of the financial year, after which the financial year's data is closed. For further information refer to Section 5: *Compilation & Transmission*.

When PRS/2 testing is necessary

The transmission of test data to PRS/2 is necessary when a hospital or day procedure centre:

- Is a new registered site.
- Changes patient management system software.
- Recommences transmission after a break where data will not be recovered (that is, a site's data had not reached 30th June when the year's file was closed on the 17th September).

Why PRS/2 testing is necessary

PRS/2 testing seeks to ensure that:

- The PRS/2 interface is functioning correctly.
- The site's in-house system is correctly calculating patient days and leave days.
- Totals reported in Trailer Records are correct so the hospital or day procedure centre can reconcile in-house and PRS/2 totals.
- Only quality data are reported to the VAED.

Aggregate Admitted Patient Collection

Hospitals unable to submit patient level data to PRS/2 are required to submit selected aggregate data to the department during the testing process as an interim measure until the transmission of patient level data commences/resumes on the VAED. The interim aggregate returns are submitted via the AIMS Online Entry System.

Public hospitals are required to submit:

- Total separations and total patient days by Care Type
- Total separations eligible for WIES funding and total WIES by Admission Source

Private hospitals and day procedure centres are required to submit:

- Total separations, patient days and same day separations by patient type (same format as the discontinued P1 return)

Further information is provided on the AIMS website at <http://www.health.vic.gov.au/aims/>

Timelines for submission of the returns are the same as existing VAED timelines.

Transmitting Data to the PRS/2 Test System

The testing process involves compiling and transmitting admitted patient data for two consecutive months in the same financial year to Mantrack Systems for processing on the PRS/2 test system. When HDSS has determined, or has been notified that a hospital or day procedure centre is to undertake testing, a HDSS Liaison person will be appointed to guide them through this process.

Each month's transmissions should include all admission and separation details (E2 Episode Records) and a substantial portion (at least 85%) of Diagnosis records (X2/Y2 Records) as well as any Sub-Acute (S2 Records) or DVA and TAC (V2 Records) data generated by the site if applicable (public hospitals only, and then only if warranted by patient mix).

Where the site has previously transmitted data to the 'live' PRS/2 system and no change in software is involved, the first month's testing data must include an update E2 Episode Record for each patient for whom PRS/2 holds an existing E2 Record with a Separation Date of 00/00/0000, indicating that the patient was remaining in at the time that the site ceased transmission to PRS/2. This ensures that all previously unseparated patients are correctly represented in PRS/2 as either separated or remaining in.

The processing of each test file produces a Transmission Control Report (refer to Section 7: *Control Reports & Reconciliation*). Copies of this report are sent for analysis to the site, Mantrack Systems and HDSS.

The site is required to test the first month's data until the majority of software and data entry errors are corrected. Once the HDSS Liaison person accepts the first month's data, the second month of data can be compiled and transmitted to Mantrack. Testing the second month of data assists in identifying data consistency issues and is used to ensure that Trailer Record calculations in Year-To-Date fields are correct.

The HDSS Liaison will inform the site when approval has been given to begin live transmission to the VAED. Approval is granted when the interface processes and the test data for the two consecutive months are of an acceptable standard.

Mantrack Systems Testing Charges

In some cases Mantrack Systems charges a fee for testing. Whether or not a fee is charged depends on the reason for testing. To obtain details of any charges, hospitals are advised to contact Mantrack on 03 9541 7575 or support@Mantrack.com.au.

Site Testing: Process Outline

The following steps outline the actions required by the testing site.

- 1 Select an appropriate software supplier to meet the specifications outlined in the VAED Manual, as well as any internal requirements (refer to page 10-4). A list of software suppliers currently operating within Victoria is available from HDSS.
- 2 Notify HDSS of the site's intention to test (refer to page 10-4). This will result in:
 - A HDSS Liaison being allocated to support the site through the testing process.
 - HDSS notifying Mantrack Systems of the site's intention to test (and also the Rural and Regional Health and Aged Care Services Division for public rural and regional sites).
 - Mantrack Systems setting up the site on the PRS/2 Test System.
- 3 Ensure all code sets are the same as, or can be mapped to, the VAED specifications (refer to page 10-5).
- 4 Compile a test transmission of the first month's data Mantrack Systems:
 - Mantrack Systems processes the data on the test system and sends Control Reports to the site and HDSS. A copy is also retained by Mantrack Systems.
 - Mantrack Systems, HDSS and the site review the Control Report.
- 5 The site and HDSS reconcile the report (refer to page 10-10). The HDSS Liaison person will advise the site whether or not the data is approved.
 - Steps 3-5 are repeated until the data is approved.
 - If the first month of data is not approved, the data must be corrected, re-compiled and re-transmitted for testing again.
 - When the first month's data are of an acceptable standard, the HDSS Liaison advises the site and Mantrack Systems, and permission is given to commence testing the second month of data.
 - The site sets aside the approved month's data for later transmission to the live system.
- 6 Repeat steps 4-6 for the second month of data. When the second month of data are of an acceptable standard, the HDSS Liaison advises the site and Mantrack Systems permission is given to transmit live data to PRS/2.
- 7 The site re-transmits the two accepted months of test data to Mantrack Systems for processing on the *production* system.

Note:

Hospitals undergoing PRS/2 testing are required to submit selected aggregate data to the department during the testing process via the AIMS Online Entry System until the transmission of patient level data commences/resumes on the VAED. Your HDSS Liaison person will discuss this with you.

Refer to the AIMS website at <http://www.health.vic.gov.au/aims/> or the AIMS Help Desk on (03) 9616 8595 for further information.

Details of the Testing Process - Action List

Selecting a Software Supplier

Software should have, or the supplier should be capable of developing, a PRS/2 interface that meets the specifications detailed in the VAED Manual. A list of Victorian software suppliers and contact details can be provided via the HDSS HelpDesk on 03 9616 8141 or PRS2.Help-Desk@dhs.vic.gov.au.

Notifying Intention to Undertake PRS2 Testing

To notify the department of the intention to undertake PRS/2 testing complete the notification form (page 10-14) and fax it to the HDSS Help Desk on (03) 9616 7743. HDSS will notify Mantrack Systems of your intention to test PRS/2 data.

If resuming transmission to PRS/2 after a gap in transmission or a change in software (that did not involve the separation and readmission of all patients with a Separation Date of 00/00/0000 at the time of change), also fax HDSS a copy of the Census Report from the final transmission file submitted to the 'live' PRS/2 system prior to the gap or change.

HDSS will provide a site code if this has not already been allocated. At this time a HDSS Liaison will be appointed to assist the site through the testing process. All contact regarding PRS/2 testing should be conducted through this person.

Checking System Mapping and Derivation

Some patient management systems do not always implement the VAED codesets, as displayed in the example below. This is acceptable as long as facilities ensure that all codesets used by the in-house system are correctly mapped to the VAED codesets. A correct mapping is one where the meaning of all the in-house codes being mapped falls within the definition of the VAED code it is being mapped to.

Examples:

Sex Data Item code set (one to one mapping)

	In-house system Codeset	PRS/2 and VAED Codeset
Male	M	1
Female	F	2

Accommodation Type Data Item code set (many to one mapping)

In-house system: Data item of Ward	PRS/2 and VAED Codeset: Accommodation Type
ED (Emergency Department)	6 (Emergency Department Accommodation)
DIAL (Dialysis Unit)	3 (Same Day Accommodation)
ONC (Oncology Day Procedure Unit)	3 (Same Day Accommodation)
SCN (Special Care Nursery)	C (Nursery Accommodation: NICU/SCN (aged <3months))
MED1 (Medical Unit 1)	1 (Overnight accommodation: shared room)
SURG1 (Surgical Unit 1)	1 (Overnight accommodation: shared room)

Clinical Sub-Program Data Item code set (derived from more than one data item)

Scenario	Derivation system
If Care Type is 2, 6, 7 or J, then...	The second Diagnosis Code is used to allocate a Clinical Sub-Program (ICD-10-AM Codes listed in groups in the system 'background')
If Care Type is not 2, 6, 7 or J, then...	Clinical Sub-Program is spaces

Applying Edits

It is recommended that in-house software apply the same edits as the PRS/2 system. Not all edits detailed in the VAED Manual are applicable to every site transmitting to PRS/2, however, edits that will be applied to a specific site should be incorporated into the in-house system.

- For valid codesets and field formats, see Sections 3: *Data Definitions* and 5: *Compilation and Transmission*.
- For combinations of codesets and edit messages, see Sections 4: *Business Rules* and 8: *Editing*.

Planning a Timetable

It is recommended that sites plan a timetable that will enable them to meet reporting timeframes, as detailed in Section 5: *Compilation & Transmission*. Some exemptions to the reporting timeframes do apply, during, and for a period after the testing process is completed (see Exemptions, page 10-13).

Timing of Change to PRS/2

Public and private facilities have the same reporting obligations, and hospitals should keep in mind the deadline for financial year file consolidation when planning a testing schedule. Refer to Section 5: *Compilation & Transmission*.

Example of Testing Process Timetable

The testing timetable varies according to the mode of transmission (disk/modem), processing times, postage time and additional days for weekends and public holidays.

Factors that may impact on test scenarios include:

- For test runs, Mantrack Systems will try to provide prompt processing but cannot guarantee less than five working days.
- Delays in test run processing can be expected in the week before the monthly consolidation of data on the 17th of each month when many facilities are aiming to meet these deadlines.
- To reduce turnaround time, Mantrack Systems recommend using Express Post when sending data via disk.
- Once approval has been given to transmit to the live system, Mantrack Systems require at least two working days to set up your site in the live system.

Testing Timetable Example

Test Month	Date	Action
1	04/08	Send July data disk to Mantrack (Mail: 2 days; Mantrack: 2 days; Return: 2 days).
1	10/08	Receive Report. Department does not approve data. Make corrections and revise software if necessary. Prepare and re-send revised July data.
1	13/08	Send July data disk to Mantrack (Mail: 2 days; Mantrack: 2 days; Return: 3 days, includes weekend).
1	20/08	Receive Report. Department does not approve data. Make corrections and revise software if necessary. Prepare and re-send revised July data.
1	25/08	Send July data disk to Mantrack (Mail: 2 days; Mantrack: 2 days; Return: 2 days).
1	01/09	Receive Report. Department approves data and advises to proceed with second month.
2	05/09	Send August data disk to Mantrack (Mail: 2 days; Mantrack: 2 days; Return: 3 days, includes weekend).
2	12/09	Receive Report. Department does not approve data. Make corrections. Prepare and re-send revised August data.
2	14/09	Send August data disk to Mantrack (Mail: 2 days; Mantrack: 3 days, includes weekend; Return: 2 days).
2	21/09	Receive Report. Department approved data and advises proceed to the live system. Mantrack Systems sets up live system (2 days).
Live	23/09	Send July data disk to Mantrack for <i>live</i> system (Mail: 3 days, includes weekend; Mantrack: 2 days; Return: 2 days)
Live	30/09	Receive and reconcile July report.
Live	03/10	Send August data disk to Mantrack (Mail: 3 days, includes weekend; Mantrack: 2 days; Return: 2 days).
Live	10/10	Receive and reconcile August report.
Live	14/10	Send September data disk to Mantrack (Mail: 2 days, Mantrack: 3 days, includes weekend; Return: 2 days)
Live	21/10	Receive and reconcile September report.

Compiling PRS/2 Test Transmissions

The procedures for compiling a PRS/2 transmission are as follows:

Add the Header Record (refer to Section 5: Header Record)

Each transmission must have a Header Record as the first record. This will identify the transmitting site, the period of time the file relates to, and facilitate report requests.

Specify Header Dates in the Header Record

For testing purposes, Header dates must be for the full month (unless otherwise agreed by the Department), that is:

- The Start Date is equal to the first day of the month you are testing; and
- The End Date is equal to the last day of that month you are testing.

Specify Reporting Option in the Header Record

There are three reporting options, which control the format of the Transmission Control and Reconciliation Report. The reporting options are:

- | | |
|---|---|
| 0 | Full transaction trail |
| 1 | Warnings/rejections only |
| 2 | Edit messages, then full (accepted) transaction trail |

For testing purposes, a full transaction report must be selected (either option 0 or 2). If no option is selected, option 0 is printed as a default.

Specify Reporting Type Control and Report Type Request in the Header Record

There are three reporting types which determine whether the reports are received in electronic format only, paper format only, or both in electronic and paper format. An option needs to be specified for both the control and request reports.

Specify Request Reports

There is space to request up to 6 request reports. Refer to Section 6: *Request Reports*.

Include Relevant Data Records (refer to Section 5: Data Records)

Each admitted episode falling within the test month must be reported to the VAED. All episodes require the following data records to be transmitted to PRS/2:

- Episode Record (E2), containing demographic, admission, separation and accounting data.
- Diagnosis Record (X2), containing ICD-10-AM diagnosis and procedure data, and other clinical data.
- Sub-Acute Record (S2), (for public hospitals only).
- DVA and TAC Record (V2), (for public hospitals only).

Add the Trailer Record (refer to Section 5: Trailer Records)

Each transmission must have two Trailer Records at the end, which contain totals calculated by the in-house system. PRS/2, after processing, calculates and prints its totals for these items. Compare and reconcile the in-house and PRS/2 totals to ensure that VAED data are correct and complete.

View each transmission before sending

Some in-house systems can create a replica of the PRS/2 file for review before sending the transmission to Mantrack Systems. The file should be reviewed to ensure:

- Correct data mapping (and possibly derivation) from the in-house system codeset, to the codeset required for PRS/2.
- Totals declared by the site in the Trailer Record can be reconciled against statistics generated by the in-house system. If totals are not equal, the sources of these errors must be located, rectified, and the transmission re-compiled. When Trailer Record totals are correct, the data can be sent to PRS/2.
- Each episode contains correct and complete data.
- Calculated fields, such as patient days, are correct.

Sending the First Month's Transmission

The first month of data may need to be transmitted more than once before an acceptable standard is obtained. Transmission files may be sent via disk or electronically (Refer to Section 5: *Transmission Modes*). For information on how to interpret and reconcile PRS/2 Transmission (Control) Reports, refer to Section 7: *The Reconciliation Process*).

The information below relates to sites transmitting files via disk.

Labelling disks for PRS/2 Test System

Refer to Section 5: *Transmission Modes*, for instructions on how to label transmission disks.

Packing disks for PRS/2

Disks must be adequately packed. Mantrack Systems will return disks using *your* packaging.

Forward test data disks to:

PRS/2 Customer Service
Mantrack Systems
680 Blackburn Road
Notting Hill Vic 3168

Return of disk

Mantrack Systems returns each test disk to the site following processing.

- If HDSS does *not* approve the data, the disk can be re-cycled.
- If HDSS *does* approve the data, put the disk aside for subsequent transmission to the *live* PRS/2 system. Ensure the data is backed up elsewhere.

Retain successful files/disks

It is the site's responsibility to retain the data files/disks for the two successful test transmissions, for subsequent transmission to the live PRS/2 system.

Compiling and Sending the Second Month's Transmission

Once HDSS has approved the first month's test data the site can submit the second month's test data. Testing two consecutive months allows HDSS to verify that the site has the ability to transmit updates of previously accepted records and that the financial year-to-date totals are calculated correctly.

When the second month's data are accepted, HDSS will:

- Verbally advise the site that it can commence transmitting to the live system, and state the exemption period, if applicable (see page 10-13).
- Send the site a letter to confirm the verbal advice that the site is authorised to send data to the live PRS/2 system, and if applicable, the exemption period granted.
- Notify the site's Regional Office and Mantrack Systems.

It is the site's responsibility to retain the data files/disks for the two successful test transmissions, for subsequent transmission to the live PRS/2 system.

Action on Receiving PRS/2 Test Transmission Reports

Actions required of each stakeholder during the PRS/2 testing process are detailed as follows:

Mantrack Systems

- Checks the PRS/2 transmission and report for technical merit (eg. overall formatting).
- Where transmission mode is by disc, returns each disk to the site after processing.
- Sends a copy of the report to the PRS/2 test co-ordinator at HDSS who forwards this to the appointed HDSS Liaison.

HDSS Liaison

- Attempts to reconcile the PRS/2 Control Report (both month-to-date and year-to-date figures).
- Checks the data quality, inclusive of all data items on the report, not only episodes with rejections, notifiables, or warning messages.
- Liaises with Mantrack Systems and the testing site to discuss any issues identified by either party.
- Produces a document detailing identified issues and possible solutions.
- Informs the site and Mantrack of the test run outcome (accepted or rejected).
- Where the first month's transmission is accepted after the initial submission, informs the site of at least one episode (for all applicable record types) that must be re-submitted with the second month of data. This is required to assess the capability of the in-house system to transmit correction and update records.
- Once two consecutive months of data are considered acceptable, grants permission to the site to commence live transmission to PRS/2. Mantrack Systems is also notified of approval at this time.
- Calculates the applicable exemption period, and determines when normal transmission deadlines are to commence.
- Confirms approval for live transmission in writing. Exemption periods and transmission timeframe details are also included in this correspondence.
- If applicable, mails the site's Regional Office a letter confirming approval for live transmission to PRS/2.

PRS/2 Coordinator at the Testing Site

- Prior to transmitting the first month of data, confirms with Mantrack Systems that the PRS/2 test system is able to accept the site's data.
- Upon receipt of the Mantrack Control Report, attempts to reconcile both month-to-date and year-to-date figures (refer to Section 7: *The Reconciliation Process*).
- Reviews all records listed in the report in accordance with Section 7: *Initial and Ongoing Data Quality Measures*.
- Corrects the in-house system where rejection, notifiable and warning edits have been triggered, and where other errors have been found in the data quality review.
- Determines the sources of errors, and solves them at the stage of initial data entry to ensure errors do not recur. Note that:
 - Further staff education may be required.
 - Mapping issues from the in-house system to PRS/2 may be responsible for errors if the in-house system appears correct.
- Gives particular attention to the document issued by the HDSS Liaison, detailing identified issues. If the test transmission is not accepted by HDSS and/or Mantrack Systems, the site must rectify the problems before re-submitting the file.
- Contacts the HDSS Liaison to discuss any concerns or queries.
- The second month of data must not be transmitted to PRS/2 until the HDSS Liaison informs the site to do so.
- When the HDSS Liaison approves a test transmission, sets aside the file/disk for resubmission to the live system. Do not re-extract the transmission file or re-use a disk unless that month's data is being retested.

- Once the site has been given approval to commence live transmission of data to PRS/2:
 - Prior to transmitting the first month of live data, confirm with Mantrack Systems that the live system is able to accept the site's data.

Reconciling the Test Transmission

Refer to Section 7: *Control Reports & Reconciliation*.

The reconciliation process ensures that VAED data are a complete and accurate reflection of admitted patient activity. After processing each test transmission, PRS/2 produces a Transmission Control Report (refer to Section 7: *Control Reports & Reconciliation*). This report displays all records transmitted together with any edit messages that have triggered. An edit message identification number will be displayed to the right of any record where PRS/2 detects a problem. Section 8: *Editing* provides full details of edit messages, problems, and remedies.

The User Reconciliation section of the PRS/2 Transmission Report details the totals your in-house system included in the Trailer Record. Beside these totals are the corresponding PRS/2 calculations. A difference between the two sets of figures is the result of one or more rejected records, or incorrect compilation of totals by your in-house system.

The site must review and reconcile each Transmission Control Report promptly on receipt. Do not resend a transmission to PRS/2 until you have reconciled the previous transmission and included all corrected records in the subsequent transmission file. Failure to reconcile and correct reports each time a transmission report is received compounds existing problems and results in PRS/2 data not accurately reflecting site activity.

The HDSS Liaison reviews all data items on the PRS/2 Control Report, noting any discrepancies or anomalies requiring follow-up with the site. If the HDSS Liaison does not approve the test transmission, it must be corrected accordingly and resubmitted until approval has been granted. Refer to Section 7: *Key Features of PRS/2*. In particular, please note that rejected records are not retained by PRS/2. These must be corrected and resent in the subsequent PRS/2 transmission.

Recommended Procedure for Reviewing a PRS/2 Test Control Report

PRS/2 Transmission Report Cover (HDSS Liaison copy):

- Header Month (eg August 2003).
- Sequence of the test transmission (eg 1st month, 2nd test run).
- Date the report was received.

Transmitted Transactions Report

Expected/Sent records should equal Received records. Received records should equal Accepted + Rejected records for each record type:

- Episode Record (E2).
- Diagnosis Record (X2/Y2).
- DVA and TAC Record (V2), where applicable.
- Sub-Acute Record (S2), where applicable.

Confirm that all corrections and re-submissions from previous reports have been transmitted and accepted.

Episode Records (E2)

- Check all rejected records and enter details regarding each rejection onto PRS/2 'Worksheet 1' (refer to: Sections 7: *Control Reports & Reconciliation* and 8: *Editing*).
- Check all warning and notifiable edit messages, and take the appropriate action.
- Conduct data quality checks. Refer to Section 7: *Contents of Episode Records (E2): What to Look For*.
- Make any necessary corrections, and ensure these records are 'flagged' for inclusion in the next transmission.
- Take appropriate action to reduce the risk of errors reoccurring.

Diagnosis Records (X2/Y2), DVA and TAC Records (V2), Sub-Acute Records (S2)

- Check all rejection, notifiable and warning edits.
- Conduct data quality checks. Refer to Section 7: *Content of Diagnosis Records (X2 & Y2), Sub-Acute Records (S2), and DVA/TAC Records (V2): What to Look For*.
- Make any necessary corrections and ensure these records are 'flagged' for inclusion in the next transmission.
- Take appropriate action to reduce the risk of errors reoccurring.

User Reconciliation Report Page 1 (Refer to Section 7: *User Reconciliation Report*)

Compare the in-house system calculated totals with those reported in the Trailer Record Totals. Using the completed 'PRS/2 Worksheet 1', reconcile with the PRS/2 calculated totals by adjusting:

- Month To Date:
 - In at start of month
 - Admissions (including statistical)
 - Separations (including statistical)
 - Actual remaining in at end of month
 - Same day stay patients
 - Contract and normal leave days this month
 - Patient days this month (excluding leave)
 - Statistical separations this month
- Year To Date:
 - In at start of year
 - Admissions (including statistical)
 - Separations (including statistical)
 - Same day stay patients
 - Contract and normal leave days this year
 - Patient days this year (excluding leave)
 - Statistical separations this year

User Reconciliation Report Page 2 (Refer to Section 7: *User Reconciliation Report*)

Compare the in-house calculated totals with those reported in the Trailer Record Totals.

Using the completed 'PRS/2 Worksheet 3', transferred from information on 'Worksheet 1', to reconcile the PRS/2 figures by adjustment:

- Month To Date: Patient Days and Separations by Account Class groups
- Year To Date: Patient Days and Separations by Account Class groups

Exemptions from Transmission Deadlines following Testing

When a hospital is required to complete the PRS/2 testing process, the time involved may exceed the transmission deadlines specified by the Department. In these circumstances a period of exemption is granted for the applicable months of data.

Once the testing process for a site is completed, HDSS calculate the due dates for data submission. This process determines the period that a public site is exempt from data transmission penalties. HDSS will calculate this exemption period and include these details in the letter of notification to the hospital upon successful completion of PRS/2 testing. Public hospitals are subject to normal penalties if deadlines are not met for the months *outside* of those exempted by HDSS.

Example:

Months tested: August and September 2003

Testing finished: 15 February 2004

Month of data	Date due after test	Normal due date	Exempt status
July (not tested)	Not applicable	17 November 2003	Not exempt
August	22 February 2004 (1 week after 15.02.2004)	17 November 2003	Exempt
September	01 March 2004	17 November 2003	Exempt
October	08 March 2004	17 December 2003	Exempt
November	15 March 2004	17 January 2004	Exempt
December	22 March 2004	17 February 2004	Exempt
January	29 March 2004	17 March 2004	Exempt
February	05.04.2004 is <i>before</i> the normal due date. Normal due dates apply from here on.	17 April 2004	Not exempt

PRS/2 Interfacing: Technical Specifications

For information relating to technical specifications refer to Section 5: *Transmission Modes and Data Transmission Standards*.

To	HDSS Help Desk Department of Human Services
Fax	(03) 9616 7743
Date	
From	

PRS/2 Testing Notification

Please fax these details to notify Metropolitan Health and Aged Care Services, Department of Human Services, of any change to your site's method of transmission to the VAED.

Site Details

Site name:		Site code:
Region:	Telephone:	Fax:
CEO's name:		
Postal address:		
Email Address / Web site:		

Site PRS/2 Contact Details

Name:	Job title:
Times for contact (eg days of work if part-time):	
Telephone:	Fax:
Email Address:	

Testing Details *(Tick reason for PRS/2 testing)*

- Not currently transmitting to VAED
 Currently PRS/2; changing software supplier (please also fax Census Report from last live transmission)
 Did not complete previous years transmission (please also fax Census Report from last live transmission)

You must successfully transmit data to the PRS/2 test system for two consecutive months of the same financial year before permission is granted to transmit to the PRS/2 live system. Consider the timing of the testing process to ensure it does not affect your site's ability to meet PRS/2 transmission deadlines.

Transmission Details

Proposed months of test data: _____ and _____ year _____	Software used in forthcoming transmission:
I have read the following in the VAED Manual Section 5 PRS/2 Interfacing and PRS/2 Testing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expected date of first transmission:
Signature:	Test transmission medium: <input type="checkbox"/> Disk <input type="checkbox"/> Modem
Name:	DHS use only: Mantrack notified (date): DHS Units notified (date): DHS Contact:

If you have any queries, contact the HDSS Help Desk

Telephone: (03) 9616 8141

Fax: (03) 9616 7743

Email: PRS2.Help-Desk@dhs.vic.gov.au