

***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.

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 newly 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.

What period of data is subject to testing?

Unless otherwise agreed with HDSS, two consecutive months of data in the same financial year are sent to Mantrack for processing on the PRS/2 test system. Each month must include all admission and separation details, including E2 episode records, S2 Sub-Acute records (if applicable), V2 DVA/TAC records (if applicable), and at least 85% of X2 Diagnosis records.

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.

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/> or the AIMS Help Desk on (03) 9616 8595.

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

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 10-3).
2. Notify HDSS of the site's intention to test (refer to page 10-3). As a result:
 - A HDSS Liaison will be appointed to support the site through the testing process.
 - HDSS will notify 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 will configure the site on the PRS/2 Test System.
3. Plan a testing timetable (refer to page 10-3)
4. Check system mapping and derivation to ensure all code sets are the same as, or can be mapped to, the VAED specifications (refer to page 10-4).
5. Compile a test transmission of the first month's data and send to Mantrack Systems:
 - Mantrack Systems processes the data on the test system and sends Control Reports to the site and HDSS.
 - HDSS and the site review the Control Report (refer to page 10-7).
6. The site and HDSS reconcile the report (refer to page 10-7). The HDSS Liaison person will advise the site whether or not 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. Step 5 is repeated until the data is approved.
 - 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.
7. Repeat steps 5 to 6 for the second month of data. When the second month of data is of an acceptable standard, permission is given to transmit live data to PRS/2 and the HDSS Liaison advises the site and Mantrack Systems.
8. The site re-transmits the two accepted months of test data to Mantrack Systems for processing on the production system.

Details of the Testing Process

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.

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. This will prevent records in error from being sent, rather than having to fix errors generated during processing.

- For valid code sets and field formats, see Sections 3: *Data Definitions* and 5: *Compilation and Transmission*.
 - For valid combinations of code sets and edit messages, see Sections 4: *Business Rules* and 8: *Editing*.
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Notifying Intention to Undertake PRS2 Testing

To notify the department of the intention to undertake PRS/2 testing complete the notification form (page 10-10) 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 (for a newly registered site) if this has not already been allocated.

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.

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 10-9).

The testing timetable varies according to the mode of transmission (disk/electronic transmission), 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.

Checking System Mapping and Derivation

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

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)
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, or 7, 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, or 7, then...	Clinical Sub-Program is spaces

Compiling PRS/2 Test Transmissions

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

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.

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

The Start/End Dates are equal to the first/last day of the 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 Rejections/Notifiables/Fatals/Warnings 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. Reporting option 2 is recommended.

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. Refer to Section 5: Header Record for more information. For testing purposes, request paper format as HDSS must receive a paper copy. Hospitals may request both paper and electronic if they would like to receive the report in electronic format as well.

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/Y2), 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).

Trailer Record (refer to Section 5: *Trailer Records*)

Each transmission must have two Trailer Records as the last two records 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 software 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 code set, to the code set 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.
- 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*).

If you send files to Mantrack electronically, the file must be named "prs2test" so that it is automatically transferred to the test, rather than production, environment.

If you send files to Mantrack on disk, disks must be clearly marked as "Test" and be addressed to "RAPID Support". Refer to Section 5: *Transmission Modes*, for instructions on how to label transmission disks. Mantrack Systems returns each test disk in your own packaging with your report 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 corrections for previously rejected 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 10-9).
- 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 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 disk, returns each disk to the site after processing.
- Sends a copy of the report to the 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, fatal, notifiable, 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.

PRS/2 Coordinator at the Testing Site

- Upon receipt of the Control Report from Mantrack, 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, fatal, 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 takes measures to ensure that errors do not recur at the stage of initial data entry. 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. 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.

Note that the PRS/2 test environment has no historical data for your site. Therefore, some records may be rejected for reasons that may not prevent them from being accepted on the production system. For example, edit 499 Stat Admission: No Prev Episode may be generated if the previous episode was separated in a period prior to the testing period.

The User Reconciliation section of the PRS/2 Transmission Report details the totals your in-house system provided to 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 the whole month 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.

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 2005

Testing finished: 15 February 2006

Month of data	Date due after test	Normal due date	Exempt status
July (not tested)	Not applicable	17 November 2005	Not exempt
August	22 February 2006 (1 week after 15.02.2005)	17 November 2005	Exempt
September	01 March 2006	17 November 2005	Exempt
October	08 March 2006	17 December 2005	Exempt
November	15 March 2006	17 January 2006	Exempt
December	22 March 2006	17 February 2006	Exempt
January	29 March 2006	17 March 2006	Exempt
February	05 April 2006 is <i>before</i> the normal due date. Normal due dates apply from here on.	17 April 2006	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)

Transmission Details

Software used in forthcoming transmission: <hr/> Date new software effective: <hr/> Proposed months of test data: <hr/> _____ and _____ year _____	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 Signature: <hr/> Name: <hr/>
Test transmission medium: <input type="checkbox"/> Disk <input type="checkbox"/> Electronic transmission	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

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