

health

ESIS Census Output File Guidelines

July 2011

Contents

What is an ESIS ODS census file?	1
Census File Format Specification	1
What can my health service do with the Census File?	3
Using Pivot Table to analyse ESIS census data	3
Measuring KPIs using the ESIS census file	4
ESIS Access KPI 10 - Percentage of Category 1 patients admitted within 30 days	4
ESIS Access KPI 5 - Percentage of Category 2 patients waiting less than 90 days	5
ESIS Access KPI 6 - Percentage of Category 3 patients waiting less than 365 days	6
ESIS Access KPI 7 - Number of patients on the elective surgery waiting list	7
ESIS Access KPI 1 - Elective Surgery Admissions	8
Contact details	8

What is an ESIS ODS census file?

On receipt of each health service's ESIS submission a series of reports are returned to health services. These reports provide health services a range of valuable information including waiting list performance data and summaries regarding data edits. The reports are provided in two zip files containing the submission file name followed by "ODS" and "Edits". ODS (Operational Data Store) files are a snapshot summary of your Health Service's ESIS data that has been successfully loaded into DH's data warehouse for the most recent four census dates.

For example –

The two output files returned to health service code 5000 for their 3rd submission in 2010/11 with an extraction end date of 31st March 2011 would be labelled in the following format;
5000_11_03_31_003_ODS.zip and 5000_11_03_31_003Edits.zip

The census (C) file, which is returned to health services via the ODS zip file, provides Year-To-Date (YTD) data on the status of hospital waiting lists. A minimum of three months of complete census data is provided via the C file at the beginning of each financial year. For example, July ESIS data will contain census data for the months of May, June and July.

Refer to the Census File format specification below for the fields included in the census file extract.

Census (C) file format specification (XXXX_YY_MM_DD_ODS_C.txt)

Data Item	Label	Format / Values	Description
Patient Identifier	Patient Identifier	NNNNNNNNNN	An identifier unique to a patient within this submitting health service. Commonly referred to as the unit record, or UR number.
Episode Identifier	Episode Identifier	NNNNNNNNNN	A string of characters that uniquely identifies a waiting episode for a given health service.
Treatment Campus	Treatment_Campus	NNNN	Where reporting at the campus level, the Treatment Campus is the reporting campus in all cases Where reporting at the health service level, the Treatment Campus is the campus within the health service at which it is intended treatment will take place
Census Date	Census Date	DD MMM YYYY	Date on which a snapshot of a waiting list is taken for reporting purposes. ESIS census dates occur on the 15 th and final day of each month.
Reportable Prescribed Principal Procedure	Reportable PPP	PPP < 500 (Reportable) PPP > 500 (Not reportable)	A code describing the elective surgery procedure for which the patient has principally been placed on the waiting list
Total Ready For Care Days	Total RFC Days	N	The total number of days an episode has been waiting as "ready for care"

Total Not Ready For Care Days	Total NRFC Days	N	The total number of days an episode has been waiting as "NOT ready for care"
Day of Surgery on Admission Flag	DOSA Flag	N/A Yes No	Flag to indicate whether admission was on same day as surgery
Census Urgency	Census Urgency	1 – Category 1 2 – Category 2 3 – Category 3	Clinical urgency category at census date.
Census Readiness	Census Readiness	Ready – Ready for care Not Ready – Not ready for care	Readiness for care status as at census date.
Within Time	Within Time	Y – Yes, within desired waiting time N – No, not within desired waiting time	Flag which denotes whether a record is within desired waiting time for each urgency. Desired waiting times; Category 1 < 30 days Category 2 < 90 days Category 3 < 365 days
Census Removal	Census Rmvl	Adm as planned – Patient admitted for procedure as planned on the scheduled admission date. Returned when Reason For Removal is reported as W, S or X Adm not as planned – Patient admitted for procedure but surgery not performed on the scheduled admission date. Returned when Reason For Removal is reported as B, I, U, M, & Y Not Rmvd – Not removed from the waiting list Returned when Reason For Removal is reported as blank Other Rmvl – Removed from the waiting list for reasons other than admission for surgery, i.e. Not admitted. Returned when Reason For Removal is reported as R, Z, Q, F, O, N & T	This field defines the removal status at the census date.
Waiting List Counter	0	N	This field provides a counter for each waiting list episode within the month of ESIS data. '1' is assigned for each waiting list episode in the given ESIS month.

What can my health service do with the census file?

Health services can use the Census file information to monitor the ESIS Key Performance Indicators (KPIs) set out in the 2011-12 *Statement of Priorities and Performance Framework Business Rules*; These include:

- Percentage of Category 1 elective patients admitted within 30 days
- Percentage of Category 2 elective surgery patients waiting less than 90 days
- Percentage of Category 3 elective surgery patients waiting less than 365 days
- Number of patients on the elective surgery waiting list
- Number of elective surgery admissions

An easy and effective way to perform analysis on the above measures is to open the Census text file in MS Excel and place the data into a Pivot Table.

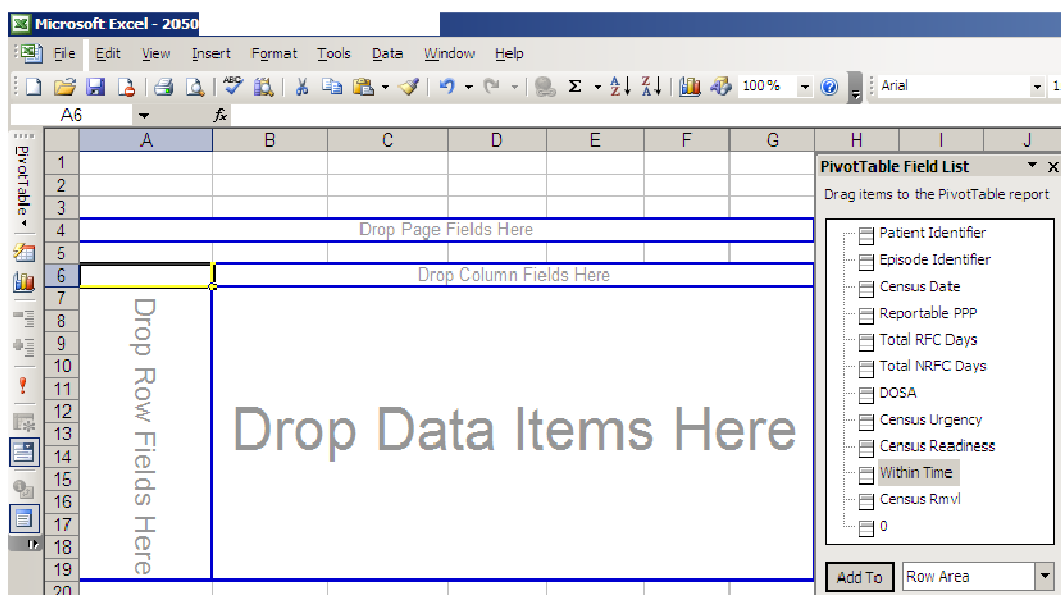
Using Pivot Tables to analyse ESIS census data

Follow the below steps on how to place the census data into a pivot table using Excel;

1. Unzip and save the census file XXXX_YY_MM_DD_ODS_C.txt
2. Open the census text file with Excel. (Right click Census file, Open with, Microsoft Office Excel).
3. Once the census data is in Excel, Select All census data, (i.e. Ctrl + A)
4. Then in Excel, click 'Data', then click 'PivotTable and PivotChart Report...' (note that users using Excel 2007 will go to Insert menu and then click Pivot Table).



This launches the PivotTable Wizard
5. Click Finish



6. The Pivot table and field list should appear in a new worksheet (as above)
7. Drag and drop the data items into the PivotTable that are relevant to your analysis. Fields can be dropped into Page Fields, Row Fields and Column Fields.

Measuring health service KPIs using the ESIS census file

To monitor your health service KPIs using your Census data & Excel PivotTables, please follow the below instructions:

ESIS ACCESS KPI 10 - Percentage of Category 1 elective patients admitted within 30 days

Ensure that the census data in the Pivot Table is filtered to ensure only the following data is returned;

- PPPs < 500
- Census Urgency = 1 (Category 1)
- Census Readiness = Ready (Ready for care)
- Census Rmvl = Adm as planned (Admitted as planned)
- Census Date is added to the Row Fields. The most recent 4 census dates will appear in the rows by default
- Within time allows filtering on whether the patient was seen within 30 days (Yes) or not (No). (Drag Wait Time into the Column Field)
- Sum of 0 provides a count of Cat 1 patients

See example of the filters applied below.

Note –

**Percentage of Category 1 elective patients admitted within 30 days =
Within Time Yes/Grand Total x 100**

The screenshot shows an Excel PivotTable with the following data:

	A	B	C
1	Reportable PPP	PPP < 500	
2	Census Urgency	1	
3	Census Readiness	Ready	
4	Census Rmvl	Adm as planned	
5			
6	Sum of 0	Within Time	
7	Census Date	Yes	Grand Total
8	31-Dec-10	282	282
9	31-Jan-11	198	198
10	28-Feb-11	255	255
11	15-Mar-11	128	128
12	Grand Total	863	863

The PivotTable Field List on the right shows the following fields:

- Census Date
- Reportable PPP
- Total RFC Days
- Total NRFC Days
- DOSA
- Census Urgency
- Census Readiness
- Within Time
- Census Rmvl
- 0

The 'Add To' button is set to 'Row Area'.

ESIS ACCESS KPI 5 - Percentage of Category 2 elective patients waiting less than 90 days

Ensure that the census data is filtered to ensure only the following data is returned;

- PPPs < 500
- Census Urgency = 2 (Category 2)
- Census Readiness = Ready (Ready for care)
- Census Rmvl = Not Rmvd (Not removed)
- Census Date is added to the Row Fields. The most recent 4 census dates will appear in the rows by default
- Within time allows filtering on whether the patient was seen within 90 days (Yes) or not (No).
- Sum of 0 provides a count of Cat 2 patients

See example of the filters applied below.

Note –

**KPI 5 - Percentage of Category 2 elective patients waiting less than 90 days =
Within Time Yes/Grand Total x 100**

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable. The PivotTable is set to show the sum of values for 'Within Time' (Yes/No) across different 'Census Date' entries. The PivotTable Field List on the right shows the following fields: Patient Identifier, Episode Identifier, Census Date, Reportable PPP, Total RFC Days, Total NRFC Days, DOSA, Census Urgency, Census Readiness, Within Time, Census Rmvl, and 0. The 'Within Time' field is currently selected in the Row Area.

		No	Yes	Grand Total
31-Dec-10		534	655	1189
31-Jan-11		622	589	1211
28-Feb-11		651	559	1210
15-Mar-11		668	542	1210
Grand Total		2475	2345	4820

ESIS ACCESS KPI 6 - Percentage of Category 3 elective patients waiting less than 365 days

Ensure that the census data in the Pivot Table is filtered to ensure only the following data is returned;

- PPPs < 500
- Census Urgency = 3 (Category 3)
- Census Readiness = Ready (Ready for care)
- Census Rmvl = Not Rmvd (Not removed)
- Census Date is added to the Row Fields. The most recent 4 census dates will appear in the rows by default
- Within time allows filtering on whether the patient was seen within 365 days (Yes) or not (No).
- Sum of 0 provides a count of Cat 3 patients

See example of the filters applied below.

Note –

**KPI 6 - Percentage of Category 3 elective patients waiting less than 365 days =
Within Time Yes/Grand Total x 100**

The screenshot shows an Excel PivotTable with the following data:

	A	B	C	D	E	F	G
1	Reportable PPP	PPP < 500					
2	Census Urgency	3					
3	Census Readiness	Ready					
4	Census Rmvl	Not Rmvd					
5							
6	Sum of 0	Within Time					
7	Census Date	No	Yes	Grand Total			
8	31-Dec-10	49	732	781			
9	31-Jan-11	62	753	815			
10	28-Feb-11	69	754	823			
11	15-Mar-11	72	730	802			
12	Grand Total	252	2969	3221			

The PivotTable Field List on the right shows the following fields:

- Patient Identifier
- Episode Identifier
- Census Date
- Reportable PPP
- Total RFC Days
- Total NRFC Days
- DOSA
- Census Urgency
- Census Readiness
- Within Time
- Census Rmvl
- 0

The 'Add To' button is set to 'Row Area'.

ESIS ACCESS KPI 7 – Number of patients on the elective surgery waiting list

Ensure that the census data in the Pivot Table is filtered to ensure only the following data is returned;

- PPPs < 500
- Census Urgency = ALL
- Census Readiness = Ready (Ready for care)
- Census Removal = Not Rmvd (Not removed)
- Census Date is filtered to the month in question. The most recent 4 census dates will appear in the rows by default
- Sum of 0 provides a count of patient on the elective surgery waiting list
- Note – Within Time is not required to calculate this KPI

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is set to show the sum of 0 for various census dates, filtered by Reportable PPP, Census Urgency, and Census Rmvl. The PivotTable Field List shows the following fields: Patient Identifier, Episode Identifier, Census Date, Reportable PPP, Total RFC Days, Total NRFC Days, DOSA, Census Urgency, Census Readiness, Within Time, Census Rmvl, and 0. The 'Add To' button is set to 'Row Area'.

	A	B
1	Reportable PPP	PPP < 500
2	Census Urgency	(All)
3	Census Readiness	Ready
4	Census Rmvl	Not Rmvd
5		
6	Sum of 0	
7	Census Date	Total
8	31-Dec-10	2002
9	31-Jan-11	2062
10	28-Feb-11	2085
11	15-Mar-11	2060
12	Grand Total	8209
13		
14		
15		
16		
17		
18		
19		
20		

ESIS SERV KPI 1 – Elective Surgery Admissions

Ensure that the data in the Pivot Table is filtered to ensure only the following data is returned;

- PPPs < 500
- Census Urgency = ALL
- Census Readiness = Ready (Ready for care)
- Census Rmvl = Adm as planned (Admitted as planned)
- Census Date is filtered to the month in question. The most recent 4 census dates will appear in the rows by default
- Sum of 0 provides a count of patient on the elective surgery waiting list

	A	B
1	Reportable PPP	PPP < 500
2	Census Urgency	(All)
3	Census Readiness	Ready
4	Census Rmvl	Adm as planned
5		
6	Sum of 0	
7	Census Date	Total
8	31-Dec-10	523
9	31-Jan-11	454
10	28-Feb-11	547
11	15-Mar-11	319
12	Grand Total	1843
13		
14		
15		
16		
17		

Contact details

For assistance with any information contained in these guidelines please contact the HDSS help desk.

HDSS Help Desk

Telephone

(03) 9096 8141

Fax

(03) 9096 7743

Email ESIS

ESIS.ESIS@health.vic.gov.au