

Minimum Employment Data Set.

PURPOSE

The purpose of this Circular is to provide further information about the Minimum Employment Data Set which public hospitals are required to provide to the Department.

As part of the standard conditions of funding which took effect from 1 July 1993, public hospitals are obliged to provide the Department with a core minimum data set of employment information in a standard, defined format in computer readable form. Public hospitals operating payroll and related budget processing at Health Computing Services (HCS) are deemed to comply with this requirement.

Public hospitals which choose to leave HCS and which can satisfactorily meet the Minimum Employment Data Set specifications and complete the formal data quality control process (described below) will be able to use alternative processing arrangements for their payrolls.

BACKGROUND

The Department has now formally agreed to a process with Health Computing Services (HCS) for collecting the Minimum Employment Data Set. The details of the data requirements are held by the Regional Office for reference by hospitals.

A Data Dictionary of definitions describing the Minimum Employment Data Set in detail is scheduled for completion in mid December 1993 and will be available from Regional Offices. The Minimum Employment Data Set format instructions and Data Dictionary will be incorporated in due course into the Agency Information Management System Manual.


PROCESS

Before a public hospital can cease payroll processing at HCS it must complete the data quality control process, which involves demonstrating that its data files correspond to the prescribed layout and format as contained in the Data Dictionary. The Chief Executive Officer (CEO) will also be required to formally attest to the accuracy of the data (i.e. values) contained within the extracts provided to HCS at the point when the hospital changes to the new system. Arrangements will also need to be made for the routine certification of monthly data extracts after the changeover point.

A data quality control procedure is being developed which will define each step and relevant contact point and will include the appropriate forms for formal sign off during the process. Turn around times will be indicated both for the changeover process and for routine transmissions. Regional Offices will have full details of the data quality control procedures by mid February 1994. Broadly, it is envisaged that hospitals wishing to seek alternative payroll/budget processing arrangements will:

- obtain details about the data format from Regional Offices;
- contact HCS on technical issues;
- undergo technical demonstration of valid data transfer to the HCS system;
- provide formal sign off by CEO of validity, accuracy and completeness of data to conform with standard conditions of funding and agreement to pay associated charges;
- then receive advice from H&CS that the accreditation process is complete; and
- arrange with HCS to move off NEWPAY/BUDGET and commence alternative data transfer.

As previously indicated, hospitals will be required to meet the cost of providing the data. Existing NEWPAY/BUDGET users pay through their processing charge from HCS.



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