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| Victorian Admitted Episodes Dataset (VAED) manual 2023-24 Section 6 Request reports |
| 33rd edition |
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| To receive this document in another format, email HDSS help desk <HDSS.Helpdesk@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, June 2023.**ISBN** 978-1-76131-117-8 **(pdf/online/MS word)**Available at [HDSS VAED](https://www.health.vic.gov.au/data-reporting/victorian-admitted-episodes-dataset) < https://www.health.vic.gov.au/data-reporting/victorian-admitted-episodes-dataset > |

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# Introduction

Health services may obtain data from the VAED processing database by:

* requesting reports, listed in this section
* receiving standard control reports generated when each submission file is processed (see Section 7 Controlreports)

## Request Reports

Request Reports are produced when a submission file is processed. They are intended to assist in reconciling data and diagnosing problems in data submission. Request Reports are ordered by including one or more report codes and report parameters in the Header Record. Up to seven different reports may be ordered at any one time. Where one report is needed in differing sequences or formats, only one run of that report can be requested at a time. Refer to Section 5: Header Record.

**Diagnosis Outstanding Report**: Lists all episodes with a separation date within the specified date range for which no Diagnosis Record (X5/Y5) is held. This report assists in identifying missing X5/Y5 records requiring submission.

**DRGs for Review**: Lists episodes grouping to a range of nil value/problem DRGs. This report assists in review of the episodes and, where appropriate, X5/Y5s and/or E5s may be amended and re-submitted.

**Census Report**: Lists all episodes where the patient was in hospital on the specified Census Date according to data held. This report allows comparison with the in-house census.

**Subacute Outstanding Report**: Lists all episodes with Care Type P, 6 and 9 within the specified date range for which no Sub-Acute Record (S5) is held. This report assists in identifying missing S5 records to be submitted.

**In the Home Report**: Lists all episodes where the patient had days recorded in Hospital in the Home (HITH) according to data held. This report may be compared with in‑house lists to help identify discrepancies.

**Palliative Outstanding Report**: Lists all episodes with Care Type 8 and MC within the specified date range for which no Palliative Record (P5) is held. This report will assist in identifying missing P5 records for submission.

## Diagnoses Outstanding Report

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| Report Code | 01 |
| Purpose | To identify episodes without diagnoses (and therefore without DRGs) remaining in the VAED processing database so that outstanding Diagnosis Records (X5/Y5s) can be submitted. Order this report if the Discharges and Outstanding Diagnoses part of the Control Report shows there are diagnoses outstanding, but you cannot identify which records they are. **Note**: This report is produced as a standard report whenever a submission file is processed. The standard report will report on all diagnoses outstanding for the current financial year.  |
| Suggested Action | Code records (if necessary) or correct coding and submit missing X5/Y5 records |
| Report Contents | Episodes with a separation date within the specified date range, for which no X5/Y5 is held |
| Period Covered | Defined by the report parameters. Can cover any period in the current VAED processing database (that is, until the file has been closed on final consolidation for the financial year). For example, on 30 July 2023, the report could cover any period from 1 July 2022 to 30 July 2023.  |
| Report Parameters | MMYYYYMMYYYYRequires a low MMYYYY and then a high MMYYYY to indicate the desired range of separation dates.The first MMYYYY is the first day of the first month in the period and the second MMYYYY is the last day of the last month in the period, where the full month has been submitted. Where the full month has not been submitted the report will contain data up to the period submitted.If the report is required from 01/07/2023 to 31/06/2024 transmit the input parameter: 072023062024Including the report code (01), the full fourteen characters would read: 01072023062024 |
| Report Sequence | Ascending Patient Identifier; within Patient Identifier, ascending Separation Date. |
| Fields Reported | PERIOD OF REPORT [in the title]SEPARATION DATEPATIENT IDENTIFIER (labelled UR Number)SEXDATE OF BIRTHCARE TYPEUNIQUE KEYNUMBER OF OUTSTANDING DIAGNOSES FOR PERIOD |

## DRGs for Review

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| Report Code | 02 |
| Purpose | By listing selected nil value/problem DRGs, the hospital can review clinical coding (accuracy, completeness, and sequencing) and accuracy of sex and date of birth.  |
| Suggested Action | Where amendments can legitimately be made, re‑submit the E5, and/or X5/Y5 records as appropriate, so these episodes can be re‑grouped. |
| Report Contents | Episodes with a separation date within the reporting range, grouping to nil value/problem DRGs:801A OR Procedures Unrelated to Principal Diagnosis, Major Complexity801B OR Procedures Unrelated to Principal Diagnosis, Intermediate Complexity801C OR Procedures Unrelated to Principal Diagnosis, Minor Complexity960Z Ungroupable961Z Unacceptable Principal Diagnosis963Z Neonatal Diagnosis Not Consistent W Age/Weight |
| Period Covered | Defined by the report parameters. Can cover any period in the VAED processing database (that is, until the file has been closed on final consolidation for the financial year). For example, on 31 July 2023, the report could cover any period from 1 July 2022 to 31 July 2023 |
| Report Parameters | MMYYYYMMYYYYRequires a low MMYYYY and then a high MMCCYY to indicate the desired range of separation dates.The first MMYYYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been submitted. Where the full month has not been submitted the report will contain data up to the period submitted.For a report from 01/09/2023 to 31/07/2024 submit the input parameter: 092023072024 Including the report code (02), the full fourteen characters would read: 02092023072024 |
| Report Sequence | Ascending DRG code; within DRG, the order is governed by: First diagnosis code, First procedure code, Patient Identifier, Separation Date |
| Fields reported | PERIOD OF REPORT [in the title]DRG code [in the title]PATIENT IDENTIFIER (labelled UR Number)SEPARATION DATEAR-DRG SEXDATE OF BIRTHDIAGNOSIS CODESPROCEDURE CODESUNIQUE KEYCount of these DRGs for the period [footnote] |

## Census Report

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| Report Code | 03 |
| Purpose | To help identify the cause of discrepancies found when reconciling VAED processing database with in‑house figures. Note that Transmission Control and Reconciliation Reports automatically produces a Census Report for the Header Record End Date. This report only needs to be requested if a Census Report is needed for another date. See Section 7: Census Report. |
| Suggested Action | Compare with the in-house census for the specified date to identify any patient who is missing in, or incorrectly retained within, the VAED processing database. Submit, as appropriate, deletions or new or updated E5 Episode Record(s) with correct admission and/or separation details. |
| Report Contents | Episodes with an admission date less than or equal to the Census Date, and either no separation date or a separation date greater than the Census Date. |
| Period Covered | Defined by the report parameters. Can cover any period in the VAED processing database (that is, until the file has been closed on final consolidation for the financial year). For example, on 31 July 2023, the report could cover any period from1 July 2022 to 31 July 2023 |
| Report Parameters | DDMMCCYYRequires the date of the census (Census Date).If the report is required for 7 November 2023 submit the input parameter: 07112023----[last four characters spaces]Including the report code (03), the full fourteen characters would read: 0307112023‑‑-- [last four characters spaces]. |
| Report Sequence | Ascending Admission Date; within Admission Date, ascending Patient Identifier. |
| Fields Reported | PERIOD OF THE REPORT (that is, Date of the Census) [in the title]CURRENT FILE DATE [in the footnote]UNIQUE KEYPATIENT IDENTIFIER (labelled UR Number)ADMISSION DATESEXDATE OF BIRTHCARE TYPEACCOUNT CLASSACCOUNT CLASS ON SEPARATIONSEP’N DATE (Separation Date)NUMBER OF ADMITTED PATIENTS SELECTED FOR THE DATE (count of patients remaining in at that date.) |

## Subacute Outstanding Report

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| Report Code | 04 |
| Purpose | To identify episodes with Care Type P, 6 or 9 remaining in the VAED processing database without a Subacute Record (S5). Order this report if the Subacute Separations and Outstanding Subacute Records for the Period section of the Control Report shows there are S5 records outstanding, but you cannot identify which records they are.  |
| Suggested Action | Submit the missing S5 records or, if the Care Type was wrong, amend and re‑submit the E5. |
| Report Contents | Episodes with Care Type P, 6, 9 with a separation date within the specified date range, for which no S5 record is held. |
| Period Covered | Defined by the report parameters. Can cover any period in the VAED processing database (that is, until the file has been closed on final consolidation for the financial year). For example, on 31 July 2023, the report could cover any period from 1 July 2022 to 31 July 2023 On 31 October 2023, the report could cover only 1 July 2023 to 31 October 2023 |
| Report Parameters | MMYYYYMMYYYYRequires a low MMYYYY and then a high MMYYYY to indicate the desired range of separation dates.The first MMYYYY is the first day of the first month in the period and the second MMYYYY is the last day of the last month in the period, where the full month has been submitted. Where the full month has not been submitted the report will contain data up to the period submitted.Thus, if the report is required from 01/09/2023 to 31/01/2024 submit the input parameter: 092023012024Including the report code (04), the full fourteen characters would read: 04092023012024 |
| Report Sequence | Ascending Patient Identifier; within Patient Identifier, ascending Separation Date. |
| Fields Reported | PERIOD OF REPORT [in the title]SEPARATION DATEPATIENT IDENTIFIER (labelled UR Number)SEXDATE OF BIRTHCARE TYPEUNIQUE KEYNUMBER OF RECORDS WITH CARE TYPE P, 6 OR 9 IN THE PERIOD [footnote]NUMBER OF OUTSTANDING SUB‑ACUTE RECORDS FOR THE PERIOD [footnote]PERCENTAGE OF SUB‑ACUTE RECORDS COMPLETED [footnote] |

## In the Home Report

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| Report Code | 05 |
| Purpose | To identify episodes which have a component of care being delivered In the Home (Accommodation Type 4 In the Home (Hospital – HITH)). Order this report to compare In the Home (ITH) separations and days in the control report with in‑house lists, and to identify any records causing discrepancies. |
| Suggested Action | Amended Accommodation Types if required and re‑submitted the E5s. |
| Report Contents | Episodes with a Separation Date, or an Admission Date without a Separation Date, within the specified date range, for which the Accommodation Type 4 In the Home (Hospital – HITH) is recorded for all or part of the episode. |
| Period Covered | Defined by the report parameters. Can cover any period in the VAED processing database (that is, until the file has been closed on final consolidation for the financial year). For example, on 30 July 2023, the report could cover any period from 1 July 2022 to 30 July 2023 |
| Report Parameters | MMYYYYMMYYYYRequires a low MMYYYY and then a high MMYYYY to indicate the desired range of separation or admission dates.The first MMYYYY is the first day of the first month in the period and the second MMYYYY is the last day of the last month in the period, where the full month has been submitted. Where the full month has not been submitted the report will contain data up to the period submitted.If the report is required from: 01/09/2023 to 31/12/2023 submit the input parameter: 092023122023Including the report code (05), the full fourteen characters would read: 05092023122023 |
| Report Sequence | Ascending Patient Identifier; within Patient Identifier, ascending by Separation Date.Patients remaining in are listed after those with a Separation Date, in ascending Admission Date order.Total episodes containing In the Home days (separations and not separated) are totalled for the period. |
| Fields Reported | PERIOD OF REPORT [in the title]PATIENT IDENTIFIER (labelled UR Number)SEPARATION DATEADMISSION DATETOTAL ITH DAYS IN EPISODETOTAL LOS OF EPISODEUNIQUE KEYCARE TYPENUMBER OF EPISODES CONTAINING IN THE HOME (INCL. NOT SEPS) FOR THE PERIOD [footnote]NUMBER OF EPISODES NOT SEPARATED AND CONTAINING IN THE HOME FOR THE PERIOD [footnote] |

## Palliative Outstanding Report

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| Report Code | 06 |
| Purpose | To identify episodes with Care Types 8 Palliative Care Program and MC Maintenance Care without a Palliative Record (P5). Order this report if the Palliative Separations and Outstanding Palliative Records for the Period section of the Control Report shows there are P5 records outstanding, but you cannot identify which records they are.  |
| Suggested Action | Submit the missing P5 records or, if the Care Type was wrong, amend and re‑submit the E5. |
| Report Contents | Episodes with Care Type 8 and MC with a separation date within the specified date range, for which no P5 record is held in the VAED processing database. |
| Period Covered | Defined by the report parameters. Can cover any period in the VAED processing database (that is, until the file has been closed on final consolidation for the financial year). On 31 October 2023, the report could cover only 1 July 2023 to 31 October 2023 |
| Report Parameters | MMYYYYMMYYYYRequires a low MMYYYY and then a high MMYYYY to indicate the desired range of separation dates.The first MMYYYY is the first day of the first month in the period and the second MMYYYY is the last day of the last month in the period, where the full month has been submitted. Where the full month has not been submitted the report will contain data up to the period submitted.If the report is required from 01/09/2023 to 31/01/2024 submit the input parameter: 092023012024Including the report code (06), the full fourteen characters would read: 06092023012024 |
| Report Sequence | Ascending Patient Identifier; within Patient Identifier, ascending Separation Date. |
| Fields Reported | PERIOD OF REPORT [in the title]SEPARATION DATEPATIENT IDENTIFIER (labelled UR Number)SEX DATE OF BIRTHCARE TYPEUNIQUE KEYNUMBER OF RECORDS WITH CARE TYPE 8 OR MC IN THE PERIOD [footnote]NUMBER OF OUTSTANDING PALLIATIVE RECORDS FOR THE PERIOD [footnote]PERCENTAGE OF PALLIATIVE RECORDS COMPLETED [footnote] |