Policy Directive

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NSW Emergency Department Data Collection (EDDC) Reporting and Submission Requirements

Summary The NSW Emergency Department Data Collection monitors patient presentations to, and the activity undertaken in Emergency Departments. This Policy Directive outlines the scope, governance and reporting and submission requirements for the Data Collection.

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Author branch System Information and Analytics

Branch contact (02) 9461 7307

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Applies to Local Health Districts, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Hospitals

Distributed to Ministry of Health, Public Health System

Audience ED Data Coordinators, Directors of Emergency Services, Directors/Managers of Performance units

Secretary, NSW Health

NSW EMERGENCY DEPARTMENT DATA COLLECTION (EDDC) REPORTING AND SUBMISSION REQUIREMENTS

PURPOSE

This Policy Directive covers reporting and submission requirements for the Emergency Department Data Collection (EDDC). This data is used to monitor patient presentations to, and the activity undertaken in, the Emergency Departments (EDs) of public hospitals and in scope contracted private hospitals in NSW. The collated data allows comparisons to ED benchmarks and targets. It is also used to review utilisation of the services, evaluate the effectiveness of strategies to improve performance and patient management, assist in funding and the allocation of resources, the planning of future services and for epidemiology and public health reporting at a state and national level.

The policy statement outlines the scope, submission and reporting, governance and responsibilities of the collection.

MANDATORY REQUIREMENTS

An EDDC record must be provided for each presentation to a NSW public hospital or contracted private hospital Emergency Department. This is to include all Emergency Services with an Emergency Service Role Delineation of Level 1 or above.

IMPLEMENTATION

Chief Executives of LHDs and SHNs are to ensure:

- This Policy Directive is distributed to all staff involved in collecting and supplying data for the EDDC. This includes staff of Emergency Department units, medical record and information services staff, staff supporting patient administration systems (PAS), HIE/EDWARD Coordinators and information / performance reporting staff .

- Sufficient and appropriate resources are assigned to enable the collection, capture, submission and monitoring of the EDDC data. This should include local data governance, data quality monitoring and associated processes.

- Staff have access to electronic systems able to report the data items in accordance with the *Emergency Department Data Collection Data Dictionary*.

- Data collected in accordance with this policy directive is submitted in compliance to the schedule provided and in the form required for submission.

REVISION HISTORY

Version	Approved by	Amendment notes
December 2018 (PD2018_047)	Deputy Secretary, System Purchasing and Performance	Updates to the data collection process based on technological changes and changes in data governance policy.
January 2005	Director-General	First publication.

(PD2005_198)		

ATTACHMENTS

1. NSW Emergency Department Data Collection (EDDC) Reporting and Submission Requirements: Procedures

NSW EMERGENCY DEPARTMENT DATA COLLECTION (EDDC) REPORTING AND SUBMISSION REQUIREMENTS

NSW Health

PROCEDURES

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1   BACKGROUND

1.1 About this document

This Policy Directive covers reporting and submission requirements for the Emergency Department Data Collection (EDDC). This data is used to monitor patient presentations to, and the activity undertaken in, the Emergency Departments (EDs) of public hospitals and in scope contracted private hospitals in NSW. The collated data allows comparisons to ED benchmarks and targets. It is also used to review utilisation of the services, evaluate the effectiveness of strategies to improve performance and patient management, assist in funding and the allocation of resources, the planning of future services and for epidemiology and public health reporting at a state and national level.

This Policy Directive rescinds and replaces Policy Directive PD2005_198 concerning the NSW Emergency Data Collection.

1.2 Scope

An EDDC record must be provided for each presentation to a NSW public hospital or contracted private hospital Emergency Department. This is to include all Emergency Services with an Emergency Service Role Delineation of Level 1 or above.

An Emergency Presentation is where a person presents to the Emergency Department for emergency care and treatment. This includes patients that are transferred from another unit or ward within the facility or another facility's Emergency Department for treatment within the ED.

Presentations to an Emergency Department include, but are not limited to, patients who:

- Register to be seen for an ED service but did not wait for the service to be delivered
- Are triaged and advised to seek alternate services, and then depart the ED
- Are dead on arrival if an ED clinician certifies the death
- Are provided with clinical assessment and advice via telehealth. Such services must be identified as being provided via telehealth

A patient treated in the ED who is subsequently admitted to the hospital will require the reporting of an ED presentation to the EDDC and an admitted patient record reported to the Admitted Patient Data Collection.

All patients remain in-scope for this collection until they are recorded as having physically departed the emergency department, regardless of whether they have been admitted.

Not in scope of the EDDC is:

- Care provided to a patient in a general practitioner co-located unit
- Care provided to a patient at an urgent care centre (UCC) located separate to an emergency department

- Advice provided by an ED clinician to a patient located in a ward or elsewhere in the hospital. The clinical notes of the patient should reflect the consultation of the ED clinician and the clinical advice provided.

- A person who may be seeking assistance at the ED that does not register as a presenting patient and does not wait to be assessed

NSW Health provides data consistent with these rules when reporting to the Commonwealth and other National agencies. To prevent double-counting, ED services are excluded from other national reporting data sets, as appropriate, when provided by NSW Health.

2   USES OF THE EDDC

The EDDC is used for the following purposes:

- Performance reporting including the monthly Health System Performance Report;

- Annual Report – summary of activity

- Bureau of Health Information reporting

- Commonwealth reporting e.g. *Non-Admitted Patient Emergency Data Care National Minimum Data Set* (NAPED NMDS)

- Activity based funding / management

- Review of health service delivery including models of care (redesign)

- BioSurveillance (public health)

- Quality and safety projects

- Clinical outcomes evaluation

- Workforce planning

- Research purposes with the approval of a human research ethics committee (requires written request to access de-identified data)

- Other ad-hoc reporting, as required.

3   SUBMISSION AND REPORTING FRAMEWORK

Emergency Departments in scope of the EDDC are required to submit data to the:

- NSW Ministry of Health's Health Information Exchange (HIE) each week. Those ED presentations where the arrival occurs in the period12:00am Monday to 11:59pm Sunday are to be submitted to the Ministry by 5pm Wednesday following the end of that submission period.

  Data may be supplied and accepted on a more frequent basis (e.g. each night) to allow EDs to obtain more timely feedback on the quality of ED data that may better

suit the operational processes of EDs, such as to identify records that are in breach of performance targets and to review the accuracy of the recorded data.

- Enterprise Data Warehouse (EDWARD) on a daily rather than weekly basis. Data submitted to EDWARD must comply with the EDWARD Emergency Department Service Event Data Stream and associated requirements specifications.

3.1 Data Quality

Each record submitted to the EDDC must be complete with each reported item in the record compliant with the relevant EDDC Data Dictionary and relevant interface specification. It is the responsibility of facilities and LHD/SHNs to ensure the completeness and accuracy of data.

The Ministry undertakes data quality checks to ensure that data submitted is compliant with reporting specifications. Incomplete records or records with errors are identified.

Some examples of data quality checks include:

- Review of Triage Category 1 breaches
- Identifying records where time of discharge from ED is earlier than the time of presentation.
- Provision of a recognised diagnosis code for all relevant presentations

The Commonwealth also applies data quality checks to data submitted under the *Non-Admitted Patient Emergency Department NMDS*. The Ministry of Health will review the data using the Commonwealth edits and seek correction and resubmission by facilities/LHD/SHNs.

4 GOVERNANCE

Reporting of all ED presentations in scope of the NSW EDDC is a mandatory requirement that enables NSW Health to manage the NSW Health system and meet its state and national reporting commitments, including obligations under the National Health Reform Agreement.

The Collection is managed by the System Information and Analytics Branch (SIA) on behalf of NSW Health.

Data Sponsor: Deputy Secretary, System Purchasing and Performance

Data Custodian: Executive Director, SIA

Data Steward: Data Integrity Officer, SIA

The Data Steward primarily liaises with members of the Emergency Department Data Collection Working Group (EDDCWG). The EDDCWG has representation from each LHD/SHN and meets on a regular basis to discuss EDDC specification, collection, submission and reporting issues. Each LHD/ SHN data steward/EDDC Working Group representative has responsibility for ensuring compliance and providing data to the EDDC and provides a contact point between the Ministry and LHD/SHN for issues

related to the EDDC. This forum provides an opportunity to discuss EDDC issues and changes.

All LHDs and SHNs are expected to have representation in that forum to facilitate the exchange of information and views.

The EDDC Working Group reports to the Health Information Performance and Governance Committee (HIPGC). The HIPGC is NSW Health's peak data governance forum operating across data collections / streams.

5   IMPLEMENTATION

Chief Executives of LHDs and SHNs are to ensure:

- This Policy Directive is distributed to all staff involved in collecting and supplying data for the EDDC. This includes staff of Emergency Department units, medical record and information services staff, staff supporting patient administration systems (PAS), HIE/EDWARD Coordinators and information / performance reporting staff .

- Sufficient and appropriate resources are assigned to enable the collection, capture, submission and monitoring of the EDDC data. This should include local data governance, data quality monitoring and associated processes.

- Staff have access to electronic systems able to report the data items in accordance with the *Emergency Department Data Collection Data Dictionary*.

- Data collected in accordance with this Policy Directive is submitted in compliance to the schedule provided and in the form required for submission.

6   RESPONSIBILITIES

The following responsibilities are listed relating to the EDDC:

6.1 Data Sponsor

The Data Sponsor is responsible for the overall strategic management, governance and operation of The Collection including providing direction, guidance and authorising appropriate resources for management of the Collection. The Data Sponsor is also responsible for the Collection's data governance framework including the overall privacy, security and confidentiality provisions.

6.2 Data Custodian

The Data Custodian manages and implements the data delivery process in concert with the Data Steward. The Data Custodian has responsibility at a corporate level for setting development and data management processes including the timely publication of policy directives and metadata resources to outline data standards and support conformity with the Collections requirements and data quality standards.

6.3 Data Steward

The Data Steward is responsible for the day to day operation of the Collection including its administration in compliance with corporate and system wide processes and policies and developing and arranging the publication of policies and metadata resources etc. The Data Steward monitors data submission and completeness and leads stakeholder liaison and communication of collection advice across the system and maintains the Data Collection Work Plan.

6.4 LHD / SHN EDDC Data Steward

The LHD/SHN EDDC Data Steward is responsible for the local compliance with relevant data collection, capture and submission policies, processes and standards. LHD / SHN Data Stewards are also responsible for identifying, addressing and escalating issues that impact The Collection both locally and at a system wide level.

6.5 Relevant Health Service Staff (Clinical or Corporate)

Relevant Health Service Staff (clinical or corporate) are responsible for the accurate and timely collection, recording and submission of data within information systems or records as appropriate to their role.

6.6 IT Support Personnel

IT Support Personnel provision systems that support the capture, management and submission of EDDC data in accordance with The Collection's requirements.

6.7 LHD/SHN Working Group Representatives

LHD/SHN EDDC Working Group Representatives are to actively participate in the activities of the Working Group as outlined in the Terms of Reference including communicating Collection relevant information between the Ministry and their LHD / SHN.

7   REFERENCES AND RESOURCES

Further information concerning The Collection and submission of EDDC data is available on the NSW Health Intranet from the following URL:

http://internal.health.nsw.gov.au/data/collections/edc/index.html

This includes links to the following resources:

- **EDDC Data Dictionary**

Detailed information on the EDDC data items, codes and guidance on completion of each data item is contained in the *New South Wales Emergency Department Data Collection Data Dictionaries.* Separate data dictionaries are relevant for HIE and EDWARD data submission.

- **Submission Guidelines**

Technical advice concerning the means of submitting data to The Collection including specifications of the rules for extraction from source systems and the form of the data that is to be to be submitted in order that it can be processed by the state wide repositories for incorporation into the central EDDC.

- **Collection Updates**

Advice on changes to the EDDC which are subject to consultation and coordination with LHD / SHNs, leading to publication of notification of changes prior to implementation.

- **Related Policies/ Guidelines/ Manuals**

Other materials that describe how to obtain access, data quality rules, implementation guides, advice on system mapping, external references as well as resources for data analysts may also be provided.

For further information about this Policy Directive or The Collection contact:

Position   Data Integrity Officer
               Information Management and Quality Unit
               System Informatics and Analytics Branch
               NSW Ministry of Health

Contact   Komala Goutham
Email   Komala.Goutham@health.nsw.gov.au
Phone   02 9391 9613