



**National Treatment Agency
for Substance Misuse**

NATIONAL DRUG TREATMENT MONITORING SYSTEM (NDTMS) PROGRAMME OFFICE

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NDTMS - DAMS PHASE III INTRODUCTION AND GUIDELINES

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1 INTRODUCTION

A number of improvements have been made to the Drug and Alcohol Monitoring System (DAMS) in recent years to make the submission process simpler and to help improve data quality as much as possible.

The NTA has been working with our colleagues in the regional NDTMS teams in recent months to develop a new version of DAMS (Phase III), which will continue these improvements.

This document is aimed at those users who have a good understanding of the existing processes and technical procedures in place for the validation and loading of treatment data via DAMS. Extensive user guides for both agency and regional users of DAMS are available on the NTA website, and these documents should be referred to for all but those queries relating to the most recent changes.

All the existing validation rules and messages that users are familiar with remain as part of the DAMS submission process in the new version. Users will continue to be expected to resolve any data quality issues before submitting their files.

The sections below follow the new process for validation of your treatment data file(s) via DAMS.

2 LOADING FILES

Once the file upload has been successful, the user is then prompted to click on "Back to Month Status View" link. This link takes the user to the Month Status View screen, where the file status can be verified.

Please note that, in the new version of DAMS, the file the file may display a status of "Awaiting Validation" or "Validating" depending on their status in the queue.

To view the list of validation messages for the file, click on the "Validation" link to the right of the file status.

Piccadilly												
Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
U0006-20101021-20101004-TREAT-IN-G.csv	1	nupuserU	07-12-2010 09:36	50	0	50	0	100%	98%	1	Validated	Validation
U0006-20101021-20101006-TREAT-IN-G.csv	1	nupuserU	07-12-2010 09:35	51	0	51	0	100%	100%	1	Loaded	Validation

The user is presented with the 'Validation summary' where, along with a count of valid & invalid records, load and DQ percentage, the following three sections are displayed:

- Current file data
- Previously submitted data
- Missing Information

2.1 CURRENT FILE DATA

This section details the validation issues relating to the file which has been uploaded, and for this data alone.

It displays the summary of any issues, detailing the severity and counts. At this point the data in the file is not compared with that held in the database.

2.2 PREVIOUSLY SUBMITTED DATA

Within DAMS Phase III, monthly data files are checked against historic information already held on the database at the point of their initial validation, and any data quality issues are highlighted to the user immediately.

This section details the validation issues in the data when compared to information previously provided to NDTMS; grouped by severities and the number of the errors.

For example, a changed value in the uploaded file for a particular field when compared with the value in the database is shown with a severity of 'CHANGE'.

Previously Submitted Data

Validation errors in your data when compared to information previously provided to NDTMS

Severity	Rule Description	Error Count
WARN	Client has multiple open episodes (Existing)	2
CHANGE	Post Code Value Changed	49

Error Level Key:

- ERROR = Error within a Record
- WARN = Potential Data Error
- INFO = Data Query
- REPAIR = Repairable Data Error
- CHANGE = Value changed

The 'Detailed Validation' tab informs the user of the file validation results in detail. As in the previous version of DAMS, the user can then correct the errors within the file and upload a new file for validation. The validation and file correction process is likely to be iterative, and new files can be uploaded for validation as many times as needed.

2.3 MISSING INFORMATION

Before addressing any issues raised within the 'Missing Information' screens, any issues under the 'Detailed Validation' should be addressed. In addressing the 'Detailed Validation' issues it may be necessary to upload a new file, and the Missing Information should only be resolved on the file which is to be submitted.

In the past, where there are changes to key fields (for example client initials, DoB, sex, referral date), this may have led to additional records being created in the national NDTMS database. A national data audit took place in 2010 with all submitting services to correct the inconsistent data. With the new version of DAMS we aim to ensure that an audit exercise such as this is not required again in the future.

Users are able to resolve these discrepancies between their new and existing data on screen through a simple set of options, and the changes are applied directly to the database without the need to re-submit their information.

The section displays a summary of missing records. This is data submitted in previous months, missing from the file that has been uploaded.

Missing Information

Data you have submitted in previous months missing from the file you have uploaded

Type	Description	Count
Client	Client records previously submitted, not present in the file	1
Episode	Episode records previously submitted, not present in the file	1
Modality	Modality records previously submitted, not present in the file	1
TOP	TOP records previously submitted, not present in the file	3

Missing Information Level Key:

- CLIENT = Expected client record not present
- EPISODE = Expected episode record not present
- MODALITY = Expected modality record not present
- TOP = Expected TOP record not present

Any client, episode, modality and TOP records that are present in the NDTMS database, but are not present in the file being loaded, will be displayed in this section. All missing records must be resolved before the file can be submitted successfully.

To resolve the missing records, the user will go to the 'Detailed Mismatches' tab.

3 MISSING RECORDS AND DETAILED MISMATCHES

The missing information table displays a list of all records that have previously been submitted to NDTMS, but are not present in the file that has just been uploaded. The table shows the details of the record, including the date it was originally submitted to NDTMS, referral date, etc. For more information on the records, hover over the 'type'.

Where a client or episode record is missing in the latest file, any related episode, modality and TOP records associated with these are also displayed. These associated records appear in grey in the list and are known as the 'child' records. As each missing record is resolved by the user, the associated 'child' records are also resolved in the same way.

Missing Information [Pre-Delete](#) [Replace Provider Report \(Excel\)](#)

The following records have previously been submitted to the NDTMS, but are not present in this submission file. Each of these will need to be resolved before the file can be submitted successfully.

Attributers	Type	Agency Code	Date Submitted	Referral Date	Client Reference	Resolve	Edit
A,H,19471125,F	Episode	U0006	07/12/2010	15/02/2009	AI1008	Replace	Edit
A,H,19471125,F	TOP	U0006	07/12/2010	15/02/2009	AI1008	[]	
A,J,19471125,F	Modality	U0006	07/12/2010	15/02/2009	AK1010	Resolve	
A,U,19471125,F	TOP	U0006	07/12/2010	15/02/2009	AV1021	Resolve	

All missing records highlighted in this table **must be resolved** before the file can be successfully loaded. To view the options available in each case, hit 'Resolve'.

3.1 RESOLVING MISSING INFORMATION

Within the new screen, the user is presented with details of the missing record(s) and options for resolving. Once the preferred option has been selected, hit the 'tick - ✓' at the bottom of the screen to save the changes. To exit the screen without saving changes, hit the red 'cross - X'.

Missing information resolution (Client)

Client Details

First name initial	Surname initial	SEX	DOB	Client Ref
D	R	M	05/04/1973	CDT01226

The following information, previously submitted to NDTMS, is not present in the current submission file. Please select the appropriate action below in order to resolve this missing information:

Associated information

Episode

AGNCY	REFLD	TRIAGED	DISD	DISRSN	NoOfModalities	NoOfTOPs
L0050	18/01/2009	18/01/2009	15/06/2010	84	1	6

Missing information resolution options

Please note that the resolution option selected below will be applied to all treatment information associated with this Client. For example, if you select the 'delete' option, all associated (child) records will be deleted from the performance figures indefinitely.

Exclude Client and associated information
 I do not know if this information is correct or not, please ask me again next month.
 (Please note that this information will be excluded from performance figures unless it is re-submitted or the 'include' option below is selected in future)

Include Client and associated information
 I have checked this information and I confirm it is correct and should be included in the performance figures

Delete Client and associated information
 This information is incorrect and should be excluded from the performance figures indefinitely.

Replace Client and associated information
 Information has been submitted in this latest file, which appears to be related to the missing information.

No changes are made to the data at this time, and you can therefore change your selected resolution option, by editing the missing record. The changes to the NDTMS database are applied once all the missing records have been resolved and the file is submitted for loading. The four options for resolving missing records are outlined below:

If you are in any doubt over which option to choose you should contact your Regional NDTMS team.

3.1.1 EXCLUDE RECORD

If this option is selected, then the record is excluded for the current submission only. The agency user will be reminded AGAIN if the record is missing during subsequent submissions.

This option should be selected if you are unsure whether these details should be included in your NDTMS data. You should investigate further in order that, in the following month, the details are included in your file or you are able to resolve the issue appropriately.

3.1.2 INCLUDE RECORD

If this option is selected, then the missing record is included for the current submission and no future prompts are presented to the user in subsequent submissions.

Even though future notifications are suppressed, if the same record is not present in the file during subsequent submissions, the record will still be included for reporting purposes.

This option should be selected if the exact details shown on this screen are present on your clinical system; the client has given NDTMS consent and should be included in your NDTMS data. If this is the case, you should also investigate why these details are not being included in your NDTMS extract

3.1.3 DELETE RECORD

If this option is selected, then the missing record, which is present in the NDTMS database, will be deleted (therefore matching what is present in the file being uploaded).

This option should be selected if these details are no longer on your clinical system or if the details should not be included in NDTMS (e.g. if NDTMS consent has been removed, or it is a Tier 2 episode and your region does not collect Tier 2 data).

3.1.4 REPLACE RECORD

This option will only be available for selection if there is a record present in the file being submitted, which is vastly similar to the missing record.

To clarify, new records are created on the NDTMS database based on certain key fields:

The 'Key fields' are listed below:

- Client key fields - First initial, surname initial, date of birth, sex
- Episode key fields - First initial, surname initial, date of birth, sex, referral date, agency code
- Modality key fields - First initial, surname initial, date of birth, sex, referral date, agency code, modality code, referred to modality date
- TOP key fields - First initial, surname initial, date of birth, sex, referral date, agency code, TOP Date

If any of the key fields are changed within the user's clinical system the submission of this amended record, will have created a new entry on the NDTMS database and the old version of this data will be raised as Missing Information.

For example:

- Client A, A with an ID XYZ1234 has a record submitted in month one
- The client then has their name changed to A, B on the agency clinical system and is submitted in month two
- The original client record (A, A) now appears to be 'missing' from the new file in DAMS
- DAMS will recognise that a record that is included in the new file is similar to the missing record (including the Client ID) and will offer the user the option to replace the record (A, A) in the database with the new record (A, B)

In the example below, a key field in an Episode record (Referral date) has change, and a 'missing record' has therefore been identified.

DAMS will recognise that a similar record is present in the file and the replacement option is available for selection.

Replace Episode and associated information
 Information has been submitted in this latest file, which appears to be related to the missing information.

Missing information: Episode

	EpisodeID	REFLD	TRIAGED	DISD	DISRSN
	EPID_AJ1009	15/02/2009	15/02/2009		

Information found in file: If the data below relates to the same information, please select replace

	EPISODID	REFLD	TRIAGED	DISD	DISRSN
<input type="radio"/>	EPID_AJ1009	14/02/2009	15/02/2009		

Similar 'missing' episode, modality and TOP records can also be resolved in this way, where key fields have changed in between monthly submissions of data. Replacing missing records also impacts all associated 'child' records within the same agency.

4 SUMMARY

DAMS Phase III aims to solve a number of problems by enabling monthly data files to be checked against historic data already held on the database at the point of initial validation.

As incoming files will be checked against the NDTMS database, most data quality issues can be highlighted to the user straight away.

Users will be able to resolve discrepancies between new and existing data on-screen through a simple set of options, and changes are applied directly to the database without the need to re-submit.

Improvements have also been made to ensure that the system is able to manage peak loads without users experiencing performance problems or time-out issues.

We believe that these changes will bring significant benefits to drug and alcohol services submitting data to the NDTMS as well as to the regional teams who support them. DAMS Phase III will provide more accurate data quality feedback to the treatment services, which will lead to improved quality and reliability of NDTMS data.