



***National Treatment Agency  
for Substance Misuse***

**National Drug Treatment Monitoring System (NDTMS)**

**USING DAMS TO VERIFY NDTMS EXTRACT FILES**

**DATA SET I**

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## Revision History

Version	Author	Purpose / Reason	Date
1.0	R Bull	Initial version for use with NDTMS Data Set F	10/03/2009
2.0	N Lingaiah	Updated with Core Data Set G Scenarios	17/03/2010
2.01	M Hinchcliffe	Updated external references	28/10/2010
2.02	J Jaswani	Updated with Core Data Set H Scenarios	28/03/2011
2.03	J Jaswani	Updated with Core Data Set I Scenarios (Scenarios 27-33 applicable to NDTMS in Prisons CDS-I)	20/01/2012

## External References

Ref No	Title	Version
1	NDTMS Data Set - <a href="#">Business Definition for Adult Alcohol Treatment Providers</a>	8.03
2	NDTMS Data Set - <a href="#">Business Definition for Adult Drug Treatment Providers</a>	8.03
3	NDTMS Data Set - <a href="#">Business Definition for Young People's Treatment Providers</a>	8.03
4	NDTMS Data Set- <a href="#">Business Definition for Prison Treatment Providers</a>	2.00
4	NDTMS Data Set - <a href="#">Technical Definition</a>	9.07
5	NDTMS Data Set - <a href="#">Reference Data</a>	9.05
6	NDTMS Data Set - <a href="#">CSV Input File Format</a>	9.00

This document uses the convention that any external references are indicated by square brackets e.g. [3]

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# 1 HOW TO USE THE DAMS VERIFICATION ENGINE

The NDTMS DAMS (Drug and Alcohol Monitoring System) verification engine may be used to verify that a data extract (.csv) file generated by a clinical software application would be suitable for upload by a treatment provider to the regional NDTMS team using the DAMS secure ftp load component.

The verification engine allows as many iterative resubmissions as necessary in order to achieve the required data quality. For compliance testing purposes, a data quality percentage (i.e. number of records with no errors or warnings divided by number of records) of 100% and a data load percentage of 100% are required before submission to the NDTMS test team for final verification.

DAMS is a web-based application. The URL to be used for testing purposes (Data Set I) is:

<https://www.ndtms.org/SupplierI/Login.aspx>

**Note:** the browser to be used must be Internet Explorer, version 6.0 or later.

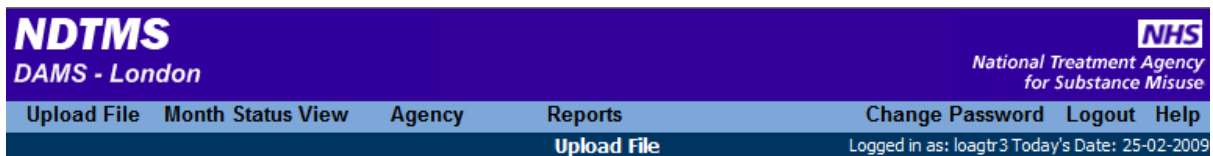
Username and password for <https://www.ndtms.org/SupplierI/Login.aspx>

can be obtained from the NDTMS Administrator at [NDTMS.Admin@nta-nhs.org.uk](mailto:NDTMS.Admin@nta-nhs.org.uk)

## 1.1 Using DAMS to self-test extract files

In summary, the sequence is:

1. Use the clinical software application for which Data Set G compliance is sought to generate .csv format data extract file.
2. Upload the file into DAMS:



### Upload File

Select a File:

**Allowed File Types:** .csv

3. The file uploads and is automatically validated:

<b>NDTMS</b> DAMS - London				<b>NHS</b> National Treatment Agency for Substance Misuse		
Upload File	Month Status View	Agency	Reports	Change Password	Logout	Help
<b>Upload File</b>				Logged in as: loagr3 Today's Date: 25-02-2009		

### Upload File Successful

Your file has been successfully uploaded.  
Please wait while your file is now validated. This process may take a few minutes.



4. A summary of the file validation information is displayed on the **Uploaded File Information** screen:

5. If required, use the **Detailed Validation** tab to display a more detailed error breakdown:

Errors may be listed by severity, category and agency code.

For further details of DAMS (including guidance on interpreting the Validation Summary and Troubleshooting) see the **DAMS Agency User Guide**, available from the NTA website at: [http://www.nta.nhs.uk/uploads/dams\\_agency\\_guide\\_1\\_94\\_0709.pdf](http://www.nta.nhs.uk/uploads/dams_agency_guide_1_94_0709.pdf)

## 2 TEST SCENARIOS

### 2.1 Introduction

This section describes the **test scenarios** that must be covered within the sample files submitted to the NDTMS Development Team. These test scenarios are aligned to NDTMS Data Set H.

It is assumed that comprehensive testing will have already been carried out by the software provider (and their key users) prior to submission of the sample files to the NDTMS Test team. As such the scenarios covered are not intended to be an exhaustive set of test conditions, but rather a selection of specific business scenarios that should cause particular validation processes to be activated.

The data in the sample files should conform to the definitions and rules defined in the NDTMS Data Set Business Definitions (Refs [1], [2], [3]), Technical Definition [4] and Reference Data [5].

The sample files should be submitted in a form as defined in the CSV Input File Format document [6].

### 2.2 The Scenarios

Extract files corresponding to the following scenarios must be generated, verified and submitted:

File	Scenario
1	Client A (First name Initial A , Surname Initial Z) with a modality and no TOP
2	Client B (First name Initial B , Surname Initial Z) with no modality and a TOP
3	Client C (First name Initial C , Surname Initial Z) with multiple TOP records
4	Client D (First name Initial D , Surname Initial Z) – where a modality has been started and a TOP is performed
5	Client E (First name Initial E , Surname Initial Z) – where a care plan review has been undertaken and a TOP is performed
6	Client F (First name Initial F , Surname Initial Z) – where an episode has been completed and a TOP performed
7	Client G (First name Initial G , Surname Initial Z) – who left treatment 97 days ago and TOP performed
8	Client H (First name Initial H , Surname Initial Z) – where a care plan review has been undertaken and a TOP performed; then 3 months later another care plan review taken and a top performed
9	Client J (First name Initial J , Surname Initial Z) - with all TOP fields positively answered
10	Client K (First name Initial K , Surname Initial Z) - with all TOP fields where the client chose not to answer
11	Client L (First name Initial L , Surname Initial Z) – a top record with a mixture of positive and not answered results
12	Client M ( First name Initial M, Surname Initial Z) - having Young Person Treatment Started with all the YP fields answered Yes and having a Modality
13	Client N ( First name Initial N, Surname Initial Z) - having Young Person Treatment Started with all the YP fields answered No and having a Modality
14	Client O ( First name Initial O, Surname Initial Z) - having Young Person Treatment Started with the YP fields answered Not Known and having a Modality
15	Client P ( First name Initial P, Surname Initial Z) - having Young Person Treatment Started, YP fields answered with a mixture of Yes, No and Not Known and having a Modality
16	Client Q ( First name Initial Q, Surname Initial Z) - having Young Person Treatment Start and Young Person Treatment Exit with the YP fields answered with a mixture of Yes, No and Not Known and one modality record.

	<p><b>NB:</b>  <b>i) Scenarios 17, 18, 19, 23, 24 and 25 are applicable for Young Persons aged 16 and above only</b>  <b>ii) TOP items may be completed for young people aged 16 and over</b></p>
17	Client R (First name Initial R, Surname Initial Z) - YP Treatment Start and Treatment exit episode questions answered with a mixture of Yes, No and Not Known values and one TOP record.
18	Client S (First name Initial R, Surname Initial Z) - YP Treatment Start and Treatment exit episode questions answered with a mixture of Yes, No and Not Known values and multiple TOP records.
	<p><b>The Fields mentioned in the Test Scenarios from 20 – 26 will be active from April 1<sup>st</sup> 2011</b></p>
20	Client Y (First name Initial Y , Surname Initial Z) - having Young Person Treatment episode with the YP Treatment Start questions with codal values of <b>0-28</b> for YP Frequency of use of drug 1 at treatment start, <b>No</b> for YP treatment being delivered in a specific residential placement', and <b>Yes</b> for YP engaged in unsafe sex at treatment start and one modality record.
21	Client Z (First name Initial Z , Surname Initial Z) - having Young Person Treatment Episode with YP Treatment Start questions responded with the codal values as <b>98</b> for YP frequency of drug 1 use at Treatment Start, Yes – <b>Detox adult ward</b> for YP treatment being delivered in a specific residential placement and <b>Not Asked</b> for YP engaged un unsafe sex at treatment start and one modality.
22	Client (First name Initial B, Surname Initial A)- having Young Person Treatment episode with Treatment Exit questions responded with codal values of <b>0-28</b> for YP Frequency of use of drug 1 at treatment exit, <b>No</b> for YP treatment being delivered in a specific residential placement', and <b>Yes</b> for YP engaged in unsafe sex at treatment exit and one modality record.
23	Client (First name Initial C, Surname Initial A)- having Young Person Treatment Episode with YP Treatment Exit questions responded with codal values as <b>98</b> for YP frequency of drug 1 use at Treatment Exit, Yes – <b>Detox adult ward</b> for YP treatment being delivered in a specific residential placement and <b>Not Asked</b> for YP engaged un unsafe sex at treatment Exit and one modality.
24	Client (First name Initial D, Surname Initial A)- having Young Person Treatment Episode with the YP Treatment Start questions responded with a mixture of codal values of Yes, No, Not Known and having multiple TOPs and No modality
25	Client (First name Initial D, Surname Initial A)- having Young Person Treatment Episodes with the YP Treatment Start questions and YP Treatment Exit questions with a mixture of questions responded with codal values of Yes, No, Not Known and having no TOP records and one modality record.
26	Client (First name Initial D, Surname Initial A)- having Young Person Treatment Episodes with the YP Treatment Start questions and YP Treatment Exit questions with a mixture of questions responded with codal values of Yes, No, Not Known and having no TOP records and one modality record.
	<p><b>NB:</b>  <b>i) Scenarios 27, 28, 29, 30, 31,32 and 33 are applicable to Prison establishments submitting NDTMS data.</b></p>
27	Client A (First name Initial A , Surname Initial Z) with a Prison specific modality and no care plan review data
28	Client B (First name Initial B , Surname Initial Z) where Prison Exit Date is complete, Prison exit reason = transferred and Prison exit destination = P-NDTMS code
29	Client C (First name Initial C , Surname Initial Z) where Prison Exit Date is complete, Prison

	exit reason = released and Prison exit destination = DAT code and pre-release review date is complete
30	Client D (First name Initial D , Surname Initial Z) where Prison Exit Date is complete, Prison exit reason = released and Prison exit destination is blank.
31	Client E (First name Initial E, Surname Initial Z) where Prison Exit Date is complete, Prison exit reason = died and Prison exit destination is blank.
32	Client F (First name Initial F, Surname Initial Z) where Prison Exit Date is complete, Prison exit reason = released, Prison exit destination = DAT code and referred to community provider = Y
33	Client G (First name Initial Z, Surname Initial Z) with multiple care plan review records, one where reason for continuing maintenance is complete and the other where reason for continuing maintenance is blank.

### 2.3 Agency codes, start- and end-dates to be used

- If the file represents data from a treatment provider providing YP services, then an agency code of **T0007** should be used.
- If the file represents data from a treatment provider providing Adult services, then an agency code of **T0008** should be used.
- If the file represents data from a treatment provider providing both Adult and YP services, then an agency code of **T0009** should be used.
- The filename should have an <End-Date> of the day that the files were submitted to NDTMS. (any 'sensible' <Start-Date> may be used).

### 2.4 Testing Approach

Suppliers should use their clinical data applications to generate the scenarios and produce an appropriate NDTMS extract file. The test data MUST NOT be hand-crafted or manipulated after being extracted from the clinical system.

The NDTMS extract files should then to be emailed to [NDTMS.Admin@nta-nhs.org.uk](mailto:NDTMS.Admin@nta-nhs.org.uk)

Once it is deemed that the sample files fully comply with the expected behaviour required by latest version of the NDTMS Data Set, then a separate email will be issued to that fact.

### 2.5 Troubleshooting

The **DAMS Agency User Guide**, available from the NTA website at: [http://www.nta.nhs.uk/uploads/dams\\_agency\\_guide\\_1\\_94\\_0709.pdf](http://www.nta.nhs.uk/uploads/dams_agency_guide_1_94_0709.pdf) contains a useful DAMS troubleshooting section.

### **3 COMPLIANCE**

Sample data from software suppliers must comply as a minimum to the scenarios described in this document.

Once live, the Data Load and Data Quality of Treatment Providers submitting extract files using the new software will be monitored. The Data Load (DL) percentage should be 100%; the Data Quality (DQ) percentage should exceed a regionally-determined threshold.

Where a Treatment Provider is unable to achieve these Data Load and Data Quality targets (due to process or technical challenges), this will affect the supplier's compliance rating to the latest NDTMS Data Set.

#### **3.1 How to get listed on the NTA website**

The Central Team will monitor the monthly live files submitted by the agencies/treatment providers for compliance. Upon successfully meeting the criteria, the supplier will be listed as 'NDTMS Core Data Set' compliant on the [NTA website](#).