# A Rough Guide to NDTMS (South East Region)

This Rough Guide supports Treatment Providers in understanding the monthly requirements of NDTMS for Data Returns. Quarterly performance management reports released by the NTA for DAATs and Treatment Providers are based solely on NDTMS returns. Unreported activity via NDTMS cannot be accredited to either DAATs or agencies. Numbers in Treatment, Waiting Times, Retention, and Planned Discharges are all based on your NDTMS returns.

## VALIDATE AND SUBMIT FILES VIA THE FILE UPLOAD PORTAL: https://www.ndtms.org/fup-se/

### A. Diary Dates

Data should be submitted to DTMU by the date indicated below.

| Schedule for Data Returns |
| --- |
| **9th** of **EVERY** month **OR** closest working day to 9th |
| **LDP Figures Released** |
| Last working day of the month |

Treatment agencies who don't supply monthly NDTMS data within the agreed time-frame will be reported to the NTA Regional & Deputy Managers & their DAT.

Available on **www.ndtms.net** Restricted statistics can be accessed with a login and password, available from NTA

*Figure 1 - Deadlines for data to be returned to the DTMU & dates for LDP figures being released*

### B. Saving your CSV File with the correct name

Please ensure you use the correct naming convention with your data return, otherwise it will not load successfully into the FUP or ECMS database. Some systems automatically save your file correctly, but if not the following format applies:
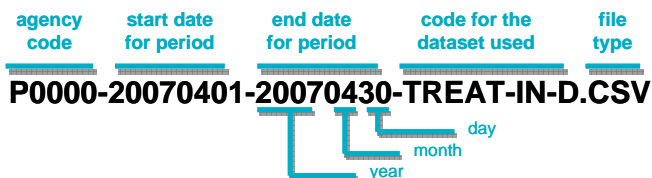
| agency code | start date for period | end date for period | code for the dataset used | file type |
| --- | --- | --- | --- | --- |

**P0000-20070401-20070430-TREAT-IN-D.CSV**

day
month
year

*Figure 2 - Naming your file correctly*

### C. What is the File Upload Portal (FUP) for?

The File Upload Portal is a secure way of submitting your monthly file to DTMU. It uses the NDTMS validation rules so that you can validate and improve the load and data quality of the file prior to submitting it to DTMU. Agencies should achieve:

- 99% Load Quality (Outstanding Errors affect this)
- 95% Data Quality (Outstanding Warnings affect this)

### D. What happens to the file after I've submitted it?

DTMU load the file into ECMS. At this point, the monthly submission is compared to data already held within ECMS from your previous submissions. Load reports are prepared and made available to agencies via the FUP. Load reports provide information on your overall data quality held in ECMS; you should aim to achieve the data quality target of 95%.

The load reports provide you with the opportunity to amend your data for the next month's submission and therefore improve your data quality over time. It is expected that outstanding Errors and Warnings on Load Reports will be addressed by the agency.

### E. Consent & Confidentiality

A client **must** give informed, written consent for their information to be shared with DTMU. Where consent is withheld, put No in the "Consent for NDTMS" field. The record should be returned to DTMU as part of the usual monthly submission, but should only include the following three fields: Agency Code, Client ID and Consent. Appropriate Information Sharing Protocols **must** be in place if a DAAT requires client level information from their agencies. Clients must also consent to the DAAT seeing their data and understand for what purpose it will be used.

### F. Data Quality, Data Quality, DATA QUALITY!

1. Warning: *Changing key fields*

   Should you amend any of the NDTMS key fields (see overleaf) on your local database and then submit this to DTMU, this *will* cause a duplicate record or episode to be created in ECMS as these fields *cannot* be overwritten.

   **Action:** *If you need to amend one of the fields, notify DTMU so the erroneous data can be deleted from ECMS.*

2. Warning: *Changing modality information*

   Should you amend any of the modality fields (see overleaf) on your local database and then submit this to DTMU, this *will* cause a duplicate modality to be created in ECMS as these fields *cannot* be overwritten.

   **Action:** *If you need to amend one of the fields, notify DTMU so the erroneous data can be deleted from ECMS.*

   **Action:** *Avoid entering anticipated dates; enter dates only when the client attends an appointment. The ONLY acceptable future date is "Date of First Appointment Offered for Modality", which should not change once agreed with client.*

3. Dates **MUST** be in the correct format, or they will be rejected by ECMS. For example you *cannot* put dots in the date fields (eg 15.5.59) or use the month name (eg Jun or June).

   Find below the date formats that ECMS will accept

| Valid Format | Type |
| --- | --- |
| 19790709 | International Format |
| 09/07/1979 | DD/MM/YYYY |

*Figure 3 - Examples of valid date formats that ECMS will accept*

4. The NTA and DAATs use NDTMS to monitor the following performance indicators, among others, in their quarterly reports:

   - Every client starting a modality is expected to have a care plan. Thus, where "Modality Start Date" is populated, the client record should also have **"Care Plan Start Date"** populated. (DAAT Target: 100%)

   - Every client in treatment at Tier 3 should have a Drug Treatment Healthcare Assessment. Thus, where "Triage / 1st Assessment" is populated, the client record should also have **"Drug Treatment Healthcare Assessment Date"** populated. (DAAT Target: 100%)

### G. Why is Discharge Data so Important?

It is essential to ensure that when a client has been discharged from treatment. the record is updated with a discharge date and the appropriate discharge reason and then submitted to the DTMU. This ensures accurate Retention Rates are calculated and will also limit the number of erroneous long open episode records.

### H. Contact Details for support and information

| Name | Title | Telephone |
| --- | --- | --- |
| Kellie Peters | Manager | 01865 334725 |
| Sue Dales | Database Admin | 01865 334762 |
| Regina Lally | Liaison/Training | 01865 334734 |
| Caroline Hancock | Information Analyst | 01865 334764 |

*Figure 4 - Contact any member of the team for support*

## Key Fields

| Description | CSV Header |
|---|---|
| Client Forename Initial | FINITIAL |
| Client Surname Initial | SINITIAL |
| Client Date of Birth | DOB |
| Client Gender | SEX |
| Agency Code | AGNCY |
| Referral Date | REFLD |
| Triage / 1st Assessment Date✱ | TRIAGED |
| Problem Substance No. 1 | DRUG1 |

*All MUST be completed. If not, record rejected*
*Should not change: advise NDTMS team if changed*
**✱Trigger to send record to NDTMS**

| DAT of Residence | DAT |
|---|---|

*Data may change (i.e. current living situation)*

**Performance Monitoring Warning:**
Changes to the above fields create duplicate clients ➜ results in inaccurate LDP figures.

| Consent for NDTMS | CONSENT |
|---|---|

🖐 *Client **must** consent before their data can be sent to DTMU*

## Other Client Information

| Description | CSV Header |
|---|---|
| Ethnicity | ETHNIC |
| Nationality | NATION |
| Client Reference♣ | CLIENT |

*Should not change*
♣*Should be consistent across all episodes at agency*

| Previously Treated | PREVTR |
|---|---|
| Referral Source | RFLS |
| Sexuality | SEXUAL |

*Data is not expected to change (i.e. as at start of episode)*

| Postcode (truncated / full) | PC |
|---|---|
| PCT of Residence | PCT |
| Local Authority | LA |

*Data may change (i.e. current living situation)*

| Episode ID | EPISODID |
|---|---|
| Client ID | CLIENTID |

*Technical Identifiers; Should not Change.*

## Modality Data

| Description | CSV Header | |
|---|---|---|
| Treatment Modality | MODAL | |
| Date Referred to Modality | REFMODDT | 🕐 Go |

*MUST be completed as soon as modality is known*
*Should not change: advise NDTMS team if changed*

| Date 1st Appointment Offered for Modality | FAOMODDT | 🕐 Stop |
|---|---|---|

*Should not change. Populate when client accepts appt. May be future date*

| Modality Start Date | MODST |
|---|---|

*Required when client **actually starts** modality*
*Should only change from blank to populated*
🕐 ***Trigger for waiting time to be calculated***

| Modality End Date | MODEND |
|---|---|
| Modality Exit Status | MODEXIT |

*Required when client completes modality or is discharged*
*MUST complete ALL modality information if modality end date populated, or record will be rejected.*

| Modality ID | MODID |
|---|---|

*Technical Identifier; Should not Change.*

## Care Plan Domains

| Description | CSV Header |
|---|---|
| Care Plan Start Date* | CPLANDT |
| Drug Treatment Healthcare Assessment Date | HLCASSDT |

*Data not expected to change once populated*
*\*Must be completed when Modality Start Date populated*

**Physical and Psychological Health**

| Description | CSV Header |
|---|---|
| Hep C Latest Test Date | HEPCTSTD |
| Hep C Intervention Status | HEPCSTAT |
| Hep C Positive | HEPCPOS |
| Hep B Intervention Status | HEPBSTAT |
| Hep B Vaccination Count | HEPBVAC |
| Previously Hep B Infected | PREVHEPB |
| Referred for Hepatology | REFHEPGY |

*Data may change (i.e. current situation)*

| Dual Diagnosis | DUALDIAG |
|---|---|

*Data not expected to change (i.e as at start of episode)*

**Drug & Alcohol Use**

| Description | CSV Header |
|---|---|
| Route of Administration of Primary Substance | ROUTE |
| Age of First Use of Primary Substance | DRUG1AGE |
| Frequency of Use of Primary Substance | DRUG1FRQ |
| Injecting Status | INJSTAT |
| Injecting in last 4 weeks | INJECT |
| Ever Shared? | SHARE |
| Drinking Days | ALCDDAYS |
| Units of Alcohol | ALCUNITS |

*Data not expected to change (i.e. as at start of episode)*

| Problem Substance No. 2 | DRUG2 |
|---|---|
| Problem Substance No. 3 | DRUG3 |

*Data not expected to change (i.e as at start of episode)*
*Fields may be left blank if client has no 2nd/3rd drugs*

**Social Functioning**

| Description | CSV Header |
|---|---|
| Employment Status | EMPSTAT |
| Accommodation Need | ACCMNEED |
| Parental Status | PRNTSTAT |

*Data not expected to change (i.e. as at start of episode)*

| Children | CHILDWTH |
|---|---|
| Pregnant | PREGNANT |

*Data may change [i.e. current situation]*

## Discharge Data

| Description | CSV Header |
|---|---|
| Discharge Date | DISD |
| Discharge Reason | DISRSN |

*Required when client is discharged*
*All modalities MUST now have end date and exit status*
*Should only change from blank to populated*
*Planned/Successful discharges: Treatment Completed, Treatment Completed Drug Free, Referred On.*