

Changes to the SACT data submission and regimen mapping portal

The [Systemic Anti-Cancer Therapies \(SACT\) dataset](#) held by the National Cancer Registration and Analysis Service (NCRAS) at Public Health England (PHE) has been collecting chemotherapy activity data since 2012. From April 2014, providing the 43 dataset items became mandatory.

Later this year changes are being made to the portal trusts currently use to submit SACT data.

As part of this work there will be no changes made to the 43 dataset items trusts need to submit each month. But, there is a separate dataset review underway.

This document provides details of the changes and the support available to trusts. There's also a Q & A document that we'll keep updated.

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1. What's changing?

The portal through which trusts submit data to the SACT dataset and map SACT regimens is moving to a new platform later this year. **Currently the new portal is expected to be in place for uploads submitted in June 2018.**

The new platform is already used to submit other datasets held by PHE, including the RTDS Dataset. It's therefore well established and known to work effectively.

The key changes to upload processes and requirements are summarised in the table below;

Data upload	It will no longer be possible to upload a file with any errors. They must all be corrected before the file can be submitted. To help correct minor errors, trusts will now be able to map some values to the correct national standard e.g. map 1 and 2 to Y and N.
	Files can only be supplied under the trust code meaning it will no longer be possible to upload using an organisation code. But, trusts can still submit multiple files for each of their organisations or services.
	Each trust must use a consistent date format in all the SACT data files submitted e.g. CCYY/MM/DD.
	Each trust must have a consistent header row within all the files submitted for the trust.
Reporting on errors and data uploaded	There will be some slight changes to how errors are displayed, with each error being shown on a separate line. We'll also improve the feedback reports available to trusts as part of the upload process. Trusts will be given more charts and tables to review the data they're uploading. We'd welcome feedback on what those should cover.
Data approval	Data approval will no longer be required as a separate step from data upload. Trusts will still be able to establish their own approval steps but this will not be separated in the portal and it will not have a separate timeframe.

Regimen mapping & queries	<p>All mapping of new regimen names and queries on that mapping will need to be completed after upload but prior to a file being submitted to the dataset.</p> <p>The time currently allowed for regimen mapping will be incorporated into the time allowed for trust files to be submitted.</p>
SACT deadlines	<p>The current deadlines have been reviewed and details of the changes are listed below. Further details of this and reasons for the changes can be found in section 5 of this document.</p> <ol style="list-style-type: none"> 1. As the approval step is being removed there will be a full calendar month allowed for trusts to upload all files, review their data and resolve any errors. 2. Regimen mapping must be completed by the 15th of the following month. 3. If there are any queries raised on the mapping completed, these will need to be resolved by the end of the second month.

More details on these changes are provided further down in this document.

2. What will the submission process steps be in the new SACT portal?

Shown below are the data submission process steps that will be in place in the new SACT portal. Please note that many of these steps are incorporated within current processes; additional steps are highlighted in **green**.

Step one: Upload .csv file to the portal

Step two: View errors on the portal

Step three:

- a. Delete file and correct errors on local system/file and re-upload to the portal.
- b. Where applicable map incorrect values to the national standard through the portal (*further details provided [in section 5](#)*)
- c. Review and internally approve data being submitted with the help of the reports on the portal

Step four: Map all outstanding regimens on the file

Step five: Correct any 'queried' mapped regimens

Step six: Once there are no remaining errors, unmapped regimens or queries on the regimen mapping then the file can be submitted to the dataset.

Further details on these steps can be found in [section 5 of this document](#).

3. Why are we making these changes?

In June 2017 we made changes to the validation checks on the portal to improve how the data was handled and processed. That change was made as part of a larger project to integrate SACT data with the other datasets held by NCRAS. The move to the new portal is the next step in that work.

The new portal will allow us to feed data directly into NCRAS's main data management system, known as ENCORE.

The benefits offered by the new portal and processes are that;

- We will be able to integrate SACT data far more effectively with the other datasets held by PHE to reduce duplication of data items across them.
- It will bring SACT data into the cancer registration processes that allow NCRAS registration staff to cross check and validate data between datasets.
- We will be able to provide more feedback on the data upload as part of the submission process.
- We will be able to improve the quality and completeness of the SACT data.

4. How will this affect trusts?

In the coming month we'll be working with a range of trusts to test the new portal and ensure that it's user friendly

The move to the new portal will mean some slight changes to the processes around submitting data and that the interface will be changing. We know that even with minor changes this will cause some inconvenience as trusts familiarise themselves with the new system and processes. We'd suggest that initially trusts allow some additional time to upload data, map regimens and correct errors. We'll provide as much support as we can to minimise the impact and will proactively contacting trusts with higher numbers of errors on the uploads they're submitting.



This is the first communication to be sent to trust representatives and is subject to change and updates as development progresses. There will be an opportunity for trusts to use a test portal and ask any questions they are unsure about prior to launch.

We'll keep trusts up to date as the development work and testing progresses.

5. Full details of the planned process changes in the new portal

Error records on upload – 20% allowance

This was initially built into the SACT portal during the dataset launch back in 2012. We will now be removing this allowance to help improve data quality and ensure all records are uploaded and are useable within the dataset. This requirement also forms part of the Medicines Optimisation CQUIN and will be embedded in the 2018/2019 standard contract, which means trusts should already be working towards 0% errors.

Change

100% of the data supplied must pass [the SACT data validations](#) such as those on the data dictionary standards and sequencing of dates in order for the file to be uploaded to the portal.

Support and guidance

The helpdesk will be on hand during working hours to offer support and discuss any challenging errors. More details on the types of errors trusts could encounter are outlined below.

Types of errors

The SACT data validations against each of the data items and values submitted for them will remain the same. The [full list of the validations](#) were updated and circulated to trusts last year.

Data that does not pass the validations will cause an error in one of the two following categories:

a. Errors against the SACT data validations

Change

Every single error must now be corrected at source and the file re-uploaded in order to pass the validations.

b. Values that don't match the national standard but can be mapped to it Change

There will be a new feature that allows trusts to map certain incorrect values supplied for specified data items to the national standards.

Support and guidance

This feature can only be used when a value outputted by trust systems has a consistent meaning but isn't outputted as the correct value e.g. "1" and "2" could be mapped to "Y" and "N". It will only be available for a select number of pre-determined data items.

Trust's will need to ensure they only map values once they have ensured this will not create new errors. For example if "1" and/or "2" can represent both "Y" and "N" at different sites within the trust then the value should not be mapped.

Fields only need to be mapped once as this then gets applied to all current and future files that are submitted. This mapping will be held at trust level so they are unique to each trust.

Please note, all errors must either be fixed or mapped (where applicable) so the file has 0% errors on submission.

Error reporting

Errors are currently displayed by showing the number of errors within each of the 43 data items.

Field	Passed	Errors
NHS_Number	10	2
Date_of_birth	11	1

Change

Each error will be reported on a single line.

Error number	NHS number	Error type	Error message
1	123456789	nhs-number	Invalid
2	987654321	nhs-number	Invalid
3	112233445	date-of-birth	Invalid

Support and guidance



The helpdesk will be on hand during working hours to offer support and discuss any challenging errors.

Removal of the portal approval step

After careful consideration the requirement to have clinical approval of data as an online step has been removed.

Change

No requirement for clinicians to approve data on the portal.

Support and guidance

Although the approval step is being removed from the portal itself, trusts will still be expected to continue to sense check the data prior to final submission.

Reports will be available immediately on the portal once the data has been uploaded, this will provide a summary of the submitted data. We would ask that these reports are then shared and discussed internally across all the relevant teams prior to the final submitting of the file to the portal.

Submission deadlines

The portal currently imposes the following deadlines:

- Upload – by the 15th of the month
- Approval – by the last day of the month
- Map regimens – last day of the following month
- Resolve queries on mapped regimens – last day of the 3rd month

The benefit of keeping these deadlines has been reviewed and we can now confirm that due to the approval step no longer being a requirement on the portal, the upload step will be extended to include the whole month.

The following two months allowed for mapping regimens and resolving queries will also be reduced to a single month now that there are small numbers of unmapped regimens for each trust. The helpdesk are on hand to assist with any regimen mapping challenges or questions.

Change

Files will need to be uploaded by the last day of the relevant month (this will be the month in which a submission would currently be provided). Errors on the trust's files must be resolved by the last day of that month.

Regimens must be mapped by the 15th of the following month and queries resolved by the end of that month. Once those steps are complete the file can be submitted to the dataset.

The table below shows how these deadlines apply to April's activity.

Date	Process
1 st – 30 th June	File containing April patient data must be uploaded to the portal
By 30 th June	All errors on the file must be resolved
1 st – 15 th July	Regimen mapping must be completed
By 31 st July	All regimen queries must be resolved and file must be submitted

Note – A file cannot be submitted until all errors are fixed or mapped and all regimens have been correctly mapped.

The month in which you upload data does not need to change from the current schedule, as long as data is uploaded no later than two months after treatment.

Support and guidance

We would advise that you upload as early as possible in the month as this will give you more time to fix any errors. Uploading on the last day will mean that you are not able to fix errors and therefore may become 'uncompliant' for various measures. Uploading earlier in the month will also allow more time for regimen mapping if needed.

All uploads will need to be submitted under trust only

Currently, hospital sites are able to upload their data under one of the following options:

- Trust name
- Hospital name

Change

Files can only be uploaded under trust name.

Support and guidance

The portal will still accept multiple files (from each hospital site and/or different specialities) and error reports will be specific to each file that has been uploaded.

Regimen mapping

All local regimen names are required to be mapped to national values. This process currently takes place outside of the upload process as a separate function.

Change

All regimen mapping will need to be completed prior to the file being submitted to the dataset. Regimens will need to be mapped by the 15th in the month following upload. All queries will need to be resolved by the end of this following month.

Support and guidance

Further guidance will be available if required and the helpdesk are on hand to assist with any queries.

Consistent formatting of data

c. Consistent header rows

Change

Each trust must have a default header row. Header rows must be the same for all files and for all months uploads.

Support and guidance

We would advise trusts not to change their header rows from their current default. The helpdesk can advise further if necessary.

d. Consistent date formats

We accept the following formatting of dates

Example: CCYY/MM/DD DD/MM/CCYY CCYY-MM-DD DD-MM-CCYY

Change

Each trust must have a default date format and therefore all files must contain the agreed format. This format must be used throughout the entire file and for all subsequent uploads.

Support and guidance

Start date of Regimen	2017/10/29	Correct
Start date of Cycle	2017/10/30	
Start date of Regimen	2017/10/29	Incorrect
Start date of Cycle	30/10/2017	

Files that do not have consistent formatting will fail to upload.

6. Frequently asked questions

Where should comments, questions or concerns be directed?

If you'd like to discuss these changes with us please contact the helpdesk at SACT@phe.gov.uk

Error records on upload – 20% allowance

Q. Previously my upload contained errors and I was still able to submit the file with the errors, is this still the case?

A. No, any file uploaded that contains any errors will not be able to be submitted. All errors must be corrected. If you're concerned about whether you will be able to correct all the errors on your files please do contact the team. We'll be proactively contacting trusts with high numbers of errors on their files.

Error reporting

Q. Will we be able to download an error report?

A. Yes an error report will be available and will be in the new format of each error being reported on a separate line.

Types of errors against the SACT data validations

Q. What will cause an error for each of the data items?

A. The validation checks against each of the data items and values submitted for them will remain the same. The full list of the validations can be found [here](#)

Q. What if my file contains errors against a data item?

A. For most data items the errors will need fixing at source and then the file will need to be re-uploaded.

But, there will also be a new feature that allows certain values that don't match the national standard to be mapped to the correct value e.g. map 1 and 2 to Male and Female.

A full list of the data items and values that this feature will be available for will be available closer to the launch date.

Removal of portal approval step

Q. Do we still need to have a registered approver to log in once a month and approve the data on the portal?

A. No, the facility to approve on the portal has been removed.

Q. Is there still a requirement to approve SACT data?

A. Yes but there is not a separate step built into the portal for this. Trusts will be free to choose how best to validate their data using the reports available on the portal and any other internal steps. We will share best practice on how best to do this.

Portal deadlines

Q. What is the deadline for uploading?

A. A file must be uploaded between the first and the last day of the month; all errors must be fixed during this time.

Q. What is the deadline for regimen mapping?

A. All regimens must be mapped by the 15th of month after a file is uploaded. Any queries on mapped regimens must then be resolved by the end of that month.

Q. What is the deadline for submitting the file?

A. All trust files must be uploaded with all errors corrected, regimens mapped and mapping queries resolved within 3 months of the end of the treatment month.

Q. Can we still upload file for separate hospitals or specialty?

A. Multiple files can still be uploaded by each hospital as well as each specialty.

Regimen mapping

Q. Will I have to start my mappings all over again?

A. No, all current trust mappings will already be transferred and available on the new portal

Consistent formatting of data

Q. We supply more than one upload file what needs to be kept consistent between them?

A. all uploads from your trust within and between months need to have a consistent header row and date format.

Q. Our extracts are from different systems so they are in different formats to start with

A. Prior to upload you will be required to format all uploads to conform to your agreed standard.

Q. What will happen if we send files not in the agreed format?

A. Any file header or date not in the agreed format will fail to upload and you will be presented with an error message. You'll need to correct the formatting in the file resubmit it.

Data submission steps

Q. Who will need to have access to the portal?

A. Trusts will be required to complete the following steps on the portal. We strongly recommend that this is not a single person for all parts of the process.

- File upload
- Fixing errors and re-uploading
- Review the data being submitted using the reports available on the portal
- Where applicable map incorrect values to the national standards
- Completing regimen mapping
- File submission (only to be completed once all the above actions are completed, the data has been sense checked and all parties are happy for the file to be submitted to the portal).