Public Health England

Protecting and improving the nation's health

STEP-BY-STEP GUIDE TO CORRECTING SACT V3.0 UPLOAD ERRORS

Introduction

This document is designed to capture common issues experienced by trusts when switching to uploading SACT v3.0 data on the SACT portal. Trusts should begin uploading SACT v3.0 between November 2019 and January 2020. If you have experienced any other issues that you would like to see covered here, please let us know.

The guide covers correcting errors on the .csv file as exported from your trust e-prescribing system. Where possible, please correct the errors in your e-prescribing system as well as on the .csv file. This will help prevent the same errors occurring again.

If you have any queries, please contact the SACT Helpdesk SACT@phe.gov.uk

Index of included errors

Click on each topic to go to the required section of this document:

1. **Critical errors**

All critical errors must be corrected before your file can be submitted. Usually this will involve correcting the source file and reloading it. Some critical errors, for example format errors, will render the whole file unreadable. Other errors will only affect certain records.

A selection of the most common critical errors and their solutions are below:

1.1. Invalid header row

This is the first error you will see when you upload a v3 file. All files will generate this error when first uploaded, it does not mean that there is an error on your file. The error appears because the portal is expecting a v2 file and the header row mappings for v2 are still in place.

When you see the error it will look like this:

Invalid column headers

Header is not valid! missing: ["nhs number", "date of birth", "gender", "ethnicity", "patient postcode", "gp practice code", "consultant gmc code", "consultant specialty code", "organisation code of provider", "primary diagnosis", "morphology", "stage of disease", "sact programme number", "regime number", "intent of treatment", "regimen name", "height", "weight", "performance status", "co-morbidity adjustment", "date decision to treat", "start date of regimen", "clinical trial", "chemo-radiation", "number of cycles planned", "cycle number", "start date of cycle", "weight at start of cycle", "performance status at start of cycle", "opsc procurement code", "drug name", "actual dose per administration", "administration route", "administration date", "organisation code of provider (administration)", "opcs delivery code", "start date of final treatment", "regimen modification - dose reduction", "regimen modification - time delay", "regimen modification - stopped early", "regimen outcome summary", "date of death", "nhs number status indicator code"] unexpected: ["nhs_number", "local_patient_identifier", "nhs_number_status_indicator_code", "person_family_name", "person_given_name", "date_of_birth", "person_stated_gender_code", "patient_postcode", "consultant_gmc_code", "consultant_specialty_code", "organisation_identifier_(code_of_provider)", "primary_diagnosis", "morphology_icd-o", "diagnosis_code_(snomed_ct)", "adjunctive_therapy", "intent_of_treatment", "regimen", "height_at_start_of_regimen", "weight_at_start_of_regimen", "performance_status_at_start_of_regimen_-_adult", "comorbidity_adjustment", "date_decision_to_treat", "start_date_of_regimen", "clinical_trial", "cycle_number", "start_date_of_cycle", "weight_at_start_of_cycle", "performance_status_at_start_of_cycle_-_adult", "drug_name", "dm+d", "actual_dose_per_administration", "administration_measurement_per_actual_dose", "other_-_administration_measurement_per_actual_dose", "unit_of_measurement_(snomed_ct_dm+d)", "sact_administration_route", "route_of_administration_(snomed_ct_dm+d)", "administration_date", "organisation_identifier_of_sact_administration", "regimen_modification_-_dose_reduction", "regimen_outcome_summary_-_curative_(completed_as_planned)", "regimen_outcome_summary_-_curative_(not_completed_as_planned)_reason", "other_-_regimen_outcome_summary_-_curative_(not_completed_as_planned)_reason", "regimen_outcome_summary_non_curative", "regimen_outcome_summary_toxicity"]

To resolve this, contact the SACT helpdesk SACT@phe.gov.uk and let us know you will be uploading v3 in future.

Please note that when you switch to v3, you will no longer be able to upload v2 files. This will be the case for all other users in your trust, so if you have multiple files please ensure the other users are also ready to switch over.

In SACT v3.0, all trusts must use the same header row. This should be automatically installed in your e-prescribing system and is also available on the SACT website below:

SACT_Dataset_v3.0_Header row

In v3.0 you must use a header row. If you upload a file with no header row in v3.0 you will receive a critical error similar to the above.

If you receive a header row error after the SACT team have changed your mappings to v3 you are using either an incorrect or missing header row. If your header row is missing or incorrect, replace with the example header row from the SACT website above and reload and the error should be resolved.

1.2. Incorrect file name

In SACT v3.0 there is a standard file naming convention. The file must be named according to the below convention:

SACT_v3-ccyymmdd-ccyymmdd.csv

If you upload a v3.0 file with a different file name you will receive the error below:

Error during validation

The validation routine has detected no output, this is likely to be due to an incorrect file or sheet name in the uploaded files, reasons for this could be :

- Unknown table name:
- The trust has been setup with the wrong configuration (have previous uploads worked ok ?)
- The configuration of your downloaded files have changed
- The files (or internal tabs if using excel) have been edited or renamed incorrectly

To resolve this error, change the file name and reload.

1.3. Invalid date value

This is one of the most common critical errors. Even if there is only one invalid date on the file, the whole file will be unreadable.

If you have this error on your file the error you will see on the batch report will be:

Error during validation

The validation routine has detected no output, this is likely to be due to an incorrect file or sheet name in the uploaded files, reasons for this could be :

- ArgumentError: invalid date value "01/01/1960"
- The trust has been setup with the wrong configuration (have previous uploads worked ok ?)
- The configuration of your downloaded files have changed
- The files (or internal tabs if using excel) have been edited or renamed incorrectly

This error will appear as one critical error on your file. In this case, the single critical error means that the whole file is unreadable. The portal is unable to read the file beyond the first example of the invalid date value, so only one error appears. Although it is possible that there is only one invalid date on the file, it is more likely that all the dates are invalid.
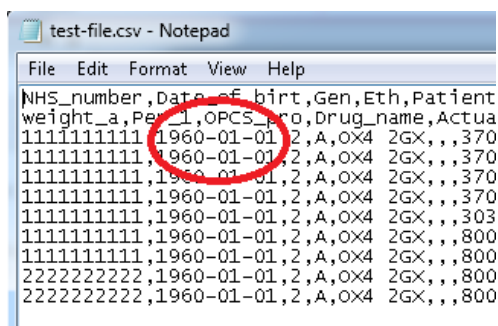
In SACT v3.0, the required date format is CCYY-MM-DD. If you are using the date format DD/MM/YYYY you will receive the above error message.

To view the date format in your file, please open it in Notepad rather than Excel.

To open a file in Notepad, right click on the file, then 'Open with' Notepad as below:
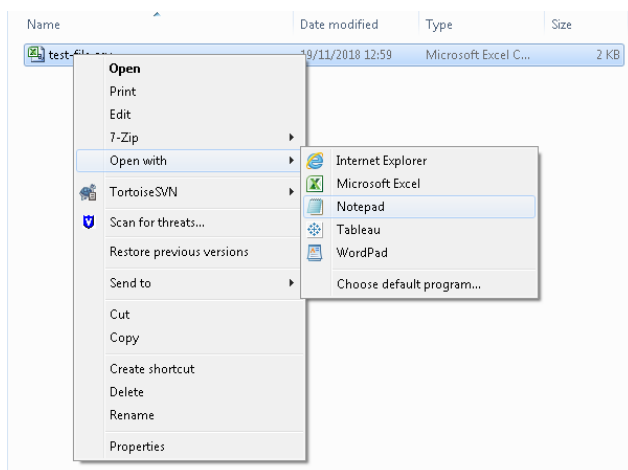
You will then see the actual date format on the file:

To avoid Excel changing the date format, please don't open it in Excel. If you need to correct other errors on your file, you may be able to do this in the source system and re-export to .csv without losing the date format by opening in Excel.
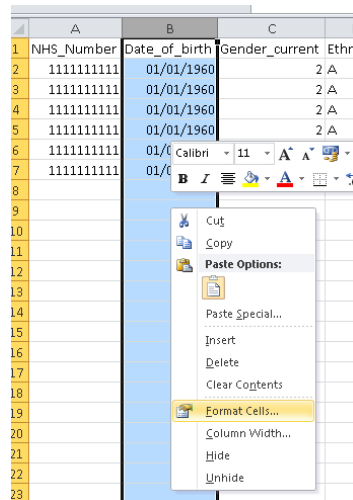
Correcting the error

If you need to change the date format on your file from DD/MM/YYYY to CCYY-MM-DD, please follow the steps below:
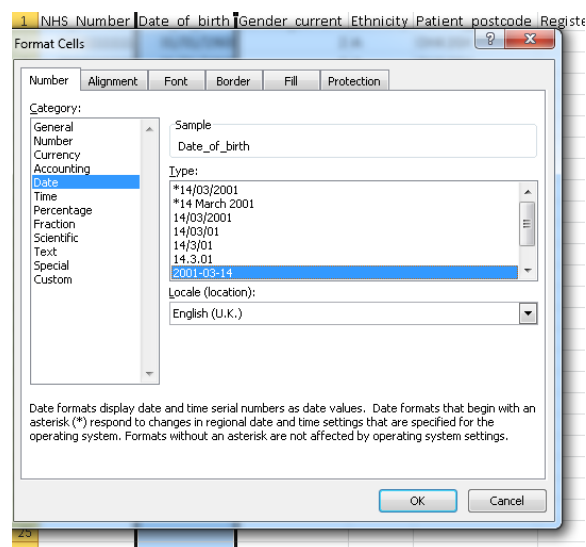
1. First open your file in Excel. Then click on the letter at the top of the first date column to highlight the whole column:
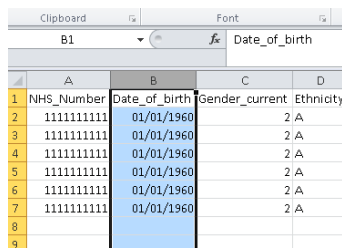
2. Right click and select 'Format cells':

3. Select 'Date' and the required date format:

4. Click 'OK' and the date format will be changed as below:

	A	B	C	D
1	NHS_Number	Date_of_birth	Gender_current	Ethnici
2	1111111111	1960-01-01	2	A
3	1111111111	1960-01-01	2	A
4	1111111111	1960-01-01	2	A
5	1111111111	1960-01-01	2	A
6	1111111111	1960-01-01	2	A
7	1111111111	1960-01-01	2	A
8				
9				
10				
11				

5. Repeat these steps on all the date fields. These are:
- Date of birth
- Date decision to treat
- Start date of regimen
- Start date of cycle
- Administration date

You can select all these date fields at once by holding down the 'Ctrl' button while clicking on the letters at the column heads. Please change the format on all these columns or the error will still remain.

6. Then re-save the file and reload. The error message should then disappear.

Please note that if you are changing the date format from DD/MM/YYYY to YYYY-MM-DD Excel will change the format back every time you open and save the file. So if you're making other changes in Excel, you'll need to repeat the above steps to change the format before saving.

Please also make sure if you're re-saving in Excel that you save as a .csv file, not a .xlsx file. The portal will not accept files in any format other than .csv.

1.4. Date sequence errors

The portal applies a date sequence validation to every record. This is to ensure that the dates on each patient record are in a logical order. For example, it would not make sense if an administration date was before the start date of the regimen.

The date sequence validations are as follows:

Date of birth – must be on or before all other dates

Date decision to treat – must be on or before start date of regimen

Start date of regimen – must be on or before start date of cycle

Start date of cycle – must be on or before administration date

If you have a date sequence error it will appear on your batch report like this:

2018-07-12	Critical	decisiontotreatdate	should not be after startoradmissiondate	13.07.2018
2018-07-12	Critical	startoradmissiondate	should not be before decisiontotreatdate	12.07.2018

In this example, the date decision to treat is after the start date of the regimen (start or admission date). It appears on the submission like this:

The patient NHS number appears in the error message, so this will help find the problem record. To correct the error, check the patient record. The date decision to treat can't be after the regimen started, so one of these dates must be changed. Once you have the correct details, amend the extract and reload.

1.5. Future date errors

The portal does not allow any future dates on your submission. If there are any future dates, the error will appear as below:

Critical	startoradmissiondate	future	07.12.2018

To resolve this error, either correct or blank the future dates and reload. The patient NHS number appears in the error message, so this will help find the problem record.

If the future dates refer to treatments prescribed but not yet administered, please delete the whole record. The SACT requirement is only for treatments already administered, we don't require details of planned future treatments. These can be supplied to us after they've been administered.

1.6. Duplicate drug record errors

Where two records are completely identical the portal will de-duplicate them, ie ignore additional copies of the same record.

However, if two records are identical but have different data in organisation code of drug provider the portal will be unable to de-duplicate the record and the below error will be generated:

Critical	cycle	contains 2 different drug detail records where drugname = DRUG 6 and administrationdate = 10.07.2018

To correct this error you can either delete the incorrect copy of the record or make both records identical.

The patient details are included in the error message:

| NHS No.	D.O.B	Regimen name	Start date	Error	Error field	Error description
2222222222	1960-01-01	Test regimen 1	2018-03-06	Critical	cycle	contains 2 different drug detail records where drugname = DRUG 6 and administrationdate = 10.07.2018

You can find the problem records on your submission by filtering on:

- NHS number
- Drug name
- Administration date

When using a filter, please make sure that all columns are selected – you can do this by clicking on the triangle at the top left of your file when open in Excel:
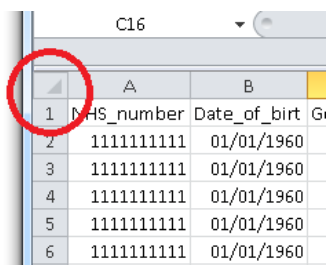
Then go to the 'Data' tab and click 'Filter'. You will see a filter added to the top of every column:
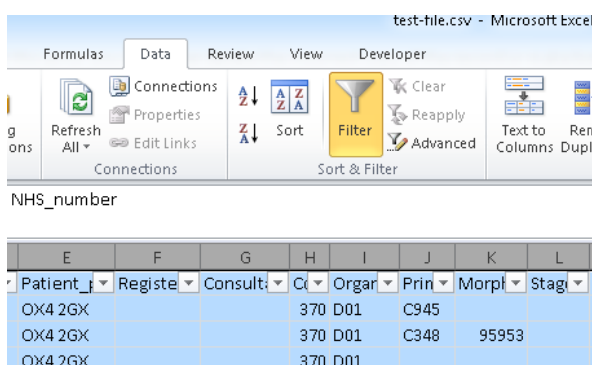
Use the filter on eg NHS number to find all records for that NHS number. You can narrow down by then filtering on drug name, administration date etc. Once you have only two rows showing you have found the problem records.

To correct it, either delete the incorrect row or blank the incorrect code.

If you don't know which code is correct, you can blank both organisation codes.

1.7. Missing mandatory data

Some fields are mandatory, ie the record won't be accepted by the portal if the field is blank.

If there are blank mandatory fields on your submission you'll see the below error message:

Critical	primarydiagnoses	can't be blank

To correct this, please enter data in the field and reload.

The patient details are included in the error message, so this will help you to find the problem record. You can do this using a filter for blanks on the missing field. Guidance on how to apply a filter is included on page 10 of this document.

Once your filter is on, click the arrow in the column header for which you have missing data. In this example, it's primary diagnosis. You will see a list of codes and an entry for 'blanks'. Click on 'blanks' and the rows with missing diagnoses will be selected:
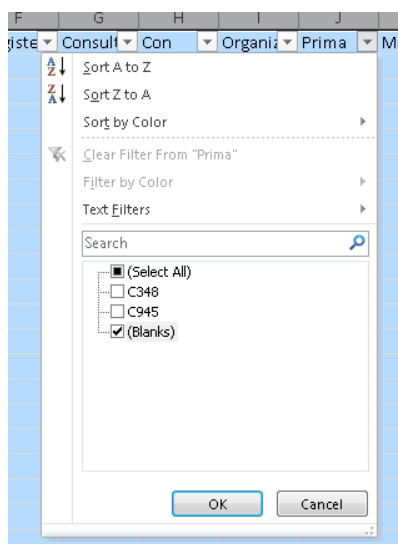

Sometimes you may see an error message where there are no patient details to use in the filter, ie no NHS number or any other data:

				Critical	postcode	can't be blank
				Critical	primarydiagnoses	can't be blank
				Critical	dateofbirth	can't be blank
				Critical	nhsnumber	can't be blank
				Critical	regimenname	can't be blank
				Critical	startoradmissiondate	can't be blank
				Critical	startdateofcycle	can't be blank
				Critical	cyclenumber	can't be blank

This message means that there is some invisible data on your file which makes the portal apply validations to a blank row. Usually these are spaces or page breaks – you can view them if you open the file in Notepad.

To open a file in Notepad, right click on the file, then 'Open with' Notepad as below:
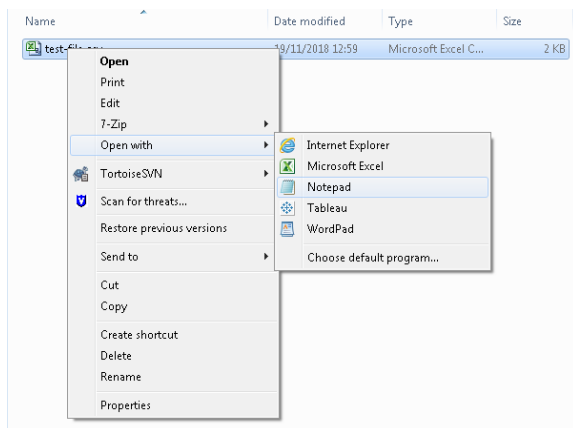
You will then see the invisible data on the file:
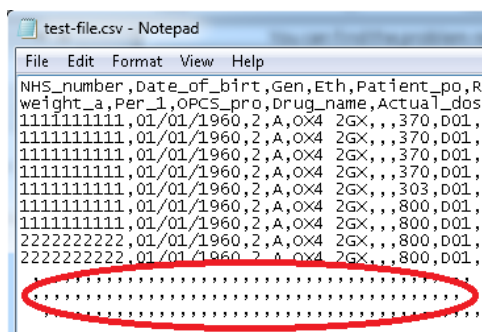
To correct the error, delete the last 10 or so blank records at the bottom of your submission. This should remove any invisible data.

1.8. Validation errors

Some fields include a look-up as a validation. This checks all submitted data against a list of valid entries. Any submitted data that doesn't match the look-up appears as a critical error.

A common example is morphology code. If a morphology code on your submission does not match the look-up of valid ICD-O3 codes you'll see the below error:

| Critical | histology_icdo3 | Zmorphology "9595" does not exist | 95953 |

This may be a format error on your file, eg a space after the code. Or the code on your file may have been 'retired', ie replaced by a new code.

In the above example, 95953 is a retired code. The new code is 95913. If you have an invalid code and are not sure what the correct code should be, please contact SACT@phe.gov.uk for advice.

To correct the error, please replace the invalid code with the valid one and reload. If you don't know the valid code, please contact the Helpdesk.

2. Local errors

A local error is an error that does not necessarily require the file to be corrected and reloaded, ie most local errors can be corrected via mapping on the portal. However, if the submitted value can't be mapped you will need to blank / correct the queried value on the source file and reload.

Some common local errors are:

2.1. Invalid primary diagnosis

This is a validation error as above, but it can be corrected via mapping on the portal. The error appears as below:

| Local | primarydiagnoses | ZicdClassified "C945" does not exist | C945 | Map |

This may be a format error on your file, eg a space after the diagnosis code. Or the code on your file may have been 'retired', ie replaced by a new code.

In the above example, C945 is a retired code. The new code is C944. If you have an invalid code and are not sure what the correct code should be, please contact SACT@phe.gov.uk for advice.
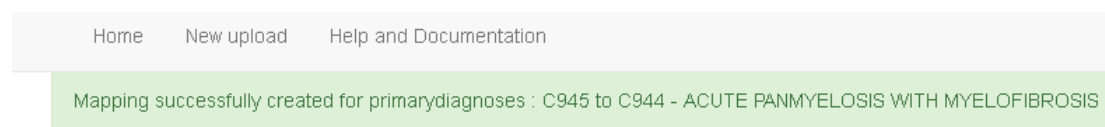
To correct the error, click the 'Map' button and enter the correct code on the mapping screen below:

Then click 'Create local mapping'. If the mapping is successful you will see the below message and the error will disappear:

This mapping will be applied to all future appearances of this code.

2.2. Local mapping

A number of other fields are checked to a look-up and local values used in the trust can be mapped to valid values included in the look-up via the portal.

Entries can only be mapped if they have an exact equivalent in the look-up. For example;

The above treatment intent entry 'CURATIVE' can be mapped to the valid code 'C'.

Sometimes the entry may not be mappable to a valid code, for example:

The entry 'N/A' can't be mapped. Please replace the entry 'N/A' with a valid code and reload. If necessary, the portal will accept a blank for this field.

2.3. Regimen mapping

Unmapped regimens appear as local errors and can be mapped via the portal. If you have a new regimen that requires mapping the error will appear as below:

regimenname	does not exist

If you are an uploader, there is no need to take any action with regimen mapping errors – these will be mapped by your trust pharmacist. Please do not attempt to resolve them on the file or delete the record.

If you are a pharmacist, you should see the 'Regimen Map' button next to the local regimen name:

regimenname	does not exist	EC + Paclitaxel Regimen Map

To map, the regimen, click on the mapping button and select the correct regimen from the list as below. There is a search box you can use to find the correct regimen.

Select the correct regimen, then click 'Request approval'. If you can't find the correct regimen, click 'Helpdesk request' and the details will be sent to the SACT Helpdesk.

Once you have mapped the regimens, the mappings will then go to the SACT pharmacists for approval. The SACT Helpdesk will let you know when the mappings have been approved and you will then be able to submit the file.

Occasionally the SACT pharmacists may have a query with one of your mappings. If so, the SACT Helpdesk will let you know the details and you will have the opportunity either to re-map or confirm your existing mapping.

3. Further support

If you require further support with correcting errors or any other issue, please contact the SACT Helpdesk:

SACT@phe.gov.uk

Tel: 01865 458350 (Mon-Fri office hours only)

There are also more support resources available via the SACT website:

http://www.chemodataset.nhs.uk/home

http://www.chemodataset.nhs.uk/frequently_asked_questions/

http://www.chemodataset.nhs.uk/guides_and_support/

You can also discuss with other users via the SACT forum:

https://khub.net/group/sact-dataset