

1 Current situation

- 1.1) Data is requested via NHSNet. Interim alternatives are encryption and emailing, or via disk.
- 1.2) Validation reports are sent monthly
- 1.3) PICANet team members are available to answer questions on clinical coding and other data definitions via email or phone. Ad hoc visits to resolve specific problems can be arranged.

2 Non-submission of data

- 2.1) From 1st October 2004, all units will be requested to submit data at least once a month (or more frequently if feasible).
- 2.2) They will receive details of how non-compliance is to be addressed (copies of letters) (Letter 1).
- 2.3) Data will only be accepted in the correct format.
- 2.4) Data must be current – it would be expected that the most recent admission would be no more than a month prior to the submission date.

3 Procedures for dealing with non-submission of data

- 3.1) Data returns will be monitored on a weekly basis.
- 3.2) Any unit who has not supplied data in the last 42 days (6 weeks) will receive an email and hard copy letter (Letter 2) addressed to the primary contact and lead clinician, requesting data submission or contact with PICANet, to indicate why data submission has been delayed.
- 3.3) If no data has been received in the following 14 days (2 weeks) a further letter/email (Letter 3) will be sent to the lead clinician/primary contact, indicating that the next step is to contact the hospital's Chief Executive if issues regarding lack of data submission cannot be resolved, to see what they may be able to do to help.
- 3.4) If no data has been received after a further 14 days (2 weeks), then an email/letter (Letter 4) will be sent to the hospital's Chief Executive (copied to the unit and additionally to the Pan Thames Consortium for London units and Health Commission Wales Specialist Services for the Welsh unit).

It is expected that there will be continuous communications between PICANet and the unit primary contact, and there will be some flexibility with the above procedures if there are genuine reasons for lack of data submission.

4 Use of NHSNet

All units are being encouraged to supply their data via NHSNet, and we are hoping that everyone will be able to transfer data via this method by the end of 2004. PICANet will do whatever they can to facilitate the process, but units should try and identify who, within the IT department, has the authority and technical expertise to enable the necessary modification to the Trust firewalls etc.