

DCB2050: Aggregate Contract Monitoring (ACM)

Requirements Specification



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Data Coordination Board

This Information Standard (DCB2050) has been approved for publication by the Department of Health and Social Care under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this Information Standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This Information Standard comprises the following documents:

- Change Specification
- Requirements Specification
- Implementation Guidance.

An Information Standards Notice (DCB2050 Amd 73/2020) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the Standard.

The controlled versions of these documents can be found on the [NHS Digital website](#). Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Date of publication: 8 April 2021

Glossary of terms

| Term | Acronym | Definition |
|---|---------|--|
| Aggregate Contract Monitoring | ACM | Aggregate Contract Monitoring provides a summary of the volume of clinical activity performed by a healthcare provider and associated costs chargeable to the commissioner for that activity. This report serves the contractual requirement for the aggregate finance and activity report, submission of which is required under Schedule 6 of the NHS Standard Contract. |
| Clinical Commissioning Group | CCG | An organisation responsible for implementing the commissioning roles as set out in the Health and Social Care Act 2012. They are comprised of groups of GP practices that are responsible for commissioning most health and care services for patients. |
| Commissioning Data Sets | CDS | Commissioning Data Sets (CDS) are maintained and developed by NHS Digital, in accordance with the needs of the NHS and the Department of Health and Social Care. They form the basis of data on activity carried out by organisations reported centrally for monitoring and payment purposes. |
| Commissioning Support Unit | CSU | An organisation that provides commissioners with external support, specialist skills and knowledge to support them in their role. |
| Data Landing Portal | DLP | A system, developed by NHS Digital that allows data to be securely transferred between organisations. The system enables Data Services for Commissioners Regional Offices to set up data specifications, against which incoming data from Providers is validated. |
| Data Services for Commissioners Regional Office | DSCRO | Regional offices staffed by NHS Digital that support the data management needs of commissioners with the provision of appropriate technical and procedural controls and legal basis to store and process personal confidential data. |
| Information Governance | IG | The set of multi-disciplinary structures, policies, procedures, processes and controls implemented to manage information at an enterprise level, supporting an organisation's immediate and future regulatory, legal, risk, environmental and operational requirements. |

Glossary of terms (cont/...)

| Term | Acronym | Definition |
|-----------------------------------|---------|--|
| Information Standards Notice | ISN | A publication that announces new or changes to information standards published under section 250 of the Health and Social Care Act 2012. |
| Information Technology | IT | The use of any computers, storage, networking and other physical devices, infrastructure and processes to create, process, store, secure and exchange all forms of electronic data. |
| National Information Board | NIB | A partnership group with membership from organisations across the health and care system. |
| Patient Level Contract Monitoring | PLCM | Patient Level Contract Monitoring is a means to enable the interchange, in a uniform format, of monthly patient-level contract monitoring data between commissioners and providers of healthcare. |
| Secondary Uses Service | SUS+ | SUS+ is a comprehensive repository for commissioning data sets in England. It is held by NHS Digital and it enables a range of reporting and analyses to support the NHS in the delivery of healthcare services. |

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1. Background and context

The purpose of the Aggregate Contract Monitoring (ACM) Information Standard (hereafter the Standard) is to enable the interchange, in a uniform format, of monthly aggregate contract monitoring data between commissioners and providers of healthcare. This will ensure that contract monitoring and reporting is consistent and comparable across all commissioning organisations and their footprints.

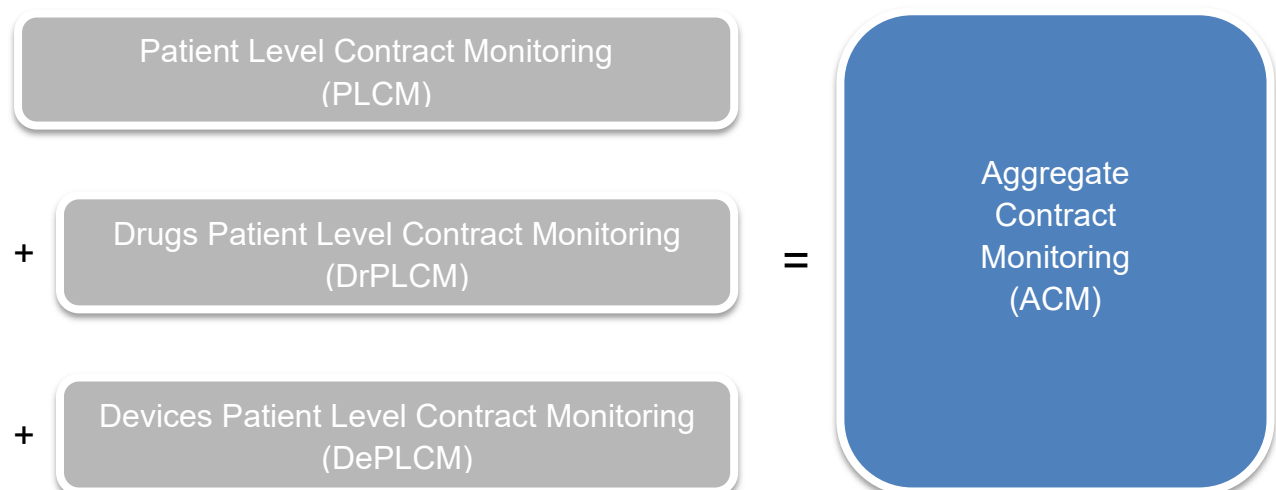
The ACM is the Activity and Finance Report which each provider is required to submit to its commissioners as a requirement of Schedule 6A of the [NHS Standard Contract](#). It demonstrates the volume of activity and the aggregated cost of commissioned clinical care provided to patients as well as financial adjustments not attributed directly to clinical care. Although the financial reconciliation process in Service Condition 36 of the NHS Standard Contract allows for changes to be made to the amount charged after its submission, the ACM should be a very good indication of the amount a commissioner will be expected to pay for the period and therefore provides a good basis for validation. It is already widely used by most providers to report NHS England directly-commissioned services.

The ACM data collection specification must be used by all commissioners and all NHS and independent sector acute and mental health providers operating under the full-length version of the NHS Standard Contract.

Diagram 1 below shows how the ACM relates to the three other contract monitoring data flows, each of which is covered by a separate data standard. For acute and community providers, the ACM is an aggregation of the three separate patient-level contract monitoring flows, these being:

- Patient Level Contract Monitoring (PLCM);
- Drugs Patient Level Contract Monitoring (DrPLCM);
- Devices Patient Level Contract Monitoring (DePLCM).

Diagram 1.



1.1 Relationship to other policies, programmes, projects and services

This new information standard is aligned to the National Information Board's (NIB) Domain H (Data Outcomes for Research and Oversight) and the high-level rationale for modular data. It is designed to collect data more efficiently and includes services either not recorded by Commissioning Data Sets (CDS) or services commissioned using different units of volume than those recorded by CDS. This information is essential to the efficient running, planning and development of the NHS and enables data to be analysed in new and different ways for the health and social care system.

1.2 Supporting information

This Standard should be read alongside the following supporting documents or information resources contained within the following websites:

| # | Name | Summary |
|----|--|---|
| 1. | Aggregate Contract Monitoring (ACM): Implementation Guidance | Implementation guidance for users of the Standard. |
| 2. | Aggregate Contract Monitoring (ACM): User Guidance for Providers and Commissioners | Guidance for users of the Standard including population guidance for individual data elements and answers to a number of frequently asked questions (FAQs). |
| 3. | NHS Data Model and Dictionary v3 | Includes definitions for many of the data elements contained within the Standard. |
| 4. | NHS Digital Data Landing Portal | Resources and user guides relating to the Data Landing Portal (DLP) – the means by which providers can securely transfer data to Data Services for Commissioners Regional Offices (DSCROs). |

2. Purpose and scope

2.1 Users of the Standard

Aggregate Contract Monitoring (ACM) is to be used across the NHS and Independent Sector organisations in England, primarily within commissioning functions. The main users of this are:

- Staff in providers responsible for contracting, finance and business intelligence (informatics);
- National bodies which support the delivery of Health and Social Care such as NHS Digital, NHS Improvement, the Care Quality Commission and Public Health England (PHE);
- NHS England, its commissioning regions and local offices;
- All NHS England direct commissioning functions, clinical commissioning groups (CCGs), Data Services for Commissioners Regional Offices (DSCROs) and organisations providing a commissioning support unit (CSU) service;
- Any other NHS organisations that replace any of the above and take on their functions in future.

2.2 Scope

The scope of the Standard is **all NHS-funded clinical care provided (including drugs and devices not covered by National Tariff) provided to patients, as well as financial adjustments not attributed directly to clinical care, for all commissioners**. Although the financial reconciliation process in Service Condition 36 of the NHS Standard Contract allows for changes to be made to the amount charged after its submission, the ACM should be a very good indication of the amount a commissioner will be expected to pay for the period and therefore provides a good basis for validation.

This covers:

- All NHS and independent sector acute and mental health providers operating under the full-length version of the NHS Standard Contract – see table below, but not primary care from whom the NHS commissions healthcare;
- All NHS commissioners;
- All contracted activities and financial adjustments not attributed directly to clinical care.

The table below is a detailed list of the scope of the Standard for providers, it being optional for any NHS or Independent Sector provider commissioned to provide services of any type under the shorter-form version of the NHS Standard Contract.

| Provider Type and NHS Standard Contract version | Aggregate Contract Monitoring (ACM) |
|--|-------------------------------------|
| NHS or Independent Sector provider commissioned to provide acute services under the full-length version of the NHS Standard Contract | Mandatory |
| NHS or Independent Sector provider commissioned to provide mental health services under the full-length version of the NHS Standard Contract | Mandatory |
| NHS or Independent Sector provider commissioned to provide community services under the full-length version of the NHS Standard Contract | Recommended |
| NHS provider commissioned to provide ambulance services under the full-length version of the NHS Standard Contract | Recommended |
| NHS or Independent Sector provider commissioned to provide services of any type under the shorter-form version of the NHS Standard Contract | Optional |

In future, once SUS+ has sufficient coverage, is better aligned to record *all* health care activities and do so in a manner by which these services are commissioned, this should be the source by which the content of the ACM can be validated.

In order to utilise national commissioning data sets for this purpose it is important that both provider and commissioner assure the content and suitability (in terms of contract currency for example) of the national data set by performing local data reconciliations.

Until SUS+ is better suited for commissioning purposes, the PLCM will be the means by which the contents of the ACM can be verified.

2.3 Rationale

Currently, local providers and commissioners can agree amongst themselves the content and format of a contract monitoring data set. For providers this can result in a range of different formats for different commissioners and when multiplied by the number of providers across the country this can become a large number of differing formats.

Where an individual provider is required to generate a different reporting format for each commissioning function it increases the data collation and reporting burden for the provider.

A requirement under the current Schedule 6 of the NHS Standard Contract is the production of an Activity and Finance Report and that “...*this report may also serve as the reconciliation account to be sent by the Provider by the First Reconciliation Date under SC36.28, or under SC36.31*”. Aggregate Contract Monitoring (ACM) submissions can therefore be a means by which the initial monthly financial value claimed by the provider can be validated by the commissioner.

In order for a commissioning organisation to have a total view of its commissioning spend and commitments, there is a need to aggregate contract monitoring reports. In many instances this requires the re-mapping of differing provider returns into a common format, resulting in an additional administrative burden.

2.4 Benefits

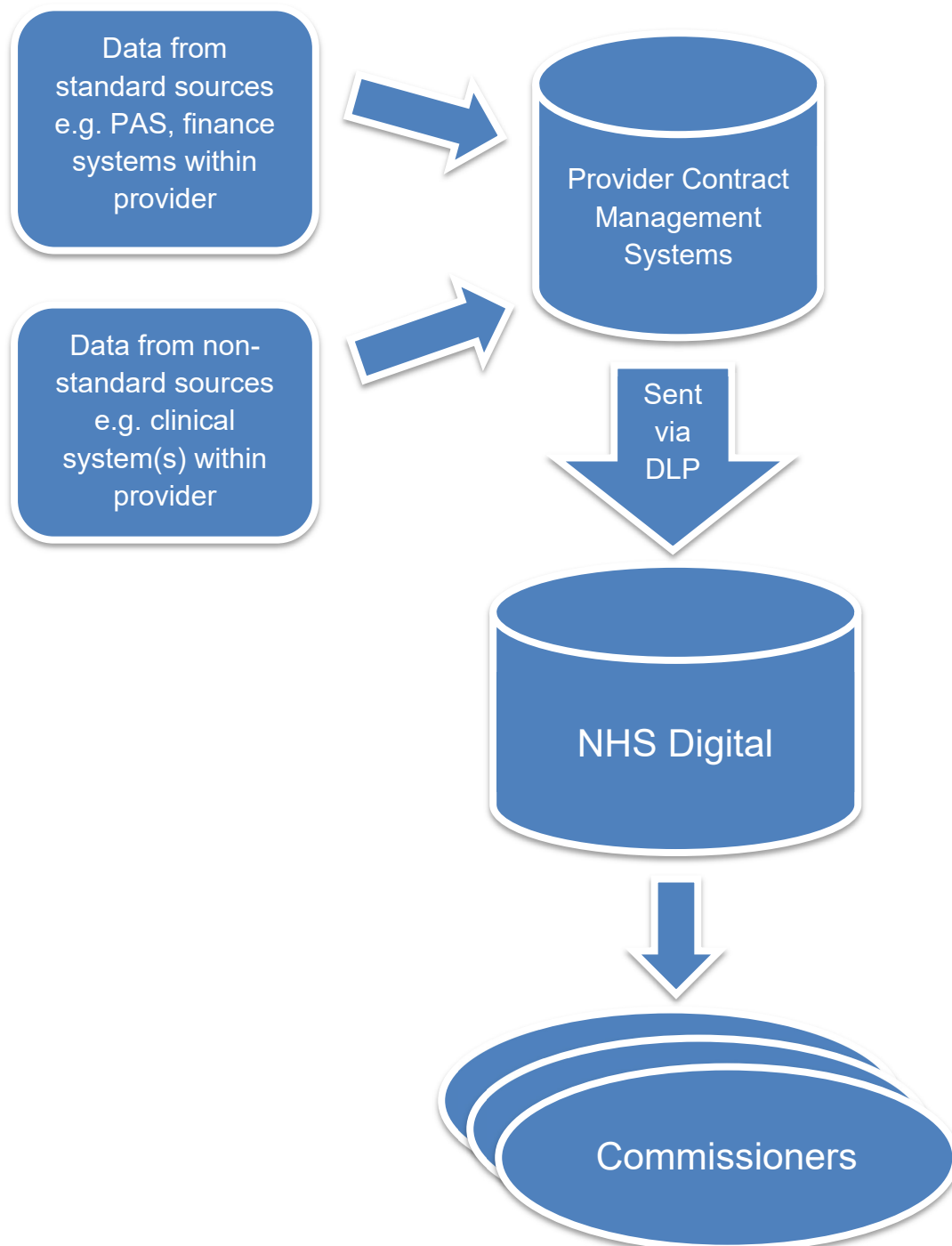
The Standard will ensure that monthly contract monitoring data that flows from providers to commissioners via NHS Digital will contain a consistent set of data items of sufficient quality. This will:

- Minimise the burden on providers through convergence to a single report format for use by all commissioning functions regardless of organisation;
- Reduce the burden on commissioners and their CSUs through convergence to a single report format from all providers;
- Allow the development of a standard automated reconciliation process for secondary care activity and finance which will increase efficiency through removal of manual validation checks;
- Improve year-end forecasting and forecasting against plan for all services for commissioners, especially those not covered by SUS+;
- Improve the monitoring of access to healthcare services, especially those not evidenced in SUS+;
- Improve the regional and national consistency of reporting of NHS England directly-commissioned services, resulting in national economies of scale.

2.5 High level process

Diagram 2 provides a high-level overview of the data flows associated with the production and submission of the Standard.

Diagram 2.



3. Requirements

3.1 Definitions

The definitions of the key words MUST, SHOULD and MAY are taken from the Internet Engineering Task Force [Best Current Practice Document](#). Other terms used below and elsewhere in this Specification are defined as follows:

| Term | What it stands for |
|----------------|---|
| Organisations | Organisations required to implement and comply with the Standard, that is: <ul style="list-style-type: none">All NHS and independent sector acute and mental health providers operating under the full-length version of the NHS Standard Contract, but not primary care from whom the NHS commissions healthcare;All NHS commissioners. |
| Relevant Staff | Employees or contractors of organisations to which the Standard applies who have a contracting, commissioning, performance, finance, business informatics or IT role. |
| Systems | Any clinical, contracting, financial, administrative or contract management system used in the capture of data for, or in the production of, the Standard. |

- All MUST requirements must be met;
- All SHOULD requirements must be met or there be a credible and legitimate reason for why they have not been;
- Any MAY requirements are purely optional.

3.2 General requirements

| # | Requirement |
|---|--|
| Implementing the Standard: Procedures, Systems and Governance | |
| 1. | Organisations MUST prepare for the implementation of the Standard, by assessing their current systems and processes, developing a local implementation plan and the subsequent roll-out of this plan. |
| 2. | Organisations SHOULD refer to and utilise the Implementation Guidance accompanying this Standard to help steer decisions. |
| 3. | Organisations MUST review their current systems used in the production of the Standard to ensure that the necessary data items are held and are in the correct format. In cases where data items used in the Standard are missing IT systems MUST be suitably adapted. |
| 4. | Information governance leads MUST review the information governance implications of implementation of the Standard within their organisation and if necessary plan to implement mitigating actions to address any identified risks such that they are as low as reasonably possible. |
| Implementing the Standard: Workforce | |
| 5. | Organisations MUST provide, arrange and/or support relevant staff to receive any training which is identified as locally necessary to enable effective implementation of and conformance to the Standard. |
| Ongoing Compliance with the Standard: Accuracy of Data | |
| 6. | Organisations MUST ensure that data recorded for compliance to the Standard is accurate. Systems to quality assure data MUST be put in place. |

| # | Conformance Criteria |
|---|--|
| Implementing the Standard: Procedures, Systems and Governance | |
| 1. | Organisations prepared effectively for implementation of the Standard, assessed their current systems and processes and developed a local roll-out plan. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| 2. | Implementation Guidance accompanying this Standard was read and used to inform local decision-making. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| 3. | Systems used in the production of the Standard were reviewed and, in cases where data items used in the Standard were missing these systems were suitably adapted, to allow production of the Standard. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. |

| | |
|--|---|
| | 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| 4. | Information governance risks associated with implementation of the Standard were identified and mitigating actions completed such that residual risks were as low as reasonably possible. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| Implementing the Standard: Workforce | |
| 5. | Staff competency/training records indicated that relevant staff received any training identified as locally necessary that enabled implementation of and conformance to the Standard. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| Ongoing Compliance with the Standard: Accuracy of Data | |
| 6. | Quality assurance processes were in place to enable verification of the accuracy of data recorded for production of the Standard. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |

3.3 Those with responsibility for data capture and IT solutions

| # | Requirement |
|---------------------------|--|
| Overview | |
| | Those responsible for IT systems used in the capture of data for, or in the production of the ACM MUST update, change or replace those systems so that they allow conformance to the Standard. |
| Functionality: Data Items | |
| 1. | Systems MUST enable recording of all data items contained within the Standard, in their specified format. Local systems MAY hold more information than is required by the Standard. |
| 2. | Systems MUST allow for changes to the data items associated with the Standard over time, including the release of new or amended codes. |
| Functionality: Timeliness | |
| 3. | Systems MUST enable recording of all data items contained within the Standard, in a timely fashion in order to allow production of the ACM in line with national reporting timetables. |

| # | Conformance Criteria |
|---------------------------|---|
| Functionality: Data Items | |
| 1. | Systems enabled recording of all data items defined in the Standard and in their specified formats. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| 2. | Systems allowed for changes to data items associated with the Standard over time, including the release of new or amended codes (where used by relevant systems). Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| Functionality: Timeliness | |
| 3. | Systems allowed for recording of all data items contained in the Standard, in a timely fashion in order to allow production of the Standard in line with national reporting timetables. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |

3.4 Those with responsibility for the production/submission of the Standard

| # | Requirement |
|---------------------------|--|
| Overview | |
| | Those responsible for contract management reporting and the production of the ACM MUST ensure that routine submissions are made that conform to the Standard. |
| Functionality: Data Items | |
| 1. | Systems MUST be populated with data items required by the Standard, in their specified format. Local systems MAY hold more information that is required by the Standard. |
| 2. | Systems MUST allow for changes to the data items associated with the Standard over time, including the release of new or amended codes. |
| Functionality: Timeliness | |
| 3. | Systems MUST be populated with all data items (where relevant) contained within the Standard, in a timely fashion in order to allow production and submission of the ACM in line with national contracting / commissioning timetables. |

| # | Conformance Criteria |
|---------------------------|---|
| Functionality: Data Items | |
| 1. | Systems were populated with data items defined in the Standard and in their specified formats. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| 2. | Systems allowed for changes to data items associated with the Standard over time, including the release of new or amended codes (where used by relevant systems). Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |
| Functionality: Timeliness | |
| 3. | Systems were populated with all data items (where relevant) contained in the Standard, in a timely fashion in order to allow production and submission of the Standard line with national contracting/commissioning timetables. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |

3.5 Those who are other users of the data

| # | Requirement |
|--------------------------------------|--|
| Overview | |
| | Relevant staff SHOULD be familiar with the contents of the ACM and have an understanding of its uses and relevance. |
| Implementing the Standard: Workforce | |
| 1. | Organisations SHOULD provide, arrange and/or support relevant staff to receive any training and/or awareness programme which is identified as locally necessary to enable effective implementation of and conformance to the Standard. |

| # | Conformance Criteria |
|--------------------------------------|--|
| Implementing the Standard: Workforce | |
| 1. | Staff competency/training records indicate that relevant staff have received training identified as locally necessary to enable effective implementation of and conformance to the Standard. Measurement beginning in October 2021: 1. The number of queries received by NHS Digital regarding the implementation of the changes may denote non-conformity. 2. The number of queries/complaints received regarding the Standard will be monitored to inform compliance. |

4. When should the Standard be submitted?

The submission of the Standard is an NHS Standard Contract requirement and must be in line with the timescale indicated in the National Requirements Reported Locally section within Schedule 6 of the [NHS Standard Contract](#).

5. How should the Standard be submitted?

All submissions up to the agreed submission date must be on a bulk replacement/update basis i.e. each submission/resubmission will overwrite and replace in full any previous submissions for the same reporting period or periods.

The completed monthly ACM should be transmitted using the [NHS Digital Data Landing Portal \(DLP\)](#). The DLP allows data to be transferred securely between organisations using a centrally managed system. It also facilitates the standardisation of local data transfers nationally.

Before first submission, users MUST alert their DSCRO so that the necessary loading files for the Standard can be created prior to use.

The DLP currently accepts files in a comma-separated value (CSV) format, or CSV files compressed using the gzip format. It has a maximum allowable file size of 1Gb for uncompressed CSV files (or 100Mb for compressed files). The first row must contain column headers, the names of which must match those in the specification being used when submitting the file. **Spaces used in the data element names of the Specification must be replaced by underscores.**

For more detailed guidance on submission of data using the DLP please refer to guidance on the [NHS Digital Data Landing Portal \(DLP\)](#) site. Users should be aware that the DLP interface is accessed using Google Chrome installed with the NHS Digital Chrome Extension or using Internet Explorer 11.

If using Google Chrome please refer to the Google Chrome Installation Guide which can be downloaded from the NHS Digital DLP webpage. The guide provides full instructions on installing Google Chrome and the required NHS Digital Chrome Extension.

6. How should the Standard be completed?

Providers must use a consistent method of completion to populate the Standard with data for each submission/resubmission.

The Standard must be completed in such a manner that it contains data relating to the current reporting month and all previous months, with all previous months shown individually. Each submission must contain data for each of the submission periods prior to the current submission period i.e. the submission relating to activity in September 2021 must contain actual and plan data for activity and finance relating to months April, May, June, July, August and September 2021 **all shown separately.**

7. Specific data requirements

The table below defines the detailed data requirements of the Standard, listing each data element and its format. All data elements listed below MUST be included, their completion being determined by the completion criteria (M/R/O) shown in the final column.

For a detailed technical specification of the Standard showing individual data elements and lists of valid codes (where these are not contained within the NHS Data Model and Dictionary v3) please refer to the [Aggregate Contract Monitoring \(ACM\): User Guidance for Providers and Commissioners](#) document.

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|--|--------------------------------|--|---|---|
| FINANCIAL MONTH | max an2 | 1=April, 2= May, 3 June....12=March, with no leading zeros. | The month in which the activity occurred. For activities that span more than one month e.g. a hospital provider spell, this should be the month in which the activity ended. | M |
| FINANCIAL YEAR | an6 | 202122=2021/22, 202223=2022/23 etc. The slash (/) symbol must not be included. | The financial year in which the activity occurred. For activities that span a financial year e.g. a hospital provider spell, this should be the financial year in which the activity ended. | M |
| DATE AND TIME DATA SET CREATED | an19 CCYY-MM-DD hh:mm:ss | Valid date and time format - as shown in the Specification. | The date and time that the file was created prior to its submission to the DLP. This timestamp will be used to ascertain the latest version of the submission. | M |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|---|-------------------|---|---|---|
| REPORTING TYPE INDICATOR | an1 | Whether the record submitted in the data set is frozen (post-reconciliation) and not subject to further updates. Y=record is frozen, N=record can be flexed. | | M |
| ORGANISATION IDENTIFIER (CODE OF PROVIDER) | min an3 max an6 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. NHS Providers must complete this data element with their valid national 3-character Trust code with no trailing zeros (i.e. RNA not RNA00). Non-NHS providers should complete this data element with their valid national full 5-character code. Only where a hospital site is required for specific contract monitoring purposes should NHS providers use a valid national 5-figure code. | | M |
| ORGANISATION SITE IDENTIFIER (OF TREATMENT) | min an5 max an9 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. Where the POINT OF DELIVERY CODE is one of the non-activity codes or is DRUG or DEVICE this should be left blank. | This data element is included for organisations that may have a requirement for data at this level of granularity, for example where a provider has more than one site and there is a requirement to differentiate these. | R |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|---|-------------------|--|--|---|
| <u>ORGANISATION IDENTIFIER (GP PRACTICE RESPONSIBILITY)</u> | min an3 max an5 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. Where the POINT OF DELIVERY CODE is one of the non-activity codes or is DRUG or DEVICE this should be left blank. | This is the responsible CCG code. The organisation responsible for the GP Practice where the patient is registered, irrespective of whether they reside within the boundary of the Clinical Commissioning Group (CCG). | R |
| <u>ORGANISATION IDENTIFIER (RESIDENCE RESPONSIBILITY)</u> | min an3 max an5 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. Where the POINT OF DELIVERY CODE is one of the non-activity codes or is DRUG or DEVICE this should be left blank. | This is the responsible CCG code based on whether a patient resides within the boundary of the Clinical Commissioning Group (CCG). | R |
| <u>ORGANISATION IDENTIFIER (CODE OF COMMISSIONER)</u> | min an3 max an5 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. | The derived commissioner as derived with reference to the NHS England Commissioner Assignment Method (CAM) and hierarchy for assigning NHS England directly-commissioned services. | M |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|---|-------------------|---|--|---|
| <u>GENERAL MEDICAL PRACTICE CODE (PATIENT REGISTRATION)</u> | an6 | Valid ODS code – see the NHS Digital ODS Portal for valid codes. If planned activity has not been agreed at this level, monthly monitoring will not be at this level and the data element should be left blank. Where the POINT OF DELIVERY CODE is one of the non-activity codes or is DRUG or DEVICE this should be left blank. | This data element is included for organisations that have a requirement for data at this level of granularity. | R |
| <u>ACTIVITY TREATMENT FUNCTION CODE</u> | an3 | Valid code - see the NHS Data Model and Dictionary website for valid codes. Where the POINT OF DELIVERY CODE is ADJUSTMENT, BLOCK, CQUIN, DRUG, DEVICE or NAOTHER this should be left blank. | | R |
| <u>LOCAL SUB-SPECIALTY CODE</u> | max an8 | Local code. The population of this data element is optional. | This data element is included where it can be used to support local commissioning processes. | O |
| <u>WARD CODE</u> | max an12 | This is only required for mental health providers where NHS England - Specialised Services is the commissioner. | Local code of the ward within a provider. Providers must ensure that the population of this data element does not breach Information Governance rules e.g. 'HIV WARD' | R |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|---|-------------------|--|---|---|
| COMMISSIONED SERVICE CATEGORY CODE | an2 | Valid code - as listed in the Specification. | This should be derived with reference to the NHS England Commissioner Assignment Method (CAM) and hierarchy for assigning NHS England directly-commissioned services. | M |
| SERVICE CODE | max an12 | Valid code - see NHS England Directly Commissioned Services Reporting Requirements. This is only required where NHS England is the commissioner. | | R |
| SPECIALISED MENTAL HEALTH SERVICE CATEGORY CODE | max an50 | Valid code - as listed in the Specification. This is only required for mental health providers where NHS England - Specialised Services is the commissioner. | The category of the specialised mental health service provided in a service provided under agreement. | R |
| POINT OF DELIVERY CODE | max an10 | Valid code - as listed in the Specification. | This data element must be populated with the particular code based on the respective patient type and its associated measure (unit of volume). | M |
| POINT OF DELIVERY FURTHER DETAIL CODE | max an10 | This data element must be populated where the point of delivery patient type taxonomy is starred (**), indicating that it requires more detail. | This data element is similar to the 'Ad Hoc' fields found in many contracting software products. No Patient Identifiable Data (PID) | R |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|--|-------------------|--|---|---|
| | | Where the POINT OF DELIVERY CODE is indicated as requiring the completion of the POINT OF DELIVERY FURTHER DETAIL CODE data element it is suggested that providers show the local code used for this service. | or sensitive data should be recorded in this data element. | |
| POINT OF DELIVERY FURTHER DETAIL DESCRIPTION | max an100 | <p>This data element must be populated where the point of delivery patient type taxonomy is starred (**), indicating that it requires more detail.</p> <p>Where the POINT OF DELIVERY CODE is indicated as requiring the completion of the POINT OF DELIVERY FURTHER DETAIL DESCRIPTION data element it is suggested that providers show the local description and/or measure used for this service.</p> <p>It is advised that where providers and commissioners need to capture structured data in the POINT OF DELIVERY FURTHER DETAIL DESCRIPTION data element, a delimiter is used by local agreement.</p> | <p>This data element is similar to the 'Ad Hoc' fields found in many contracting software products.</p> <p>No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element.</p> | R |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|-------------------------------------|-------------------|---|--|---|
| | | Where it may add value e.g. where the POINT OF DELIVERY CODE is CQUIN, the POINT OF DELIVERY FURTHER DETAIL DESCRIPTION data element may be used to provide further information. | | |
| LOCAL POINT OF DELIVERY CODE | max an50 | Providers may wish to populate this data element if the content aids identification or validation of the activity. This data element MUST map to the POINT OF DELIVERY CODE with the same measure (unit of volume). | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| LOCAL POINT OF DELIVERY DESCRIPTION | max an100 | Providers may wish to populate this data element if the content aids identification or validation of the activity. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| LOCAL CONTRACT CODE | max an20 | A locally-defined code to monitor a specific contract line for an activity provided under a specific agreement. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| LOCAL CONTRACT MONITORING CODE | max an30 | A locally-defined code which helps to differentiate across separate contracts and subcontracting arrangements for the same provider and commissioner combination. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|--|-------------------|---|--|---|
| LOCAL CONTRACT MONITORING DESCRIPTION | max an100 | A local description that adds detail to the LOCAL CONTRACT MONITORING CODE data element. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| CONTRACT MONITORING ADDITIONAL DETAIL (FIRST) | max an50 | Very general purpose (VGP) data element. The population of this data element can be used for differing purposes by local agreement. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| CONTRACT MONITORING ADDITIONAL DESCRIPTION (FIRST) | max an100 | Very general purpose (VGP) data element. The population of this data element can be used for differing purposes by local agreement. | No Patient Identifiable Data (PID) or sensitive data should be recorded in this data element. | O |
| TARIFF CODE | max an50 | <p>To be populated where the POINT OF DELIVERY CODE is not one of the non-activity codes or OTHER, DRUG or DEVICE.</p> <p>HRG code together with any relevant National Tariff suffix adjustment codes. Adjustments should be added to the base HRG as a suffix beginning with a “/” i.e. National HRG code/Specialist Services Top-up Flag/Best Practice Tariff Code.</p> <p>Where a Specialist Services Top-up Flag and Best Practice Tariff Flag apply to the same base HRG the</p> | This should be calculated in accordance to National Tariff Guidance. | R |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|--------------------------------------|-------------------|--|---|---|
| | | <p>Specialist Services Top-up Flag should be listed first e.g. EY41D/NCBPS13F/BP50 for NHS England Specialised Service or HN54C/BP15 for a CCG-commissioned service.</p> <p>Where the activity has been passed through the HRG Grouper software or assigned a local HRG this should be populated else leave blank.</p> | | |
| NATIONAL TARIFF INDICATOR | an1 | Y=National Tariff, N=locally-agreed tariff. | | M |
| CONTRACT MONITORING PLANNED ACTIVITY | max n10.max n3 | Planned activity for the reporting period - normally 1/12 of the annual figure or a profiled expected activity of the annual contract. Where the POINT OF DELIVERY CODE is ADJUSTMENT, BLOCK, CQUIN, DRUG, DEVICE or NAOTHER the activity volume should be reported as zero. | | M |
| CONTRACT MONITORING PLANNED PRICE | max n18.max n8 | Planned full value for the reporting period (base + MFF) - normally 1/12 of the annual figure or a profiled expected value of the annual contract. | This should include any Specialist Services Top-up or Best Practice Tariff adjustments. | M |

| Data Element | Format and Length | Population Guidance | Notes | Mandatory (M), Mandatory Where Relevant (R) or Optional (O) |
|--|-------------------|---|---|---|
| CONTRACT MONITORING PLANNED MARKET FORCES FACTOR | max n18.max n8 | Planned MFF value for the reporting period. | | M |
| CONTRACT MONITORING ACTUAL ACTIVITY | max n10.max n3 | Actual activity for the reporting period. Where the POINT OF DELIVERY CODE is ADJUSTMENT, BLOCK, CQUIN, DRUG, DEVICE or NAOTHER the activity volume should be reported as zero. | | M |
| CONTRACT MONITORING ACTUAL PRICE | max n18.max n8 | Actual full value (base + MFF) for the reporting period. | This should include any Specialist Services Top-up or Best Practice Tariff adjustments. | M |
| CONTRACT MONITORING ACTUAL MARKET FORCES FACTOR | max n18.max n8 | Actual MFF value for the reporting period. | | M |