

Document filename:	Management Summary_SCCI0090 Amd 24-2015 v 1.0		
Project / Programme	Systems and Services Delivery (Operations & Assurance Services)	Project	Health and Social Care Organisation Reference Data
Document Reference	SCCI0090 Amd 24/2015		
Project Manager	Mike Presence	Status	Approved
Owner	Sue Millard	Version	1.0
Author	Mike Presence	Version issue date	11/08/2016

Health and Social Care Organisation Reference Data (SCCI0090): Management Summary

Document management

Revision History

Version	Date	Summary of Changes
0.1	08/08/2016	First draft of new supporting document following SCCI comments
1.0	11/08/2016	Approved

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Danny Ruttle	Senior Technical Specialist, ODS	11/08/2016	1.0

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Sue Millard	Sue Millard	Head of Service, ODS	11/08/2016	1.0
Sean Walsh	Sean Walsh	Director, Operations and Assurance Services	11/08/2016	1.0

Glossary of Terms

Term / Abbreviation	What it stands for
CSV	Comma Separated Values. A common, relatively simple file format for storing tabular data in plain-text form, particularly well-suited to fixed length records.
NHS Digital	NHS Digital. The trading name for the Health and Social Care Information Centre
Issuing Authority	The organisation responsible for publishing Health and Social Care Organisation Reference Data – currently the Organisation Data Service (ODS).
Meta Data	'Data about data' - in this context additional information about an organisation or site entity (i.e. indicating its Roles, Relationships, etc).
Multiple-frame Identifier Structure	(See also 'Unified Identifier Structure') Historically, multiple structures have been used for Organisation Reference Data identifiers to denote organisation types (referred to as 'code-frames'). For example NHS Trust codes are 3 characters long and begin with an 'R'. Code frames also convey organisation-to-site relationships

ODS	Organisation Data Service ¹ – the part of NHS Digital responsible for the publication of organisation and practitioner codes
Reference Data	Data that defines the set of permissible values to be used by other data fields.
SCCI	Standardisation Committee for Care Information. http://www.hscic.gov.uk/isce
Unified Identifier Structure	(See also 'Multiple-frame Identifier Structure') Unique identifiers, with a single, unified standard structure of 5 alternating alphabetic and numeric characters (ANANA) <i>with no inherent meaning</i> .
XML	Extensible Markup Language. A set of rules for encoding documents in machine-readable form.

Document Control:

The controlled copy of this document is maintained in the NHS Digital corporate network. Any copies of this document 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.

¹ <http://systems.hscic.gov.uk/data/ods>

Contents

1	Introduction	5
1.1	Purpose of Document	5
2	Background	5
3	New Users vs Existing Users	6
4	Change Overview	7
4.1	Current Approach	7
4.2	Issues	7
4.3	Future Approach	7
5	Key Changes	8
5.1	Identifier Structure	8
5.2	XML	8
6	Scope	10
7	Timescales	11

1 Introduction

1.1 Purpose of Document

This paper provides a management summary of the Information Standards Notice SCCI0090 'Health and Social Care Organisation Reference Data'. It is intended to provide a top-level overview of the information standard, to draw out all the salient aspects for end-users that must implement it.

2 Background

Comprehensive reference data about organisations for use within health informatics in England has been maintained since the early 1990's. The responsibility currently resides with the Organisation Data Service (ODS), hosted by NHS Digital.

When many of the existing Organisation data products were first established, they were not governed by information standards. SCCI0090 first evolved as an umbrella standard under which changes to these products could be notified – including some other non-Organisation products that ODS maintain such as codes for healthcare professionals for instance. It was named 'Organisation Data Service' (after the issuing authority) to reflect this wide scope and has never constituted a baseline fundamental standard.

Over time, aspects of the data interface have become outdated or problematic and resulted in a number of issues and, consequently, the redesign of the existing interface is vital to ensure its future efficacy.

SCCI0090 Amd 24-2015 is unusual in that it achieves two things:

- It first introduces changes to the legacy Organisation data products that address the outstanding issues, but will require systems and services that consume the data to make significant changes;
- It also establishes the new Organisation data products (in their post-change state) as the status quo, in a new fundamental standard.

Although new, the fundamental standard has been published under the SCCI0090 banner to provide continuity for existing users of the legacy products upon which it is based. A change of name from 'Organisation Data Service' to 'Health and Social Care Organisation Reference Data' reflects the more focused scope and new status.

3 New Users vs Existing Users

The dual nature of the information standard is a key factor for users because it means it must be approached in different ways, depending on the nature and timing of their implementation of Organisation data:

- If the implementation is brand new and being instated on or after the implementation start date of 24 February 2017, then the previous legacy state is of minor concern
- If there is an existing implementation of Organisation data already in place that pre-dates the implementation start date of 24 February 2017, then a transition must be undertaken to move from the legacy state to the new

This is reflected in the structure of the information standard, which is comprised of two main documents. Only one of these should be required, depending on whether the user is new or existing:

- **Requirement Specification** - provides the baseline specification for the fundamental information standard for Health and Social Care Organisation Reference Data (SCCI0090). It provides users with a detailed description of the data, where and why it applies and what is required of stakeholders to comply with the standard. New users require this paper.
- **Change Specification** - details changes being made to legacy Organisation Reference Data products to address a series of known issues with the current approach. It describes the changes, why they are being made and what benefits they will bring, the timeline for transition, who the affected stakeholders are and what requirements are placed on them, and examines the associated impacts. Existing users require this paper.

Both documents should be read alongside the relevant technical supporting documents as well as the appropriate section of the implementation guidance. Existing users may also choose to read the business justification document which describes the drivers for the change in more detail.

The remainder of this Management Summary focuses on the areas of the current ODS data set affected by change and provides a set of key milestones for the changes to take place.

4 Change Overview

The below provides a high-level view of the difference between the existing and future approaches. For full detail on these changes including the requirements that drive them please consult the Change Specification and Business Justification published as part of the information standard.

4.1 Current Approach

- multiple-frame identifier structures denote organisation type²;
- site identifiers share operating organisation's identifier as prefix;
- codes for key organisations historically limited to 3 characters long;
- data released in flat-structure Comma Separated Value (CSV) format;
- little information supplied on Relationship context;
- quarterly 'full' releases, reduced monthly and weekly releases of subset of files only;
- county element of addresses is mandatory

4.2 Issues

- the use of multiple frame identifier structures creates silos of code ranges with a finite number. Many of these are close to running out
- systems are hard-coded to recognise identifier structure and restrict field lengths which hampers allocation of new codes and makes change difficult to implement
- organisation type is derived from identifier structure rather than an explicit value, resulting in inconsistent application in systems
- burden of maintenance for both ODS and end-users is high due to the convoluted nature of the multiple-frame approach
- use of flat-structure CSV files to release data is outdated and severely limits other areas of the data model:
 - information on relationships between organisations is restricted
 - capacity to hold meta-data on organisations is also restricted
 - file content must be manually interpreted from multiple separate specifications
- CSV files offer limited support to emerging technologies

4.3 Future Approach

- unified identifier structure: 5 alternating alpha-number characters (ANANA)
- no inherent meaning in identifier structure;
- new Role meta-data describes functions of organisation;
- new Relationship Names meta-data provides context for Relationships;
- increased release frequency and simplified release structure;
- move from flat-file CSV format to XML;
- county element of addresses is optional

² E.g. NHS Trust codes are 3 characters long and begin with an 'R', CCG codes are three characters long and have a number as the first character, and letters for the second and third - etc. There are currently over 80 distinct code frames.

5 Key Changes

The two changes outlined below are expected to generate the majority of impacts for end-users. Please note however: there are many additional, subtle changes that must be considered when impact assessing transition. *All existing users should consult the Change Specification carefully, in full, when assessing impacts and planning their transition activities.*

5.1 Identifier Structure

The existing multiple-frame identifier structure, whereby the type of an Organisation that any given identifier applies to is indicated by the structure of that identifier, will be replaced by a new unified structure.

The new structure consists of a 5-character code, with an alternating alpha-number structure (ANANA). No meaning is implied by the identifier alone; the codes will be allocated to *all* entities – both Organisations and their sites – randomly.

This will mean that any system functionality that requires Organisation type and currently derives it from identifier structure will have to be changed, and make use of new Organisation Role meta-data values in the XML products instead.

The new unified identifier structure will only be applied to new records created on or after 1 April 2020. From 1 April 2020:

- All new codes will use ANANA
- All existing codes will remain the same

No legacy identifiers will be re-coded at any point.

There is therefore no requirement to replace existing codes and no mapping exercise is required – existing codes will simply persist indefinitely until naturally closed.

Nevertheless, from 1 April 2020 **all** identifiers should be treated the same (i.e. it should be assumed that their structure does not imply any meaning).

5.2 XML

All Organisation reference data will be released in XML format from 24 February 2017, within a single schema, in a single file (a separate archive product will also be provided, containing older records to keep the 'live' file at a manageable size).

All the fields available in the legacy CSV products have an equivalent in the XML. New attributes are included (e.g. relationship names) however their use is not generally necessary to achieve equivalency with the legacy CSV files. The single exception to this is a dependency on identifier structure to derive Organisation Type – if this exists then Primary Role meta-data must be used instead because from April 2020, new records will be allocated the unified structure ANANA codes.

Note that the legacy CSV products will *not* be withdrawn immediately; they will be dual run with the XML for a period of nearly 5 years until being discontinued in November 2021.

A mixed-economy of formats used by stakeholder during dual running will not cause problems with interoperability; all users will still be accessing the same data – only the processes required to import the data will need to change. Once imported into a system or

any other form in which the data is used to interoperate between stakeholders there should be no differences.

Note: simple tools and guidance to aid transformation of the XML data will be provided – more information on these can be found in the information standard.

6 Scope

Table 1 below lists the types of entity currently identified in the existing products, indicating whether they will be included in the XML and/or adopt ANANA, in order to provide a view of the entire scope of the change in the data at the most basic level. Please note, however: there are many additional, subtle aspects to the scope of change that must be considered when impact assessing transition. *All users should consult the Change Specification carefully, in full, when assessing impacts and planning their transition activities.*

It should be noted that the delivery of the data itself differs in that all the Primary Roles which are in scope are included in a single product. There are a number of products which are currently provided by separate products which can be derived from the data included in the XML, e.g. Successors, GP Practice Membership.

Data Product	In XML?	Adopts New Identifier Structure?
Core Organisation Data ³ <i>e.g. CCGs, NHS Trusts, etc.</i>	Yes	Yes
3rd Party Data <i>e.g. GP Practices, Dispensaries and Dentists</i>	Yes	No
Home Countries Data <i>e.g. Scotland and Northern Ireland</i>	Yes	No
People Data <i>e.g. GPs, Consultants and Prescribing Nurses</i>	No	No

Table 1 - Product Scope

³ The actual list of Primary Roles which are in scope is provided in the Data Item Catalogue which accompanies the release products.

7 Timescales

The implementation start date for this standard is 24 February 2017. The first complete XML release for live use will be published on this date.

The diagram below shows this and three further key milestones in the transition to the new interface. It should be noted that whilst these key milestones are natural points to focus on and organise the implementation around, each one triggers or enables a number of further changes which it is not practical to detail here; these changes are summarised in full within the information standards notice.

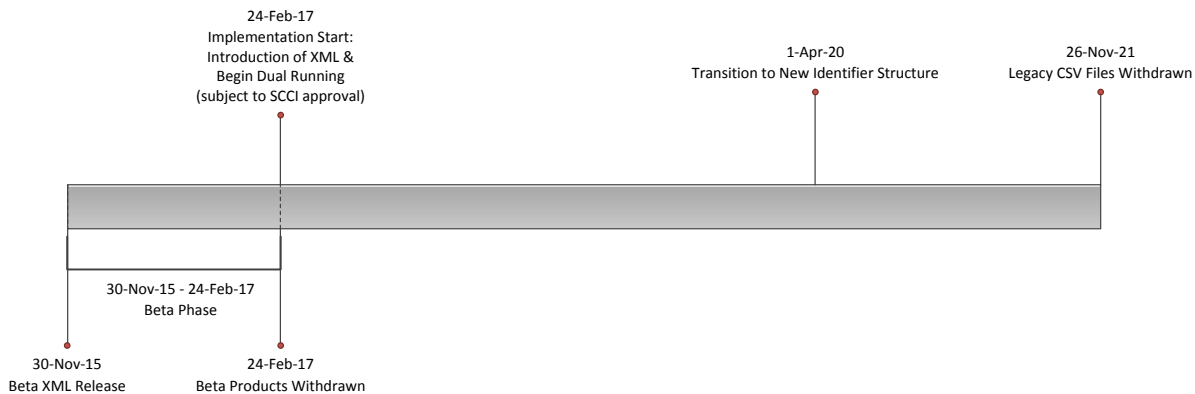


Figure 1 – Implementation Milestones

The information in Figure 1 above is presented in Table 2 below.

Area of Change	Milestone Start	Milestone End	Consumer Responsibilities
Release data in XML format	24/02/2017	n/a	<ul style="list-style-type: none"> Update technical processes to integrate with XML releases Review enhancements included in the XML and apply these to local systems where applicable, e.g. Named Relationships
Introduce new Identifier Structure (this only applies to organisations created from this date forward)	01/04/2020	n/a	<ul style="list-style-type: none"> Remove any dependencies on structured code formats Use meta data included in XML to derive the Primary Role of each record Remove any logic which handles site to organisation relationships based on code structure Ensure systems can deal with 5 character codes throughout, including the data architecture and for UI/display purposes Ensure structured codes for existing records and new (ANANA) codes are supported simultaneously

Area of Change	Milestone Start	Milestone End	Consumer Responsibilities
Retire CSV	n/a	26/11/2021	<ul style="list-style-type: none">Remove dependency on CSV dataset

Table 2 - Timetable for Changes